

STUDENT INFORMATION (required)		
LAST/FAMILY NAME	FIRST NAME	MIDDLE NAME(S)
STUDENT ID#	DATE OF BIRTH (MM/DD/YYYY)	GRADE LEVEL
I AM SEEKING A GIA HIGH SCHOOL DIPLOMA (9–12) Yes No		

ENROLLMENT AGREEMENT (required)	
<p>I understand that:</p> <ul style="list-style-type: none"> ▪ All enrollments are subject to Griggs International Academy’s (GIA) approval. ▪ GIA is a Christian school with a values-based curriculum. ▪ GIA values all individuals and does not discriminate on the basis of race, color, ethnic background, country of origin, or gender. ▪ My student must abide by the policies and procedures outlined in the handbook and each course’s instructional guide to successfully complete studies. ▪ 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: http://bookstore.mbsdirect.net/griggs.htm ▪ My student MUST take the Stanford 10 Test within the first six weeks from the time of enrollment if he/she falls under one of the following categories: <ul style="list-style-type: none"> » New full-time student (four or more courses) enrolling in 4th grade or higher (OR) » Returning student enrolling in 5th, 7th, 9th or 11th grade. ▪ It is my responsibility to meet all relevant home school regulations in my state and/or local government. ▪ 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. ▪ I am responsible for my student’s education and they must complete submissions and tests in a timely manner. ▪ All schoolwork should be the direct result of the student’s own efforts and only the student’s work. ▪ I am fully responsible for any customs or duties for international shipments. ▪ 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. ▪ 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. ▪ GIA is under no obligation to provide any service after the expiration of this agreement. ▪ 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. ▪ I understand and agree to abide by the Course Completion Policy as stated on page 6 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> ▪ 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. ▪ 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. 	
PARENT/GUARDIAN SIGNATURE	DATE SIGNED

FORM 3: Payment Plan and Financial Agreement

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 and miscellaneous fees are 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 pages 17 and 18 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 19 of the Catalog.
- I understand that if I have signed a Payment Plan Agreement I **MUST** make monthly payments online 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	
BILLING NAME <i>(first, middle, last)</i>		BILLING PHONE NUMBER	
BILLING STREET ADDRESS	CITY & STATE/PROVINCE/COUNTRY	ZIP/POSTAL CODE	
BILLING EMAIL ADDRESS			

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.**

AMOUNT FINANCED Part or all of tuition only. Do not include enrollment fee.	\$ _____								
NUMBER OF INSTALLMENTS Select a number lower than the number of months you plan to complete courses in.	<table style="display: inline-table; border: none;"> <tr> <td style="padding: 0 10px;">1</td> <td style="padding: 0 10px;">2</td> <td style="padding: 0 10px;">3</td> <td style="padding: 0 10px;">4</td> <td style="padding: 0 10px;">5</td> <td style="padding: 0 10px;">6</td> <td style="padding: 0 10px;">7</td> <td style="padding: 0 10px;">8</td> </tr> </table>	1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8		
MONTHLY PAYMENT AMOUNT 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 pay online or mail a payment stub with a check or money order for **EACH** monthly payment.

FORM 5: Proctor Information & Request

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.

If you are struggling to find a proctor, remember that GIA offers proctoring services for free. Just write in "Griggs" on this form as your proctor, and we will send additional information your way.

RESPONSIBILITIES OF THE STUDENT

- Find 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 Information & Request form at time of enrollment.
- Complete and submit all coursework and DBAs leading up to the exam.
- Account must be current at the time of testing.
- Request exam from Griggs Online 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. Please aware that holidays can affect request time.
- 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 four-week window of time.
- Proctor directly supervises students throughout the entire examination (stays in the room). "Zoom" proctoring is not allowed. If you'd like to Zoom with a proctor, please use our GIA proctoring services.
- If you have questions, 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
<p>_____ I certify that the proctor is not a family member, peer or member of the same household.</p> <p>_____ I certify that the proctor understands the exam protocol and has agreed to proctor my exams.</p>		
STUDENT SIGNATURE	DATE SIGNED	