



**2010-2011 Student Update Form**  
**Instructions:**

1. Complete the brief update form below. (dark red areas on these three sheets)
2. Read the "SEA Parental Requirements" below. (Review Admissions/Financial Information, if you haven't already.)
3. Sign at bottom.
4. The annual registration fee of \$125 is waived for parents that fill this form out by August 15th!

(You will then receive curriculum and/or other necessities via mail or email after you make your tuition payment.)



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



Accredited by National Association of Private Schools

Students/families enroll with Southeast Academy 12 months out of the year. In that timeframe, any student may need a semester, full year's curriculum, or credit recovery. SEA can meet these needs through our Open Enrollment:

- One set price
- No re-enrollment fee if submitting this form by Aug. 15th
- No hidden fees
- Students are enrolled until SEA is notified of withdrawal
- Lower monthly payments
- 4 payment options
- Offers greater flexibility for families
- Family educational needs become a priority
- Standardized testing included
- Graduation fee included
- More time allowed to maximize use of the program
- No Summer School fees
- Up to 12 months to complete a full year's curriculum

**Please Complete:**

Parent Last Name: \_\_\_\_\_

Parent First Name: \_\_\_\_\_ Spouse First Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: (It is important to use an email address that you check daily!) \_\_\_\_\_

Please enter students' full names, male or female, curriculum method student uses, and grade the student will enter.

**Curriculum methods to choose from:**

**OL:** Online (3<sup>rd</sup>-10<sup>th</sup>)

**OL w/TS:** Online with Teacher Support (3<sup>rd</sup>-12<sup>th</sup>)

**Paper:** Paper Curriculum (3<sup>rd</sup>-10<sup>th</sup>)

**CD:** CD Curriculum (3<sup>rd</sup>-10<sup>th</sup>)

**Combo:** Combination Paper/Online (3<sup>rd</sup>-10<sup>th</sup>)

Full Legal Name: \_\_\_\_\_ M/F \_\_\_ Curriculum \_\_\_\_\_ Grade Entering \_\_\_\_

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**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 \_\_\_\_\_

**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.

**PAYMENT METHOD:** This form is all that is due now, unless you would like to setup your tuition payments, available after you submit this Student Update Form.

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## 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](mailto:service@southeastacademyonline.com) and [kthompson@aopse.com](mailto: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 provided for the parents' convenience. 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: