



# Kindergarten–Grade 12 *Enrollment Packet*

2019–2020



STUDENT INFORMATION (required)		
LAST/FAMILY NAME	FIRST NAME	MIDDLE NAME(S)
STUDENT ID#	DATE OF BIRTH (MM/DD/YYYY)	GRADE LEVEL
<b>I AM SEEKING A GIA HIGH SCHOOL DIPLOMA</b> Yes    No	<b>CHECK DIPLOMA TYPE:</b> Standard High School Diploma    College Prep High School Diploma	
<b>HOW DID YOU HEAR ABOUT GRIGGS?</b> Returning Student    Friend    Family member    Teacher/Advisor    Website: _____ Publication: _____    Other: _____		

ENROLLMENT AGREEMENT (required)	
<p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>▪ All enrollments are subject to Griggs International Academy's (GIA) approval.</li> <li>▪ GIA is a Christian school with a values-based curriculum.</li> <li>▪ GIA values all individuals and does not discriminate on the basis of race, color, ethnic background, country of origin, or gender.</li> <li>▪ My student must abide by the policies and procedures outlined in the handbook and each course's instructional guide to successfully complete studies.</li> <li>▪ Tuition prices do NOT include the cost of books and supplies. Though some courses do not require any textbooks, it is my responsibility to obtain the list of books and supplies needed for my student, which can be found on the online bookstore site: <a href="http://bookstore.mbsdirect.net/griggs.htm">http://bookstore.mbsdirect.net/griggs.htm</a></li> <li>▪ My student MUST take the Stanford 10 Test within the <b>first six weeks</b> from the time of enrollment if he/she falls under one of the following categories:                             <ul style="list-style-type: none"> <li>» New full-time student (four or more courses) enrolling in 4th grade or higher (<b>OR</b>)</li> <li>» Returning student enrolling in 5th, 7th, 9th or 11th grade.</li> </ul> </li> <li>▪ It is my responsibility to meet all relevant home school regulations in my state and/or local government.</li> <li>▪ Accreditation does not guarantee the acceptance of credits. Each educational institution, state and government agency reserves the right to create its own policies for transfer of credit.</li> <li>▪ I am responsible for my student's education and they must complete submissions and tests in a timely manner.</li> <li>▪ All schoolwork should be the direct result of the student's own efforts and only the student's work.</li> <li>▪ I am fully responsible for any customs or duties for international shipments.</li> <li>▪ I am fully responsible to pay in accordance with the Payment Plan Agreement. If I fall behind in payment, access to GIA educational services will be suspended.</li> <li>▪ GIA reserves the right to cancel enrollment at any time due to unsatisfactory progress, program abuse, dishonesty or plagiarism, or failure to follow GIA policies and procedures.</li> <li>▪ GIA is under no obligation to provide any service after the expiration of this agreement.</li> <li>▪ I commit to a minimum of three hours per school day to facilitate my student's educational progress, or hire adequate help to fill this role.</li> <li>▪ I understand and agree to abide by the Course Completion Policy as stated on page 5 of the Catalog/Handbook, which states the following: <i>All students must be enrolled for at least six (6) weeks and complete their coursework within 12 months from the date of enrollment in order to move to the next grade level (K-8) or to receive credit (9-12).</i></li> <li>▪ By signing I hereby authorize Griggs International Academy the use and reproduction rights of any and all photographs or art work that I share with GIA. They have the permission to use all images for any Griggs International Academy needs whatsoever, without further compensation to me. All files, together with the prints shall constitute their property completely.</li> <li>▪ I understand that if I have been unsuccessful in reaching someone at Griggs International Academy, I may call the principal, Ms. Forsey, at 301-526-6369 or the associate principal, Mrs. Iwasa, at 269-815-8856.</li> </ul>	
PARENT/GUARDIAN SIGNATURE	DATE SIGNED

# FORM 2: K–8 Course Listing

Core courses are required for promotion to the next grade level.

## Kindergarten—core

- 272 Activity Unit
- 271 Bible
- 273 Reading

## Grade 1—core

- 313 Bible (Belonging to His Family)
- 586 Health and Science
- 575 Language: Reading & Writing\*
- 309 Mathematics
- 317 Social Studies

## Grade 1—enriched

- 1075 Art
- 1076 Music
- 1077 PE

## Grade 2—core

- 333 Bible (Exploring His Power)
- 339 Handwriting
- 587 Health and Science
- 328 Language
- 329 Mathematics
- 332 Reading
- 337 Social Studies
- 338 Spelling

## Grade 2—enriched

- 1078 Art
- 1080 PE

## Grade 3—core

- 354 Bible (Accepting His Plan)
- 1018 Health and Science
- 1019 Language: Reading & Writing\*
- 349 Mathematics
- 357 Social Studies

## Grade 3—enriched

- 1122 Art
- 1125 Music
- 1130 PE
- 549 Elementary Keyboarding (online)

## Grade 4—core

- 398 Bible (Following His Way)
- 379 Handwriting
- 589 Health and Science
- 368 Language
- 369 Mathematics
- 372 Reading
- 377 Social Studies
- 378 Spelling

## Grade 4—enriched

- 513 Art, Music, Physical Education
- 550 Elementary Keyboarding (online)

## Grade 5—core

- 382 Bible
- 395 Handwriting
- 944 Health and Science
- 388 Language
- 389 Mathematics
- 392 Reading
- 393 Social Studies
- 394 Spelling

## Grade 5—enriched

- 514 Art, Music, Physical Education
- 551 Elementary Keyboarding (online)

## Grade 6—core

- 1103 Bible (online)
- 1104 Bible ^
- 1074 Health and Science (online)
- 1102 Health and Science ^
- 1062 Lang: Reading & Writing (online)†
- 1105 Mathematics (online)
- 1106 Mathematics ^
- 1107 Social Studies (online)
- 1108 Social Studies ^

## Grade 7—core

- 277 Bible (online)
- 185 Bible ^
- 278 English (online)
- 186 English ^
- 1047 Mathematics (online)
- 187 Mathematics ^
- 1097 Science and Health (online)
- 189 Science and Health ^
- 281 Social Studies (online)
- 188 Social Studies ^

## Grade 8—core

- 1100 Basic Keyboarding (online)  
*Must take 1 year of Basic Keyboarding to meet 8th grade diploma requirements.  
Course can be taken any year Grades 6–8.*
- 417 Bible (online)
- 404 Bible ^
- 335 English (online)
- 191 English ^
- 400 Mathematics (online)
- 192 Mathematics ^
- 1012 Science and Health (online)
- 193 Science and Health ^
- 340 United States History (online)
- 194 United States History ^

## Junior High—enriched

- 1109 Art (online)\*\*
- 1110 Art\*\*^
- 1100 Basic Keyboarding (online)  
*Must take 1 year of Basic Keyboarding to meet 8th grade diploma requirements.  
Course can be taken any year Grades 6–8.*
- 1111 Music (online)
- 1112 Music\*\*^
- 1113 Physical Education (online)
- 1114 Physical Education^
- 182 Spanish G7^
- 198 Spanish G8—prerequisite Spanish G7^
- 1115 Vocab Building (online)
- 1116 Vocab Building^

## TUITION COST

Grade K–5: \$52/course/semester  
Grade 6–8: \$87/course/semester

†Tuition is \$174/semester

\*Tuition is \$104/semester

\*\*Tuition is \$44/semester

^ Paper course fee is \$5

# FORM 2: High School Course Listing

## Business and Technology

- 1048 Computer Literacy (online)  
—Microsoft Office 2016 required
- 1095 Entrepreneurship (online) ^
- 1101 Keyboarding (online) ^

## English

- 682 English I (online)
- 683 English II (online)
- 572 American Literature (online)
- 686 British Literature (online)

## Fine Arts

- 1087 Art in World Cultures (online) ^
- 1094 Culinary Arts (online) ^
- 1089 Digital Photography I (online) ^
- 1090 Digital Photography II (online) ^
- 1086 Fashion and Interior Design (online) ^
- 1085 Fine Arts—Ind. Study (online)—*must be pre-approved* ^
- 1093 Music Appreciation (online) ^

## Health and Physical Education

- 987 Health (online) ^
- 1044 Physical Education (online) ^
- 1032 Physical Fitness—Ind. Study (online)—*prerequisite: PE* ^

## History and Social Sciences

- 1091 Criminology (online) ^
- 106 Geography (online)
- 1092 Holocaust History (online) ^
- 1099 U.S. Government (online) ^
- 1028 U.S. History (online)
- 1022 World History (online)

## Mathematics

- 1023 Consumer Math (online)
- 989 Algebra I (online)
- 1020 Algebra II (online)—*prerequisite: Alg. I*
- 1013 Geometry (online)—*prerequisite: Alg. I*
- 1024 Integrated Math (online)
- 1025 PreCalculus (online) ‡—*prerequisite: Alg. II & Geometry*

## Modern Languages

- 1081 Spanish I (online)
- 1082 Spanish II (online)—*prerequisite: Spanish I*

## Religion

- 1073 Bible I Encounter (online)
- 108 Bible II (online)
- 1045 Bible III (online)
- 1046 Bible IV (online)

## Science

- 1026 Anatomy and Physiology (online)—*prerequisite: Biology*
- 178 Biology (online)
- 1027 Chemistry (online)
- 1054 Earth Science (online) †
- 1083 Forensic Science I (online) ^
- 1084 Forensic Science II (online) ^
- 1053 Physical Science (online) †
- 1014 Physics (online)

### HIGH SCHOOL TUITION COST

\$275/course/semester

^Course is only a one semester course.

†Course has a \$20 online lab fee.

‡Course has a \$50 eBook fee.

# FORM 3: Course Order and Payment

### TUITION COST

Grade K–5: \$52/course/semester  
 Grade 6–8: \$87/course/semester  
 Grade 9–12: \$275/course/semester

### ENROLLMENT FEE

Grade K–5: \$50  
 Grade 6–8: \$90  
 Grade 9–12: \$110

### OTHER FEES

Grade 6–8: \$5/course/semester (*paper course fee*)  
 Grade 9–12: \$20 (*Earth Science, Physical Science online lab fee*)  
 Grade 9–12: \$50 (*PreCalculus eBook fee*)

COURSE SELECTION (required)				
COURSE NO.	COURSE TITLE	1st Semester	2nd Semester	TUITION TOTAL
<b>TUITION TOTAL</b>				
<b>ENROLLMENT FEE</b> NONREFUNDABLE; payable EACH time you register				
<b>PROMO CODE</b>				
<b>TOTAL DUE</b>				

PAYMENT INFORMATION (required)		
<b>PAYMENT METHOD</b>  <b>Credit or Debit/Check Card</b> <i>(Visa, MasterCard, Discover)</i>  <b>Money Order</b>  <b>Personal Check</b> <i>(payable to Andrews University)</i>  <b>Cash</b> <i>(US Dollars paid in person only)</i>	<b>PAYING NOW</b>  <b>Total due</b>  <b>Minimum due*</b> <i>(enrollment fee)</i>  <b>Other*</b> <i>(enrollment fee + part of tuition)</i>  <b>*Payment Plan Agreement must be filled out, see next page.</b>	<b>OFFICE USE ONLY</b> AMOUNT CHARGED   AUTH CODE   RECEIPT #

**CARDHOLDER BILLING INFORMATION**

Cardholder Name \_\_\_\_\_ Phone # \_\_\_\_\_

Billing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Signature \_\_\_\_\_

In case of price miscalculation or price increase:      Charge the correct amount      Call me if difference is greater than \$100

**Credit Card Number** \_\_\_\_\_ **Expiry Date (MM/YY)** \_\_\_\_\_ **Security Code** \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

*Note: For security reasons, please do not include credit card number on form if sending via email. You may call and give payment information over the phone.*

# FORM 4: Payment Plan and Financial Agreement

## PAYMENT PLAN AGREEMENT (optional—only if you are financing tuition)

The maximum number of installment payments is eight. Installment amounts cannot be lower than \$25. Final exams may be taken only after the total amount due for the course is paid, and if the account as a whole is current. A fee of \$20 per month is due with late payments. The first installment is due on the first of the next month, if enrollment occurs before the 15th day of the month. If the enrollment occurs on or after the 15th of the month, the first installment will be due on the first day of the second month following the enrollment approval date. All other installment payments are due on the first of the month. **Please Note: Enrolling in the Payment Plan does not mean we will automatically be debiting your account. Monthly payments will need to be made to our financial office.**

<b>AMOUNT FINANCED</b> Part or all of tuition only. Do not include enrollment fee.	\$ _____
<b>NUMBER OF INSTALLMENTS</b> Select a number lower than number of months you plan to complete courses in.	1   2   3   4   5   6   7   8
<b>MONTHLY PAYMENT AMOUNT</b> Amount Financed divided by Number of Installments.	\$ _____

### PLEASE CAREFULLY READ THE FOLLOWING BULLETS AND INITIAL:

- I, the undersigned, promise to pay the entire amount financed within the number of months specified above.
- I allow Griggs International Academy to adjust the total amount financed if there is an error or minor adjustment of up to \$100.
- I understand and agree to abide by the terms and conditions stated in the GIA Catalog.
- I understand that I must call 269-471-3326 or mail a payment stub with a check or credit card authorization for **EACH** monthly payment.

PAYEE NAME ( <i>first, middle, last</i> )		PHONE NUMBER	
STREET ADDRESS	CITY & STATE/PROVINCE	ZIP/POSTAL CODE	
PAYEE SIGNATURE		DATE	

## FINANCIAL AGREEMENT (required)

### PLEASE CAREFULLY READ THE FOLLOWING BULLETS AND INITIAL:

- I understand the following policy pertaining to refunds when courses are dropped through cancellation, withdrawal or change:
- Cancellation occurs when a student terminates a course of study before beginning it. A full tuition refund is given for cancellations within 21 calendar days of the enrollment approval date. Cancellation fees apply after 21 days. Enrollment fee is non-refundable.
  - Withdrawal occurs when a student terminates or drops a course of study after GIA begins providing educational services. A withdrawal fee will be charged if withdrawing after 21 days of enrollment.
  - Changes involving withdrawing from one course and enrolling in another can be requested for courses where less than 20 percent of the work has been completed. Changes may be requested within two months of the date of enrollment. Drop/Change fees apply.
  - Due to the cost of processing, any credit balance less than \$5 will not be refunded unless specifically requested.
- I understand and agree to abide by the new Refund Policy as stated on page 17 of the Catalog/Handbook.
- A full tuition refund will be granted up to 21 days after enrollment date.
  - Refunds will be made to original payee, unless the original payee instructs GIA otherwise, in writing.
  - Day 22 through the end of seventh month: Students are eligible for refunds upon request.
  - Refund is granted based on whichever is higher: months enrolled or percentage of coursework completed. After the withdrawal fee is deducted, a refund of tuition will be made. A refund of tuition will be made according to the Refund Schedule on page 18 of the Catalog.
- I understand that if I have signed a Payment Plan Agreement I **MUST** make monthly payments via phone with a credit/debit card or by mailing a check or money order. I understand that there is no automated debit available.

PARENT/GUARDIAN SIGNATURE	DATE SIGNED
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# FORM 5: Proctor Information & Request (Grades 9–12 only)

Please review the policies regarding Proctor selection and responsibilities below before completing this form. Keep a copy of this page for your reference. This proctor will be used for the Stanford 10 Test (if applicable) as well as all academic exams.

## RESPONSIBILITIES OF THE STUDENT

- Students are responsible for finding a qualified person to supervise the exam process and proctor exams
- Set up exam time and place with proctor
- Notify the testing department of changes in proctor

## RESPONSIBILITIES OF THE PROCTOR

- Receive online password directly from GIA and store in a secure location
- Enter the password to begin exam, NEVER giving the password for student to enter
- Supervise the exam process in an appropriate testing setting
- Monitor the student for the duration of the exam

## TESTING PROCESS

- Complete Proctor Request and submit with enrollment
- Complete and submit all coursework and DBAs leading up to the exam.
- If on a monthly payment plan, ensure your student is not completing ahead of schedule.
- Request exam from Griggs Online either through selecting the link in the course Content or from your course homepage by clicking the dropdown menu "Requests" on the navigation bar. Please allow 3–4 business days prior to testing day for processing.

- Examination date, time, and place arrangements are made between student and proctor
- GIA sends login and password information to proctor. Exam is then released for a three-week window of time.
- Proctor directly supervises student throughout the entire examination (stays in the room)
- Contact the GIA testing office for more information

## PROCTOR SELECTION AND REQUIREMENTS

Selection of an independent, non-biased proctor protects the student from allegations of academic dishonesty and maintains the standards of our accrediting agencies. Proctor selection is subject to approval by GIA and is monitored throughout the duration of the course. GIA reserves the right to ask the student to select a new proctor at any time.

### Acceptable Proctors

- School faculty and administration
- Testing center staff
- Guidance counselor
- Librarians
- Pastors
- Church officer

PROCTOR INFORMATION (required)		
STUDENT NAME		STUDENT ID
PROCTOR NAME ( <i>first, middle, last</i> )	WORK TITLE	
PLACE OF EMPLOYMENT	WEBSITE/URL	
RELATIONSHIP TO STUDENT	NUMBER OF YEARS KNOWN	
DAYTIME PHONE NUMBER	EMAIL	
STREET ADDRESS	CITY	
STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY
<input type="checkbox"/> I certify that the proctor is not a family member, peer or member of the same household. <input type="checkbox"/> I certify that the proctor understands the exam protocol and has agreed to proctor my exams.		
STUDENT SIGNATURE	DATE SIGNED	