



# 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 GRIGGS 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><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>▪ All enrollments are subject to Griggs International Academy’s (Griggs) approval.</li> <li>▪ Griggs is a Christian school with a values-based curriculum.</li> <li>▪ Griggs 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>▪ 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: <a href="http://bookstore.mbsdirect.net/griggs.htm">http://bookstore.mbsdirect.net/griggs.htm</a></li> <li>▪ My student MUST take the Stanford 10 Test within the <b>first six weeks</b> from the time of enrollment if he/she falls under one of the following categories:                             <ul style="list-style-type: none"> <li>» New full-time student (four or more courses) enrolling in 4th grade or higher (OR)</li> <li>» Returning student enrolling in 5th, 7th, 9th or 11th grade.</li> </ul> </li> <li>▪ It is my responsibility to meet all relevant home school regulations in my state and/or local government.</li> <li>▪ 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.</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 for any customs or duties for international shipments.</li> <li>▪ I am fully responsible to pay in accordance with the Payment Plan Agreement. If I fall behind in payment, access to Griggs educational services will be suspended.</li> <li>▪ Griggs reserves the right to cancel enrollment at any time due to unsatisfactory progress, program abuse, dishonesty or plagiarism, or failure to follow Griggs policies and procedures.</li> <li>▪ Griggs is under no obligation to provide any service after the expiration of this agreement.</li> <li>▪ 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.</li> <li>▪ 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></li> <li>▪ By signing I hereby authorize Griggs International Academy the use and reproduction rights of any and all photographs, audio/video or art work that I share with Griggs. They have the permission to use all of these forms of media for any Griggs International Academy needs whatsoever, without further com-pensation to me. All files, together with the prints shall constitute their property completely.</li> <li>▪ 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.</li> </ul>	
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 Reading & Writing\*  
1183 Spelling/Handwriting  
1169 Mathematics  
317 Social Studies

## Grade 1—enrichment

1075 Art  
1076 Music  
1077 PE

## Grade 2—core

1140 Bible Encounter  
1160 Health and Science  
1058 Reading & Writing\*  
1184 Spelling/Handwriting  
690 Mathematics  
1161 Social Studies

## Grade 2—enrichment

1078 Art  
1079 Music  
1080 PE

## Grade 3—core

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

## Grade 3—enrichment

1122 Art  
1125 Music  
1130 PE  
549 Elementary Keyboarding

## Grade 4—core

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

## Grade 4—enrichment

550 Elementary Keyboarding  
1138 Music  
1192 Art

## Grade 5—core

1143 Bible Encounter  
944 Health and Science  
1061 Reading & Writing\*  
1181 Spelling/Handwriting  
389 Mathematics  
1209 Social Studies ◊

## Grade 5—enrichment

551 Elementary Keyboarding  
938 Music  
1193 Art

## Grade 6—core

1144 Bible Encounter  
1165 Literature  
1197 Writing  
1205 Spelling/Handwriting  
1074 Health and Science  
1168 Mathematics § ◊  
1107 Social Studies

## Grade 7—core

1145 Bible Encounter  
1097 Science and Health  
1051 Literature  
278 English  
1152 Mathematics § ◊  
281 Social Studies

## Grade 8—core

1146 Bible Encounter  
1012 Science and Health  
1172 English  
1052 Literature  
1148 Mathematics ◊ §  
340 History  
1100 Basic Keyboarding

## Junior High—enrichment

1109 Art \*\*  
1100 Basic Keyboarding

*Must take 1 year of Basic Keyboarding to meet 8th grade diploma requirements.  
Course can be taken any year Grades 6–8*

1111 Music  
1113 Physical Education  
1147 JH Spanish ◊  
1115 Vocab Building  
1176 Coding

### **Math Resource Fee Grades 6–8**

*Griggs 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.*

### **TUITION COST**

**Grade K–5: \$57/course/semester**

**Grade 6–8: \$95/course/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

## Business and Technology

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

## English

- 1133 English I †
- 1174 English II  
—prerequisite: English I
- 1203 American Literature †  
—prerequisite: English I and English II
- 1149 World & British Literature †  
—prerequisite: English I and English II

## Fine Arts

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

## Health and Physical Education

- 987 Health ^
- 1044 Physical Education ^
- 1032 Physical Fitness—Independent Study ^  
—prerequisite: PE

## **CREDIT RECOVERY**

IF YOU ARE ENROLLING IN CREDIT RECOVERY COURSES VISIT OUR WEBSITE FOR THE *CREDIT RECOVERY ENROLLMENT PACKET*:

<https://www.griggs.edu/enrollment/credit-recovery>

## History and Social Sciences

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

## Mathematics

- 1132 Consumer Math §
- 1182 Algebra I § †
- 1202 Algebra II §  
—prerequisite: Algebra I
- 1013 Geometry §  
—prerequisite: Algebra I
- 1201 PreCalculus §  
—prerequisite: Algebra II & Geometry

## Modern Languages

- 1175 American Sign Language I
- 1191 American Sign Language II  
—prerequisite: ASL I
- 1081 Spanish I
- 1082 Spanish II  
—prerequisite: Spanish I

## Religion

- 1073 Bible I Encounter
- 1134 Bible II Encounter
- 1151 Bible III Encounter
- 1171 Bible IV Encounter

## Science

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

### **Math Resource Fee Grades 9–12**

Griggs 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 3: Course Order and Payment

## TUITION COST

Grade K–5: \$57/course/semester  
 Grade 6–8: \$95/course/semester  
 Grade 9–12: \$285/course/semester

## ENROLLMENT FEE

Grade K–5: \$50  
 Grade 6–8: \$90  
 Grade 9–12: \$110

## OTHER FEES

Grade 6–12: \$25 (Select courses eBook/lab fee)  
 Grade 6–12: \$40 (Math Resource fee)

## SIBLING DISCOUNT

Families enrolling multiple siblings AT THE SAME TIME are responsible for paying the enrollment fee of the student in the highest grade level. All siblings enrolling in lower grade levels will have their enrollment fees waived.

COURSE SELECTION (required)				
COURSE NO.	COURSE TITLE	1st Semester	2nd Semester	TUITION TOTAL
<b>TUITION TOTAL</b>				
<b>ENROLLMENT FEE</b> NONREFUNDABLE; payable EACH time you register				
<b>OTHER FEES</b> (Please refer to course listing page and other fees listed above)				
<b>PROMO CODE</b>				
<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>Money Order</b></p> <p><b>Personal Check</b></p> <p><b>Make checks and money orders payable to Andrews University</b></p>	<p><b>PAYING NOW</b></p> <p><b>Total due</b></p> <p><b>Minimum due*</b> (<i>enrollment plus other fees</i>)</p> <p><b>Other*</b> (<i>enrollment plus other fees + part of tuition</i>)</p> <p><i>*Payment Plan Agreement must be filled out, see next page.</i></p>	<p><b>OFFICE USE ONLY</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 <b>griggs.edu</b></li> <li>▪ Select <b>"Online Payment"</b></li> <li>▪ Click on <b>"Enrollment Payment"</b></li> <li>▪ Be ready to give the student ID number, student full legal name and payment information.</li> </ul>		

# 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 Griggs 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 Griggs 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.**

<b>AMOUNT FINANCED</b> Part or all of tuition only. Do not include enrollment fee.	\$ _____
<b>NUMBER OF INSTALLMENTS</b> Select a number lower than the number of months you plan to complete courses in.	1    2    3    4    5    6    7    8
<b>MONTHLY PAYMENT AMOUNT</b> 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 Griggs 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 Griggs 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 Griggs 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.

- Griggs 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 Griggs proctoring services.
- If you have questions, contact the Griggs 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 Griggs and is monitored throughout the duration of the course. Griggs 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