

Credit Recovery Courses

Format & Course Length:

Courses are online and must be completed within a 12-week period.

Courses offered:

- 927.0 Consumer Math
- 928.0 English I
- 929.0 Biology
- 932.0 American Government
- 933.0 Earth Science
- 953.0 Algebra I

Cost and Payment (non-refundable):

- \$250 for full credit
- \$200 for semester only
- \$30 technology fee
- Payment in full can be made by check, money order or credit card (Visa/MC/Disc)

Enrollment Form:

Use one enrollment form for all credit recovery courses in which the student is enrolling. Signatures must be obtained before the enrollment form can be processed. These signatures verify the student's failure of selected courses.

Textbooks:

Textbooks can be purchased through our online bookstore or through other sources such as Amazon.

Recordkeeping:

Credit Recovery Courses are assigned a percentage grade. As schools have different policies regarding the recording of recovery course grades, please refer to your school's policy.

Deadline Extension:

Students should complete the recovery course within the allotted time. However, extensions requested BEFORE the deadline will be granted a 1-week extension. Deadline extensions made AFTER the deadline will only be accepted if requested by a school official and upon receipt of the \$50 deadline extension fee.

Procedure:

1. Submit New or Returning Application Form
2. Download/print the enrollment form
3. Fill out enrollment form
4. Get required signatures on the form
5. Order book(s) from online bookstore
6. Receive email with password
7. ***READ THE DIRECTIONS***
8. Begin doing the coursework
9. Complete the course within 12 weeks
10. Move on toward your educational goals

Send payment and enrollment form to:

Griggs International Academy
8903 US Hwy 31
Berrien Springs, MI 49104-1950

OR Scan and Email enrollment form to: enrollgia@andrews.edu

Online Credit Recovery: Enrollment Form

School Official - This section MUST be completed and signed by School Official in order to process application.																
SCHOOL NAME		SCHOOL OFFICIAL'S NAME														
SCHOOL ADDRESS		TITLE														
CITY, STATE, ZIP		SCHOOL OFFICIAL'S EMAIL ADDRESS														
PHONE	FAX	SCHOOL OFFICIAL'S SIGNATURE - verifies student's failure of selected course(s)														
CREDIT RECOVERY COURSES		COURSE NO.	1 ST SEMESTER (0.5) (✓)	2 ND SEMESTER (0.5) (✓)	FULL CREDIT (1.0) (✓)											
Consumer Math – Credit Recovery		927														
English I – Credit Recovery		928														
Biology – Credit Recovery		929														
American Government – Credit Recovery		932														
Earth Science – Credit Recovery		933														
Algebra I – Credit Recovery		953														
Submit New or Returning Student Application Form. Send completed Enrollment form along with full payment to Griggs International Academy, 8903 US Hwy 31, Berrien Springs, MI 49104-1950 or email to enrollgia@andrews.edu . Completed applications with accompanying payments will be processed within 2-3 business days from time of receipt. Online access information will be emailed within one business day of processing. Textbooks may be ordered through our online bookstore at http://bookstore.mbsdirect.net/griggs.htm . Courses must be completed in a maximum of 12 weeks. Please keep a copy of this for your records.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Total # of 0.5 Credits</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">X \$200 = \$</td> </tr> <tr> <td style="padding: 5px;">Total # of 1.0 Credits</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">X \$250 = \$</td> </tr> <tr> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: right;">Technology Fee \$ 30.00</td> </tr> <tr> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: right;">Total Payment Due \$</td> </tr> </table>			Total # of 0.5 Credits		X \$200 = \$	Total # of 1.0 Credits		X \$250 = \$			Technology Fee \$ 30.00			Total Payment Due \$
Total # of 0.5 Credits		X \$200 = \$														
Total # of 1.0 Credits		X \$250 = \$														
		Technology Fee \$ 30.00														
		Total Payment Due \$														
Student/Parent - All information MUST be completed and signed by a Parent/Guardian. Forms without proper signatures will be returned.																
STUDENT NAME – FIRST/LAST		DATE OF BIRTH	Method of payment: Personal Check - \$35 Service charge on all returned checks Money Order or Certified Check Credit card (check one) – payment by phone accepted Visa MasterCard Discover													
PARENT NAME – FIRST/LAST																
MAILING ADDRESS		Expiration Date MM/YY	Security Code													
CITY/STATE/ZIP		Card Number														
PHONE	EMAIL		Cardholder Name (please print)													
STUDENT SIGNATURE		DATE	Cardholder Signature (required)													
PARENT SIGNATURE - verifies student's failure of selected course(s)		DATE														
Incomplete applications will be returned to sender. Applications must have School Official and Parent signatures in order to process.																
OFFICE USE ONLY																
ID Number _____ Authorization # _____ Receipt # _____																