

STUDENT INFORMATION (required)		
LAST/FAMILY NAME	FIRST NAME	MIDDLE NAME(S)
STUDENT ID#	DATE OF BIRTH (MM/DD/YYYY)	GRADE LEVEL
<p><b>HOW DID YOU HEAR ABOUT GRIGGS?</b></p> <p> <input type="checkbox"/> Returning Student                        <input type="checkbox"/> Teacher/Advisor                        <input type="checkbox"/> Friend/Family                        <input type="checkbox"/> TheBestSchools.org                        <input type="checkbox"/> NICHE                 </p> <p>                     Online Search: _____                        Social Media: _____                        Other: _____                 </p>		

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>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 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>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 am recognizing that my student must dedicate approximately 4 hours each day to this course (in the live Zoom class and working outside of the class.) I acknowledge the course will extend from June 6–July 8 (semester 1) and July 11–August 12 (semester 2).</li> <li>I understand that if I have been unsuccessful in reaching someone at Griggs International Academy, I may text the principal, Ms. Forsey, at 301-526-6369.</li> </ul>	
PARENT/GUARDIAN SIGNATURE	DATE SIGNED

# FORM 2: Course Order and Payment

**TUITION AND ENROLLMENT COST** (includes enrollment fee, digital resources, eTextbook access, and 24/7 YUP tutoring)

**Semester 1 OR Semester 2:** \$500

**Both Semesters:** \$750

**Both Semesters if enrollment completed by May 1 (Early Bird Tuition):** \$700

COURSE SELECTION (please choose 1)				
COURSE NO.	COURSE TITLE	1st Semester	2nd Semester	Both Semesters
1177	Algebra 1—Summer Session			
<b>TOTAL DUE</b>				

PAYMENT INFORMATION (required)		
<p><b>PAYMENT METHOD</b></p> <p><b>Credit or Debit/Check Card</b> (<i>Visa, MasterCard, Discover</i>)</p>	<p><b>PAYING NOW</b></p> <p><b>Total due</b></p> <p><b>Minimum due*</b> (<i>\$500 due at enrollment</i>)</p> <p><i>*Payment Plan Agreement must be filled out, see next page.</i></p> <p><i>A Payment Plan can only be used if a student is enrolling in both semesters.</i></p>	<p><b><u>OFFICE USE ONLY</u></b></p> <p>AMOUNT CHARGED</p> <p>AUTH CODE</p> <p>RECEIPT #</p>
<p><b>PAYING WITH CREDIT OR DEBIT/CHECK CARD</b></p> <ul style="list-style-type: none"> <li>▪ Go to <a href="http://griggs.edu">griggs.edu</a></li> <li>▪ Select "Online Payment"</li> <li>▪ Click on "Enrollment Payment"</li> <li>▪ Be ready to give the student ID number, student full legal name and payment information.</li> </ul>		

# FORM 3: Payment Plan and Financial Agreement

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

The semester may only be started 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 payment is due on the first of the next month after enrollment or before June 1 (whichever comes first).

<b>AMOUNT FINANCED</b>	\$ <u>250</u>
<b>NUMBER OF INSTALLMENTS</b>	<u>1</u>
<b>DUE DATE</b>	_____

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

- I, the undersigned, promise to pay the entire amount financed by the first of the next month or before the course begins (whichever comes first).
- 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 above and in the GIA Catalog.
- I understand that I must pay online.

## 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. Withdrawal occurs when a student terminates or drops a course of study after GIA begins providing educational services. A 60% refund is given for cancellations or withdrawal before June 11, 2022. Cancellations made after June 11, 2022 will receive no refund.
  - Due to the cost of processing, any credit balance less than \$5 will not be refunded unless specifically requested.
  - Cancellation or withdrawal requests should be emailed to [fingia@andrews.edu](mailto:fingia@andrews.edu) and [griggsk12services@andrews.edu](mailto:griggsk12services@andrews.edu).
- I understand and agree to abide by the refund policy explained below:
- A 60% tuition refund will be granted up to June 11, 2022.
  - Refunds will be made to original payee, unless the original payee instructs GIA otherwise, in writing.
  - After June 11, 2022, students are ineligible for a refund.
  - GIA holds a security interest in any refund that may be due from GIA if there is an outstanding account. Any monies sent to GIA will first be applied to past due amounts.
- I understand that if I have signed a Payment Plan Agreement I MUST make the payment online with a credit/debit card. I understand that there is no automated debit available.

<b>PARENT/GUARDIAN SIGNATURE</b>	<b>DATE SIGNED</b>
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BILLING NAME IF DIFFERENT FROM PARENT/GUARDIAN ( <i>first, middle, last</i> )		BILLING PHONE NUMBER	
PHYSICAL BILLING ADDRESS	CITY & STATE/PROVINCE	ZIP/POSTAL CODE	
BILLING EMAIL ADDRESS			