

Credit Recovery Courses

Format & Course Length:

Courses are online and must be completed within a 12-week period.

Courses offered:

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

Cost and Payment (non-refundable):

- \$250 for full credit
- \$200 for semester only
- \$30 technology fee
- \$30 math resources fee (math courses only - \$)
- Payment in full can be made by check, money order or credit card (Visa/MC/Disc)

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 credit recovery course within the allotted time. However, a free one-week extension will be granted if requested before the deadline. An additional six-week deadline extension request may be made AFTER the deadline, and will only be granted if approved by a GIA official and upon receipt of the \$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
5. Order book(s) from online bookstore
6. Receive email with password
7. ***READ THE DIRECTIONS***
8. Begin doing the coursework
9. Complete the course within 12 weeks
10. Move on toward your educational goals

Send payment and enrollment form to:

Griggs International Academy
8903 US Hwy 31
Berrien Springs, MI 49104-1950

OR Scan and Email enrollment form to: enrollgia@andrews.edu

Online Credit Recovery: Enrollment Form

School Official - This section MUST be completed and signed by School Official in order to process application.																												
SCHOOL NAME		SCHOOL OFFICIAL'S NAME																										
SCHOOL ADDRESS		TITLE																										
CITY, STATE, ZIP		SCHOOL OFFICIAL'S EMAIL ADDRESS																										
PHONE	FAX	SCHOOL OFFICIAL'S SIGNATURE - verifies student's failure of selected course(s)																										
CREDIT RECOVERY COURSES	COURSE NO.	1 ST SEMESTER (0.5) (✓)	2 ND SEMESTER (0.5) (✓)	FULL CREDIT (1.0) (✓)																								
Consumer Math – Credit Recovery §	927																											
English I – Credit Recovery	928																											
Biology – Credit Recovery	929																											
American Government – Credit Recovery	932																											
Earth Science – Credit Recovery	933																											
Algebra I – Credit Recovery §	953																											
Submit New or Returning Student Application Form. Send completed Enrollment form along with full payment to Griggs International Academy, 8903 US Hwy 31, Berrien Springs, MI 49104-1950 or email to enrollgia@andrews.edu . Completed applications with accompanying payments will be processed within 2-3 business days from time of receipt. Online access information will be emailed within one business day of processing. Textbooks may be ordered through our online bookstore at http://bookstore.mbsdirect.net/griggs.htm . Courses must be completed in a maximum of 12 weeks. Please keep a copy of this for your records.		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;">Total # of 0.5 Credits</td> <td style="border: 1px solid black; width: 50px;"></td> <td style="border: 1px solid black; padding: 5px;">X \$200 =</td> <td style="border: 1px solid black; width: 50px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Total # of 1.0 Credits</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; padding: 5px;">X \$250 =</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 5px;"></td> <td style="border: 1px solid black; padding: 5px;">Technology Fee</td> <td style="border: 1px solid black; padding: 5px;">\$ 30.00</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 5px;"></td> <td style="border: 1px solid black; padding: 5px;">§ Math Resource Fee</td> <td style="border: 1px solid black; padding: 5px;">\$</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 5px;"></td> <td colspan="2" style="border: 1px solid black; padding: 5px; text-align: center; font-size: small;">(\$30 - if applicable)</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 5px;"></td> <td style="border: 1px solid black; padding: 5px;">Total Payment Due</td> <td style="border: 1px solid black; padding: 5px;">\$</td> </tr> </table>			Total # of 0.5 Credits		X \$200 =		Total # of 1.0 Credits		X \$250 =				Technology Fee	\$ 30.00			§ Math Resource Fee	\$			(\$30 - if applicable)				Total Payment Due	\$
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		Total Payment Due	\$																									
Student/Parent - All information MUST be completed and signed by a Parent/Guardian. Forms without proper signatures will be returned.																												
STUDENT NAME – FIRST/LAST		DATE OF BIRTH	Method of payment: <input type="checkbox"/> Credit or Debit/Check card (Visa, MasterCard, Discover) <input type="checkbox"/> Money Order or Certified Check <input type="checkbox"/> Personal Check - \$35 Service charge on all returned checks																									
PARENT/GUARDIAN NAME – FIRST/LAST																												
MAILING ADDRESS		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. 																										
CITY/STATE/ZIP																												
PHONE	EMAIL																											
STUDENT SIGNATURE		DATE	PAYING WITH CHECK OR MONEY ORDER <ul style="list-style-type: none"> Make payable to Andrews University 																									
PARENT SIGNATURE		DATE																										
Incomplete applications will be returned to sender. Applications must have School Official and Parent signatures in order to process.																												
OFFICE USE ONLY																												
ID Number _____		Authorization # _____		Receipt # _____																								