



Kindergarten–Grade 12

Enrollment Packet

2023–2024

INSPIRE • TRANSFORM • SERVE

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	CHECK DIPLOMA TYPE (IF ANSWERED YES ON PREVIOUS QUESTION): Standard High School Diploma College Prep High School Diploma	
HOW DID YOU HEAR ABOUT GRIGGS? Returning Student Teacher/Advisor Friend/Family TheBestSchools.org NICHE Online Search: _____ Social Media: _____ Other: _____		

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 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

- 1139 Bible Encounter
- 586 Health and Science
- 1155 Language: Reading & Writing*
- 1169 Mathematics
- 1183 Spelling/Handwriting
- 317 Social Studies

Grade 1—enrichment

- 1075 Art
- 1076 Music
- 1077 PE

Grade 2—core

- 1140 Bible Encounter
- 1160 Health and Science
- 328 Language
- 690 Mathematics
- 332 Reading
- 1161 Social Studies
- 1184 Spelling/Handwriting

Grade 2—enrichment

- 1078 Art
- 1079 Music
- 1080 PE

Grade 3—core

- 1141 Bible Encounter
- 1018 Health and Science
- 1059 Language: Reading & Writing*
- 691 Mathematics
- 1162 Social Studies
- 1179 Spelling/Handwriting

Grade 3—enrichment

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

Grade 4—core

- 1142 Bible Encounter
- 1163 Health and Science
- 369 Mathematics
- 1060 Reading/Writing*
- 1166 Social Studies
- 1180 Spelling/Handwriting

Grade 4—enrichment

- 1192 Art
- 550 Elementary Keyboarding (online)
- 1138 Music

Grade 5—core

- 1143 Bible Encounter
- 944 Health and Science
- 388 Language
- 389 Mathematics
- 392 Reading
- 1137 Social Studies ◊
- 1181 Spelling/Handwriting

Grade 5—enrichment

- 1193 Art
- 551 Elementary Keyboarding (online)
- 938 Music

Grade 6—core

- 1144 Bible Encounter
- 1074 Health and Science (online)
- 1102 Health and Science
- 1062 Language: Reading & Writing (online) †
- 1168 Mathematics (online) § ◊
- 1107 Social Studies (online)

Grade 7—core

- 1145 Bible Encounter (online)
- 278 English (online)
- 1152 Mathematics (online) § ◊
- 1097 Science and Health (online)
- 1126 Science and Health
- 281 Social Studies (online)

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.*
- 1146 Bible Encounter (online)
- 1172 English (online)
- 1052 Literature (online)
- 1148 Mathematics (online) ◊ §
- 1012 Science and Health (online)
- 340 United States History (online)

Junior High—enrichment

- 1109 Art (online)**
- 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.*
- 1176 Coding
- 1111 Music (online)
- 1113 Physical Education (online)
- 1147 JH Spanish (online) ◊
- 1115 Vocab Building (online)

Math Resource Fee Grades 6–8

GIA realizes that math courses are often the most difficult for some students to do independently. We are offering a variety of resources that will help Grades 6–8 students be successful in their math courses, including: IXL, Khan Academy and Yup unlimited tutoring.

Courses not marked online are hybrid courses. Hybrid courses utilize digital resources and downloadable PDF instructional guides that include assignments that are printed and submitted by scanning and using dropboxes. GIA does not accept submission by mail or email. All work must be submitted using the dropboxes.

TUITION COST

Grade K–5: \$57/course/semester
Grade 6–8: \$95/course/semester

† Tuition is \$190/semester

* Tuition is \$114/semester

** Tuition is \$45/semester

◊ Course has a \$25 eBook fee

§ \$40 Math Resource fee

FORM 2: High School Course Listing

If you are enrolling in credit recover courses please click the link to the [Credit Recovery Enrollment Packet](#).

Business and Technology

- 1187 Coding I (online)
- 1188 Coding II (online)
- 1189 Digital Media I (online)
- 1190 Digital Media II (online)
- 1095 Entrepreneurship (online) ^
- 1101 Keyboarding (online)—*must be pre-approved* ^
- 1204 Principles of Information Technology (online)

English

- 1133 English I (online) †
- 1174 English II (online)
—*prerequisite: English I*
- 572 American Literature (online)
—*prerequisite: English I and English II*
- 1149 World & British Literature (online) †
—*prerequisite: English I and English II*

Fine Arts

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

Health and Physical Education

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

History and Social Sciences

- 1178 African American History (online)
- 1091 Criminology (online) ^
- 1092 Holocaust History (online) ^
- 1170 U.S. Government (online) ^ †
- 1167 U.S. History (online) †
- 1173 World History (online) †

Mathematics

- 1132 Consumer Math (online) §
- 1182 Algebra I (online) § †
- 1020 Algebra II (online) §
—*prerequisite: Algebra I*
- 1013 Geometry (online) §
—*prerequisite: Algebra I*
- 1037 PreCalculus (online) §
—*prerequisite: Algebra II & Geometry*

Modern Languages

- 1175 American Sign Language (online)
- 1191 American Sign Language II (online)
—*prerequisite: ASL*
- 1081 Spanish I (online)
- 1082 Spanish II (online)
—*prerequisite: Spanish I*

Religion

- 1073 Bible I Encounter (online)
- 1134 Bible II Encounter (online)
- 1151 Bible III Encounter (online)
- 1171 Bible IV Encounter (online)

Science

- 1186 Anatomy and Physiology (online)
—*prerequisite: Biology*
- 1131 Biology (online) †
- 1027 Chemistry (online)
- 1054 Earth Science (online) †
- 1083 Forensic Science I (online) ^ ❖
- 1084 Forensic Science II (online) ^ ❖
- 1053 Physical Science (online) †

Math Resource Fee Grades 9–12

GIA realizes that math courses are often the most difficult for some students to do independently. We are offering a variety of resources that will help Grades 9–12 students be successful in their math courses, including: IXL, Khan Academy and Yup unlimited tutoring.

HIGH SCHOOL TUITION COST

\$285/course/semester

- ^ Only a one-semester course
- † Course has a \$25 eBook/lab fee
- ❖ Course not supported internationally
- § \$40 Math Resource fee

FORM 4: 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.
 - Enrollment and other fees are non-refundable and cannot be included in a payment plan.
- 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 (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.

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