

CREDIT RECOVERY COURSES

Format & Course Length:

Courses are online and must be completed within a 16-week period.

Courses offered:

- 927.0 Consumer Math §
- 1199.0 English I
- 929.0 Biology
- 932.0 American Government
- 933.0 Earth Science
- 953.0 Algebra I §

Cost and Payment (non-refundable):

- \$400 for full credit (two semesters)
- \$250 for half a credit (one semester)
- \$30 technology fee (does not apply to math courses)
- \$40 math resources fee (math courses only - §)
- Payment in full must be made online at time of enrollment

Enrollment Form:

Use one enrollment form for all credit recovery courses in which the student is enrolling. Signatures must be obtained before the enrollment form can be processed. These signatures verify the student's failure of selected courses.

Textbooks:

Textbooks can be purchased through our online bookstore or through other sources such as Amazon.

Recordkeeping:

Credit Recovery Courses are assigned a percentage grade. As schools have different policies regarding the recording of recovery course grades, please refer to your school's policy.

Deadline Extension:

Students should complete the recovery courses within the allotted time. However, a 6-week extension can be requested to the academic advisor BEFORE the deadline. If the extension request is approved, student must also pay **\$50 deadline extension fee.**

Procedure:

1. Submit New or Returning Application Form
2. Download/print the Credit Recovery Enrollment Form
3. Fill out Credit Recovery Enrollment Form
4. Get required signatures on the form from your school official/registrar
5. Send in your Credit Recovery Enrollment Forms
6. Make an online payment at griggs.edu
7. Order your book/s from our online bookstore or another third-party bookstore
8. Receive an email with log-in information 48 hours after you receive your enrollment confirmation email
9. *****READ THE CLASS DIRECTIONS*****
10. Begin on your coursework
11. Complete the course in 16 weeks
12. Move on towards your educational goals

Scan and Email Enrollment Forms to: **enrollgia@andrews.edu.**

FORM 1: Online Credit Recovery

PLEASE MAKE A COPY OF ALL FORMS FOR YOUR RECORDS

SCHOOL OFFICIAL <i>(This section MUST be completed and signed by the School Official in order to process application)</i>		
SCHOOL NAME		SCHOOL OFFICIAL'S NAME
SCHOOL ADDRESS		TITLE
CITY, STATE, ZIP		SCHOOL OFFICIAL'S EMAIL ADDRESS
PHONE	FAX	SCHOOL OFFICIAL'S SIGNATURE <i>(verifies student's failure of selected course(s))</i>

CREDIT RECOVERY COURSES	COURSE NO.	1ST SEMESTER (0.5) ✓	2ND SEMESTER (0.5) ✓	FULL CREDIT (0.5) ✓
Consumer Math – Credit Recovery §	927			
English I – Credit Recovery	1199			
Biology – Credit Recovery	929			
American Government – Credit Recovery	932			
Earth Science – Credit Recovery	933			
Algebra I – Credit Recovery §	953			
Total # of 0.5 Credits x \$250 =			\$	
Total # of 1.0 Credits x \$400 =			\$	
Technology Fee			\$	
§ Math Resource Fee <i>(\$40—if applicable)</i>			\$	
TOTAL PAYMENT DUE			\$	

PAYMENT INFORMATION (required)		
PAYMENT METHOD Credit or Debit/Check Card <i>(Visa, MasterCard, Discover)</i>	PAYING NOW Total due	OFFICE USE ONLY AMOUNT CHARGED AUTH CODE RECEIPT #
PAYING WITH CREDIT OR DEBIT/CHECK CARD <ul style="list-style-type: none"> ▪ Go to griggs.edu ▪ Select "Online Payment" ▪ Click on "Enrollment Payment" ▪ Be ready to give the student ID number, student full legal name and payment information. 		

STUDENT/PARENT <small>(All information MUST be completed and signed by a Parent/Guardian. Forms without proper signatures will be returned.)</small>		
STUDENT NAME <small>(First/Last)</small>	STUDENT ID#	DATE OF BIRTH <small>(MM/DD/YYYY)</small>
PARENT/GUARDIAN NAME <small>(First/Last)</small>		
BILLING MAILING ADDRESS	BILLING NAME <small>(if different from parent/guardian)</small>	
CITY AND STATE/PROVINCE/COUNTRY	BILLING EMAIL ADDRESS	
STUDENT SIGNATURE	DATE	

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 Order Your Books page: www.griggs.edu/enrollment/order-your-books ▪ 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 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. ▪ 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 text the principal, Ms. Forsey, at 301-526-6369. ▪ Incomplete applications will be returned to sender. Applications must have School Official and Parent/Guardian signatures in order to process. 	
PARENT/GUARDIAN SIGNATURE	DATE SIGNED

FORM 3: 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.

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
<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	