

Instructions

Most of the fields in the Enrollment Packet are self-explanatory. In order to minimize enrollment processing delays, please pay special attention to the fields addressed in these instructions. Please call GIA Enrollment at 269-471-6529, or email at enrollgia@andrews.edu, if you have any questions.

Page 2, Student Information: Please check whether you are seeking a GIA High School Diploma. If you will be seeking a GIA High School Diploma, check the box next to the type of High School Diploma you are seeking. *(Refer to the current Course Catalog/Handbook, pages 38-39 for a description of each High School Diploma program and requirements.)*

Page 2, Enrollment Agreement: Be sure to sign and date the Enrollment Agreement.

Page 3, K-8 Course Listing: Tuition Costs for Grades K-6 and 7-8 are listed in the lower right corner of the page. **Note the special case for each class marked with an *, **, or ^.**

Page 4, High School Course Listing: Tuition Costs for High School classes are listed in the lower right corner of the page. **Note the special case for each class marked with an ^, †, or ‡.**

Page 5, Course Selection: Below is an example of a completed Course Selection for a 1st Grade student enrolling in a full year (2 semesters) of core classes.

COURSE SELECTION (required)				
COURSE NO.	COURSE TITLE	1st Semester	2nd Semester	TUITION TOTAL
313	Bible	✓	✓	\$ 100.00
586	Health and Science	✓	✓	\$ 100.00
575	Language: Reading and Writing	✓	✓	\$ 200.00
309	Mathematics	✓	✓	\$ 100.00
317	Social Studies	✓	✓	\$ 100.00
TUITION TOTAL				\$ 600.00
ENROLLMENT FEE <small>NONREFUNDABLE; payable EACH time you register</small>				\$ 40.00
PROMO CODE				
TOTAL DUE				\$ 640.00

Page 5, Payment Information

Paying Now: Check which option you are using. You may pay the Total Balance, the Minimum Due (Enrollment and other fees), or any amount in between. **Please note that the Payment Plan Agreement (top of page 6) must be filled out if you are paying any amount but the Total Balance at this time.**

Cardholder Billing Information: 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.

Page 6, Payment Plan Agreement: This section is only used if all or part of tuition is being paid over up to 8 monthly payments. If you will be making monthly payments, this section is *required*.

- The maximum number of installment payments is eight.
- Installment amounts cannot be less 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:** Monthly payments **WILL NOT** automatically be debited from your payment account. Monthly payments will need to be made to our financial office.

Page 6, Financial Agreement: This section is **required** for all enrollments, even if no part of tuition is being paid in monthly payments. Initial next to all 3 parts, and sign and date at the bottom.

Page 7, Proctor Information and Request: This form is not required for Grades K-8, but is **required** for all High School class enrollments.

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.