



Owned and Operated by Andrews University

# Kindergarten–Grade 12 *Enrollment Packet*

2021–2022



STUDENT INFORMATION (required)		
LAST/FAMILY NAME	FIRST NAME	MIDDLE NAME(S)
STUDENT ID#	DATE OF BIRTH (MM/DD/YYYY)	GRADE LEVEL
<b>I AM SEEKING A GIA HIGH SCHOOL DIPLOMA (9–12)</b> Yes      No	<b>CHECK DIPLOMA TYPE (IF ANSWERED YES ON PREVIOUS QUESTION):</b> Standard High School Diploma      College Prep High School Diploma	
<b>HOW DID YOU HEAR ABOUT GRIGGS?</b> 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 (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>▪ 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 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>▪ 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 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 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 Language: Reading & Writing\*
- 1169 Mathematics
- 317 Social Studies

## Grade 1—enriched

- 1075 Art
- 1076 Music
- 1077 PE

## Grade 2—core

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

## Grade 2—enriched

- 1078 Art
- 1079 Music
- 1080 PE

## Grade 3—core

- 1141 Bible Encounter
- 1018 Health and Science
- 1019 Language: Reading & Writing\*
- 691 Mathematics
- 1162 Social Studies

## Grade 3—enriched

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

## Grade 4—core

- 1142 Bible Encounter
- 379 Handwriting
- 1163 Health and Science
- 368 Language
- 369 Mathematics
- 372 Reading
- 1166 Social Studies
- 378 Spelling

## Grade 4—enriched

- 513 Art, Music, Physical Education
- 550 Elementary Keyboarding (online)

## Grade 5—core

- 382 Bible
- 395 Handwriting
- 944 Health and Science
- 388 Language
- 389 Mathematics
- 392 Reading
- 1137 Social Studies ◊
- 394 Spelling

## Grade 5—enriched

- 514 Art, Music, Physical Education
- 551 Elementary Keyboarding (online)

## Grade 6—core

- 1103 Bible (online)
- 1104 Bible ^
- 1074 Health and Science (online)
- 1102 Health and Science ^
- 1062 Language: Reading & Writing (online) †
- 1168 Mathematics (online) § ◊
- 1107 Social Studies (online)
- 1108 Social Studies ^

## Grade 7—core

- 277 Bible (online)
- 185 Bible ^
- 278 English (online)
- 186 English ^
- 1152 Mathematics (online) § ◊
- 1097 Science and Health (online)
- 1126 Science and Health ^
- 281 Social Studies (online)
- 188 Social Studies ^

## 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)
- 335 English (online)
- 191 English ^
- 1052 Literature (online)
- 1148 Mathematics (online) ◊ §
- 1012 Science and Health (online)
- 340 United States History (online)
- 194 United States History ^

## Junior High—enriched

- 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.*
- 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: \$52/course/semester**  
**Grade 6–8: \$87/course/semester**

- † Tuition is \$174/semester
- \* Tuition is \$104/semester
- \*\* Tuition is \$44/semester
- ^ Additional \$5 hybrid course fee
- ◊ Course has a \$20 eBook fee
- § \$30 Math Resource fee

# FORM 2: High School Course Listing

## Business and Technology

- 1048** Computer Literacy (online)  
—Microsoft Office 2016 required
- 1095 Entrepreneurship (online) ^
- 1101 Keyboarding (online)—*must be pre-approved* ^

## English

- 1133** English I (online) †
- 683 English II (online)
- 572 American Literature (online)
- 1149** World & British Literature (online) †

## 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

- 1091** Criminology (online) ^
- 1092 Holocaust History (online) ^
- 1170 U.S. Government (online) ^ †
- 1167 U.S. History (online) †
- 1022 World History (online)

## Mathematics

- 1132** Consumer Math (online) §
- 989 Algebra I (online) §
- 1020 Algebra II (online) §  
—*prerequisite: Algebra I*
- 1013 Geometry (online) §  
—*prerequisite: Algebra I*
- 1025** PreCalculus (online) ‡ §  
—*prerequisite: Algebra II & Geometry*

## Modern Languages

- 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

- 1026** 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) †
- 1014 Physics (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**

**\$275/course/semester**

- ^ Only a one-semester course
- † Course has a \$20 eBook/lab fee
- ‡ Course has a \$50 eBook fee
- ❖ Course not supported internationally
- § \$30 Math Resource fee

# FORM 3: Course Order and Payment

## TUITION COST

Grade K–5: \$52/course/semester  
 Grade 6–8: \$87/course/semester  
 Grade 9–12: \$275/course/semester

## ENROLLMENT FEE

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

## OTHER FEES

Grade 6–8: \$5/course/semester (additional hybrid course fee)  
 Grade 6–12: \$20 (Select courses eBook/lab fee)  
 Grade 6–12: \$30 (Math Resource fee)  
 Grade 9–12: \$50 (PreCalculus eBook fee)

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><b>*Payment Plan Agreement must be filled out, see next page.</b></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 <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 4: Payment Plan and Financial Agreement

## 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 GIA Catalog.
- I understand that I must pay online or mail a payment stub with a check or money order for **EACH** monthly payment.

PAYEE NAME ( <i>first, middle, last</i> )		PHONE NUMBER	
STREET ADDRESS	CITY & STATE/PROVINCE	ZIP/POSTAL CODE	
PAYEE SIGNATURE		DATE	

## 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
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# 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.

## 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 either through selecting the link in the course Content or 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.

- 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 student throughout the entire examination (stays in the room).
- 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	