



Admissions

SEA New Student Application

A \$125 registration/application fee must be submitted with this application. The application fee is non-refundable. Once your application is received and reviewed, you will receive an email within 1-2 business days with a link for diagnostic work that your student(s) should complete. **STUDENTS SHOULD HAVE ACCESS TO THE INTERNET FOR THE DIAGNOSTIC WORK**, even if using paper curriculum. Then you will receive information and instructions to finalize curriculum options that are listed on our Admissions/Financial Information page. A statement will be sent for tuition and curriculum after enrollment is processed.



Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).



Accredited by National Association of Private Schools

SEA Enrollment Application Instructions

1. Read/fill out pages 1-3. Students enrolling in 4 courses or less (part-time, summer school, or credit recovery) should use the Part-Time/Credit Recovery Application.
2. Mail pages 1-3 with \$125 Family Registration Fee to **Southeast Academy P.O. Box MM Saltville, VA 24370**
3. **IMPORTANT:** On www.SoutheastAcademyOnline.com, signup to our school communication system found on the Document Library under the Principal's Notebook.

1ST STUDENT INFORMATION

Full Legal Name _____

Birthdate _____

Check M/F Male _____ Female _____

Last Grade Completed _____

Currently Enrolled Grade _____

Please Check Which Program to Enroll In (if known):

Preschool _____ Kindergarten _____

Online Program (3rd-10th) _____

Online w/Teacher Support (3rd-12th) _____

Paper Curriculum (1st-10th) _____

CD Curriculum (3rd-10th) _____

Combination Curriculum of paper and Online (3rd-10th) _____

Last School Attended _____

School City _____

School State _____

School Phone _____

2ND STUDENT INFORMATION

Full Legal Name _____

Birthdate _____

Check M/F Male _____ Female _____

Last Grade Completed _____

Currently Enrolled Grade _____

Please Check Which Program to Enroll In (if known):

Preschool _____ Kindergarten _____

Online Program (3rd-10th) _____

Online w/Teacher Support (3rd-12th) _____

Paper Curriculum (1st-10th) _____

CD Curriculum (3rd-10th) _____

Combination Curriculum of paper and Online (3rd-10th) _____

Last School Attended _____

School City _____

School State _____

School Phone _____

3RD STUDENT INFORMATION

Full Legal Name _____

Birthdate _____

Check M/F Male _____ Female _____

Last Grade Completed _____

Currently Enrolled Grade _____

Please Check Which Program to Enroll In (if known):

- Preschool _____ Kindergarten _____
- Online Program (3rd-10th) _____
- Online w/Teacher Support (3rd-12th) _____
- Paper Curriculum (1st-10th) _____
- CD Curriculum (3rd-10th) _____
- Combination Curriculum of paper and Online (3rd-10th) _____

Last School Attended _____

School City _____

School State _____

School Phone _____

4TH STUDENT INFORMATION

Full Legal Name _____

Birthdate _____

Check M/F Male _____ Female _____

Last Grade Completed _____

Currently Enrolled Grade _____

Please Check Which Program to Enroll In (if known):

- Preschool _____ Kindergarten _____
- Online Program (3rd-10th) _____
- Online w/Teacher Support (3rd-12th) _____
- Paper Curriculum (1st-10th) _____
- CD Curriculum (3rd-10th) _____
- Combination Curriculum of paper and Online (3rd-10th) _____

Last School Attended _____

School City _____

School State _____

School Phone _____

ACADEMIC PLANNING INFORMATION

Date to start school work? _____

Which payment plan will you use? SEA requires a minimum of a two semester (annual) commitment to protect the school's reputation for academic progress. Payment options are a provided convenience for the parents' minimum commitment of two semesters.

Year _____ Semester _____ Quarter _____ Month _____

What person(s) will be financially responsible?

How did you hear about Southeast Academy? (i.e. Google, Yahoo, MSN, newsletter, person's name, website name, or other)

PARENT INFORMATION

Name(s) _____

Mailing Address _____

Street Address _____

City _____

State _____ **Zip** _____

County _____

E-Mail (primary, not junk account)

Home Telephone _____

Cell Phone _____

Best Time to Call _____

Yearly: The annual payment must be made before curriculum is sent. Annual payments via credit/debit card can be paid from Admissions/Online Payments or by calling the school office.

Semester: (two equal payments) The first semester payment is due before curriculum is sent. Semester payments via credit/debit card can be setup from Admissions/Online Payments or by calling the school office. The first payment is due when you setup tuition. The second payment will be automatically charged 18 weeks later. A \$25 processing fee is assessed for a credit or debit card decline.

Quarterly: (four equal payments) Quarterly payments are required to use a credit/debit card with automatic payments. The first quarterly payment is due before curriculum is sent. Quarterly payments via credit/debit card can be setup from Admissions/Online Payments or by calling the school office. The first payment is due when you setup tuition. The second payment will be automatically charged 9 weeks later. A \$25 processing fee is assessed for a credit or debit card decline.

Monthly: (ten equal payments) Monthly payments are required to use a credit/debit card with automatic payments. The first monthly payment is due before curriculum is sent. Monthly payments via credit/debit card can be setup from Admissions/Online Payments or by calling the school office. The first payment is due when you setup tuition. The second payment will be automatically charged 1 month later. A \$25 processing fee is assessed for a credit or debit card decline.

SEA PARENTAL REQUIREMENTS (2010-2011)

Please read the following information carefully!

In assuming the role of the teacher at home, the following are guidelines that need to be followed:

- Check your email a minimum of twice per week for SEA school communications. Please add service@southeastacademyonline.com and kthompson@aopse.com to your address book or contact list so important communications are not blocked or delivered to spam.
- Check your student's lesson plan(s) daily either on paper or online to make sure of progress.
- Do not allow passing scores below 80% on lessons and quizzes.
- Students must do at least one project and/or essay per unit (10 per subject). Others can be skipped if you feel necessary.
- College-prep or Honors high school science students must purchase an additional science lab kit to go with his/her science course. These high school science courses are structured so the projects are completed with the appropriate lab kit. Physics does not require a lab kit at this time.
- Paper-based curriculum tests should be mailed upon completion. There will be a \$2 per unit fee assessed for bulk mailing of tests.
- Keep copies of all tests mailed and keep a log of the mailing date.
- Students are expected to finish a unit of work approximately every 3 weeks per subject.

I understand that as a parent I am responsible for the training of my child/children and will not hold Southeast Academy responsible for any lack of academic achievement or progress.

I understand that under no circumstances will Southeast Academy accept or give credit for completion of curriculum units for which tuition and curriculum has not been fully paid.

I understand SEA requires a minimum of a two semester (annual) commitment to protect the school's reputation for academic progress. Semester, quarterly, and monthly payment options are a provided convenience for the parents' commitment of two semesters. SEA is structured for continuous enrollment. The student is considered enrolled until the parent formerly withdraws the student.

I understand that all students must take an annual achievement test each year.

I understand that units that require repeating due to a low test score will have an additional cost.

I understand if a student is found to be cheating or shortcutting, that student will be required to be on "Teacher Support". This means tuition costs will go up for the remainder of the academic year and the Parent/Teacher will lose access to their Username and Password. No Exceptions!! Do not allow your students to access your username or password for any reason. Protect the security of your password to ensure academic integrity.

I understand that no refunds are given for registration and testing fees. Tuition refunds are as follows:

Withdrawal before curriculum sent: 100%*

Before expiration of 10 days of shipment: 50%* of full year's tuition

Withdrawal during 1st semester: requires payment of 5 months of tuition (or 2 quarters of tuition).

Withdrawal during 2nd semester: requires payment for the full year of tuition.

*Represents applicable percentages of tuition/curriculum reimbursement outlined on full-year financial agreement.

I understand that all shipments must be opened and checked immediately upon receipt, and that SEA is not responsible to replace missing items after 10 days from the invoice date. I understand that items damaged in shipping or showing signs of handling will not be accepted for return or credit.

I understand that notice of withdrawal or request for transcripts must be made in writing. The first transcript will be sent free of charge but additional requests will be subject to a \$5.00 processing fee.

A \$20 late charge is assessed if payment is not received within 15 days of payment due date.

By signing my name in the Signature box(es), I understand and agree with the above statements and also verify the information entered is correct.

PARENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

Both parents must sign agreement unless a single-parent home exists.

(Initial) _____ This is a single-parent home, and I have legal custody of my child/children: