

High School Enrollment Form, Tuition & Fees

Call us at 800.255.4937 to enroll in Curriculum Packages

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 3, 2010**.

All Keystone online and correspondence courses include the following:

- Toll-free help line access to teachers for support with all subjects
- New, high quality textbooks from major publishing companies included with most courses
- Individually graded assignments with teacher feedback
- Learning guides authored by subject matter specialists containing detailed lessons, lesson exams, and skill building exercises
- Highly-qualified, certified instructors for each course
- Academically sound, self-directed curriculum
- Communications returned within one business day
- Supplemental materials including audio tapes, maps, and manuals
- Transcripts and record keeping
- All-inclusive pricing (no extra charges for textbooks, etc.)

The following full-time discounts are given:

5 course discount - 3%

6 course discount - 9%

Full-time student discounts are only available by phone enrollment.

HIGH SCHOOL INDIVIDUAL COURSE TUITION

All course prices are in U.S. Dollars. Shipping and Handling Charges apply to courses that include textbooks. For details see the Keystone course catalog.

Course	Correspondence (C)	Online (O or X)
Standard and Honors* full-credit courses	\$279.00	\$399.00
Standard and Honors* half-credit courses	\$209.00	\$289.00
AP® full-credit courses	N/A	\$499.00
AP® half-credit courses	N/A	\$369.00
AP® Chemistry, Physics & Biology full-credit (includes lab kits)	N/A	\$549.00
Biology Lab (half-credit, includes microscope)	\$339.00	N/A
Driver Education(quarter-credit)	\$209.00	\$229.00
Working for Success (full-credit)	\$129.00	N/A

* Honors courses available in online format only

PAYMENT

The total fee or Tuition Payment Agreement plus down payment is required at the time of enrollment. Keystone offers a 10% Family Plan and Active Duty Military discount. See the brochure for details. Please make checks or money orders payable in U.S. dollars to Keystone National High School. American Express, Discover, Master Card, 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 parent or guardian. Any student who is of compulsory age must also comply with home school requirements dictated by their school district. You need to check the requirement of your district to ensure the Keystone National High School program meets the district's home school requirements. For students enrolling in courses for any purpose, the listed fee for each 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 all graduates with a Keystone National High School diploma – in a prompt and professional manner. Half Credit Courses include approximately 90 hours of coursework and Full Credit Courses include approximately 180 hours of coursework. The starting date is the date this enrollment form is processed and students have a minimum of eight weeks and a maximum of one calendar year from the stating date to complete their courses. The student or school has the right to terminate enrollment at any time. 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, concerns and complaints regarding satisfaction of the terms of this Enrollment Agreement may be directed to the Provost 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; Northwest Association of Accredited Schools, 1910 University Drive, Boise, ID 83725-1060, (208) 426-5727.

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 one weighted assignment in one course within 30 days of enrollment. Thereafter, students must continue to submit at least one weighted assignment every 30 days.
- Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their account on hold. Placing an account on hold will not extend the course due dates.
- 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.



Phone 800-255-4937
Fax 570-784-2129
Email info@keystoneschoolonline.com
Web www.keystoneschoolonline.com

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

Please enroll _____ in the following 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 (Required only if student will transfer credits earned with Keystone to another school.)

The School Official's signature indicates that upon successful completion of this course(s), and the presentation of a Keystone 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.) to waive the proctor process. (No proctor required.)
 *Only print correspondence courses can be proctored. Online courses cannot be proctored. Proctor process assumed waived if no box is checked.

COURSES Complete this section by clearly printing the course names from the Course Catalog. Prices are listed on the front of this form. Please indicate the course format you want: 'C' for correspondence, 'O' for online courses and 'X' for online courses with no textbook.

COURSE NAME	C, O, or X	PRICE

SHIPPING & HANDLING FEES

Please circle shipping method requested

Shipping Method	Number of Courses [†]					
	1	2	3	4	5	6
UPS Ground (Continental US only)	\$20	\$25	\$35	\$45	\$55	\$65
Alaska, Hawaii, or PO Box	\$25	\$30	\$40	\$50	\$60	\$70
UPS 3rd Day	\$30	\$40	\$45	\$55	\$65	\$75
UPS 2nd Day	\$40	\$50	\$60	\$70	\$80	\$90
UPS Next Day	\$60	\$75	\$90	\$105	\$115	\$125

Subtotal for All Courses \$ _____

Family or Military *
 10% Discount (if applicable) \$ _____

Shipping & Handling \$ _____

Total Amount Due \$ _____

Course materials are shipped to students by UPS, Fed Ex or USPS. Please allow 7-10 business days. For international rates please call 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. *Military discount available to active duty military with ID card. Only one discount may be applied and discounts cannot be combined with any other offer or promotion.

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 Tuition & Fees page, and I have received and read the school's current student information publication.

 Parent/Guardian Signature (Required) Date

 Parent/Guardian First Name Parent/Guardian Last Name

TUITION 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 \$ _____

- Check or Money Order (Returned check fee: maximum allowable by state law.)
 Tuition Payment Plan (Complete and attach Tuition Payment Agreement and appropriate down payment)
 VISA Master Card AMEX Discover

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

Expiration Date: Month: _____ Year: _____ CVW Code: _____

 Credit Card Account Number

 Card Holder Signature