

Payment

The total fee or Tuition Payment Agreement plus down payment is required at the time of enrollment. Please make checks or money orders payable in U.S. dollars to Keystone National High School. American Express, Discover, MasterCard, and VISA are also accepted.

Enrollment Agreement

Students who enroll in Keystone National High School must have a working knowledge of the English language and must have successfully completed the eighth grade. Compulsory school age students must have written permission from a parent or school official. For students enrolling in courses for any purpose, the listed fee for each full credit course requested must accompany their completed and signed Enrollment Form. Keystone National High School will ship requested course(s) upon acceptance of student's Enrollment Form. Keystone National High School will provide all necessary study materials needed to complete each course, provide examination services, student services, transcript verification services, and present a transcript for each completed course – in a prompt and professional manner. Students have a minimum of eight weeks and a maximum of one calendar year to complete their courses.

All students are protected by our liberal Tuition Refund Policy (see form). This Agreement is not binding until signed by student and accepted by Keystone National High School. Questions and concerns regarding satisfaction of the terms of this Enrollment Agreement may be directed to the Director of Keystone National High School, (800) 255-4937. Additional information requests, questions, and concerns that are not satisfactorily resolved by the person designated above or by other school officials may be directed to the State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126-0333,

(717) 783-8229; Accrediting Commission, Distance Education and Training Council, 1601 18th Street NW, Washington, DC 20009-2529, (202) 234-5100; Northwest Association of Accredited Schools, 1910 University Drive, Boise, ID 83725-1060, (208) 426-5727.

- I understand it is the student's responsibility to obtain a school official's approval before enrolling in any courses to be used toward credits in his/her school system and that the Enrollment Form must include the school official's signature.
- I understand that my exams may be proctored by my school official if requested.
- I understand that I can not complete a course in less than eight weeks and that I have a maximum of one calendar year to complete my course work from time of enrollment.
- Incomplete applications will be returned to sender.

Keystone Activity Policy

Because maintaining a consistent pace throughout a course improves academic performance Keystone has established the following Course Activity Policy:

- To be considered active, students must begin their coursework and submit at least 1 weighted assignment in each course within 30 days of enrollment. Thereafter, students must continue to submit at least one weighted assignment every 30 days in each course.
- Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their course(s) on hold. Placing a course on hold will not extend the due date.
- If there are 30 days without activity in a course, and the course has not been placed on hold, the course no longer qualifies for a refund, but the student retains the right to complete and receive credit for the course through the assigned due date.

Keystone National High School

Enrollment Form and Tuition & Fees



Tuition & Fees Keystone's single fee pricing includes everything students need to succeed. Our open enrollment policy makes it easy to enroll anytime, year-round.

Course pricing effective as of June 15, 2007.

All Keystone online and correspondence courses include the following:

- Toll-free helpline access to teachers for support with all subjects
- New, high quality textbooks from major publishing companies
- Individually graded assignments with teacher feedback
- Learning guides authored by subject matter specialists containing detailed lessons, lesson exams, and skill building exercises
- Instructors who are certified teachers
- Academically sound, self-directed curriculum
- Communications returned within 24 hours
- Supplemental materials including audio tapes, maps, and manuals
- Transcripts and record keeping
- All-inclusive pricing (no extra charges for textbooks, etc.)
- Student support resources, including a Career and College Guidance Resource

1 Online Courses One Credit \$379

Online courses include numerous interactive elements. Supporting graphics, Flash demonstrations and interactive activities provide students with an engaging and exciting online learning experience that is only available from Keystone! In addition to the services listed above, online courses include:

- Personal online Homeroom
- Objective scores received immediately after submission
- Grades received in 72 hours with teacher feedback
- Access to online grade book
- Access to the Inet Library
- Web Resources
- Online Testing

- Online chat with teachers
- Access to student discussion boards
- Online Learning Guides

2 Correspondence Courses One Credit \$279

Students enrolled in correspondence courses receive print materials that are delivered through the mail.

3 Half Credit Courses (Single Semester) Correspondence \$209 Online \$279

To order half credit courses please provide:

- Name of Course
- Indicate either Part 1 (first semester) or Part 2 (second semester)
- For additional information, select the course Description link on our website

4 Individually Priced Courses

Biology Lab (1/2 credit) (includes microscope)
Correspondence only \$309

Driver Education (1/4 credit)
**Correspondence \$209
Online \$229**

Working For Success (1 credit)
Correspondence only \$129

5 Advanced Placement Courses One Credit \$429 Half-Credit \$299

Advanced Placement (AP) courses are designed for college-bound students who wish to demonstrate their ability to excel in college level coursework.

AP Courses are only offered online.


Contact Keystone

 Online www.keystonehighschool.com

 Phone 800 255-4937 or 570 784-5220

 Fax 570 784-2129

 Email info@keystonehighschool.com

 Mail Keystone National High School
920 Central Rd., Bloomsburg, PA 17815-9982



Dream. Connect. Achieve.

Course Enrollment

Please print all information (your phone number and full street address are required for shipping).

Please enroll _____ in the following home study course(s).
Student's Legal Name: First _____ Last _____ M I _____ Nickname _____

Are you a current or former Keystone student? _____ If so, what is your ID # _____

School Approval

The School Official's signature indicates that upon successful completion of this course(s), and the presentation of a Keystone National transcript, the student will receive credit from:

School Official's Name _____ Signature (required) _____ Date _____
School Name _____ Title _____
Street _____ Phone _____ Fax _____
City/State/Zip _____ Email _____

Please check the box to proctor the student's term exams.* (Exams will be mailed to you with instructions)

*Online courses cannot be proctored.

to waive the proctor process. (No proctor required)

Complete the form below by printing information clearly using course names and prices from this brochure.

Please indicate the format (Version) you want: **C** for Correspondence, **O** for interactive online courses.

Course Name	C or O	Price

Note: Only correspondence courses can be proctored. Proctor process assumed waived if no box is checked.

Shipping & Handling Fees

Course materials are shipped to students by UPS, FedEx or USPS. Please allow 7-10 business days. See chart at right. If your address is a PO Box, please use the Hawaii/Alaska rates.

For faster shipping services (overnight or 2-day) and international rates, please call 1-800-255-4937.

Some courses include digital content only and do not require shipping. For information on which courses do not require shipping, please see the current course catalog.

Course(s)	Cont. U.S.	HI & AK
1 add	\$20 or	\$25
2 add	\$25 or	\$30
3 add	\$35 or	\$40
4 add	\$45 or	\$50
5 add	\$55 or	\$60
6 & above	Call for current rates	

Total For All Courses \$ _____

Add Shipping & Handling Fee \$ _____

Some courses do not require shipping. Please see the course catalog for details.

Total Amount Due \$ _____

Enrollment Payment Method

Student Legal Name (First) _____ (Last) _____

Date _____ Birth Date _____ Phone _____

Shipping Address _____

City _____ State _____ Country _____ Zip _____

Student's Email _____

Student's Signature _____ Date _____

Parent/Guardian Email _____

Parent/Guardian Signature _____ Date _____

Method of Payment Total Payment Enclosed \$ _____

Certified Check or Money Order VISA AMEX

Personal Check MasterCard

(Returned check fee: maximum allowable by state law)

Tuition Payment Plan Discover

(Complete and attach Tuition Payment Agreement Application)

Important for credit card orders: Copy number and expiration date directly from card.

Expiration Date: Month: _____ Year: _____ CVV Code: _____

Credit Card Account Number

Card Holder Signature _____

Tuition Refund Policy

This policy applies on a course by course basis. To request cancellation, call Keystone Student Services at 1-800-255-4937. Tuition refunds will be based on the date of cancellation and the amount of course assignments completed as follows:

- If a course is cancelled within five days after midnight of the date the Enrollment Agreement is accepted (the Cancellation Period), all tuition monies paid to Keystone will be refunded.
- If a course is cancelled between 6 and 30 days after enrollment and no assignments are submitted to Keystone, a registration fee of \$75 per course will be charged. All other tuition monies will be refunded.
- If a course is cancelled after the Cancellation Period and after course assignments have been submitted to Keystone for correction, the \$75 registration fee will be charged per course plus a percentage of the remaining tuition as follows:

Percentage of assignments completed	Amount of tuition obligation
10% or less completed	10% of tuition after subtracting the registration fee
Between 11% and 25% completed	25% of tuition after subtracting the registration fee
Between 26% and 50% completed	50% of tuition after subtracting the registration fee
Over 50% completed	Obligation for full tuition

Shipping and Handling fees are non-refundable

- To qualify for a refund, a student must be in active standing according to Keystone's Activity Policy listed on the back.

I have read, understood and accepted all the terms of the Enrollment Agreement listed on the back, and I have received and read the school's current student information publication.

Parent or Guardian Signature (Required) _____ Date _____

Please Print: Parent or Guardian First Name _____ Parent or Guardian Last Name _____