



Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Email \_\_\_\_\_

## 2017-2018 ELCA CONNECT COURSE CONTRACT

Course(s) Requested	Start Date	Completion Date	Cost
Application Fee	----	----	
<b>Total Amount Due</b>			

Parent's Initials      Student's Initials

- |       |       |                     |                                                                                                                                                                                                                                                        |
|-------|-------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | <b>I agree</b>      | to pay all online course fees in full and obtain all the required class materials. Students will be enrolled in the course(s) listed above upon receipt of this contract and payment in full. No refunds will be given.                                |
| _____ | _____ | <b>I agree</b>      | to set aside at least 10-15 hours per course per week to go through the course materials and complete all the required assignments. Actual time required may vary from course to course or assignment to assignment.                                   |
| _____ | _____ | <b>I agree</b>      | to communicate frequently with the course instructor. Communication is highly encouraged via email and Skype. Traditional phone calls may also be necessary and may incur long-distance charges. These fees are not covered in the cost of the course. |
| _____ | _____ | <b>I understand</b> | this course may not be dropped and must be completed once started. Extensions may only be considered in severe emergency situations and additional fees may be assessed.                                                                               |
| _____ | _____ | <b>I understand</b> | and agree to abide by the policies of ELCA Connect/Sevenstar as outlined in the ELCA Connect Handbook ( <a href="http://tinyurl.com/qcec7js">http://tinyurl.com/qcec7js</a> ).                                                                         |
| _____ | _____ | <b>I understand</b> | that ELCA Connect's enrollment policies are still applicable to the online course, in addition to Sevenstar's policies.                                                                                                                                |
| _____ | _____ | <b>I understand</b> | that a D average (70% or higher) must be achieved by the end of the course to be accepted by Eagle's Landing Christian Academy and credited toward graduation.                                                                                         |

I have read the above statements and agree to them as a condition for enrolling in the online course(s) listed above.

*Both signatures required.*

Parent or Guardian's Signature	Print Name	Date
Student's Signature	Print Name	Date

**Please read the following thoroughly.**

**ELCA CONNECT TUITION:**

ELCA Connect tuition is due in full at the time of registration. No partial payments are accepted. Payments cannot be billed to student accounts.

Visa, MasterCard, and Discover are accepted for tuition payments. A **3% service fee** will added to the tuition charge if this form of payment is used.

\_\_\_\_\_ **Initials**

**WITHDRAWALS & REFUNDS:**

- ELCA Connect knows there are times a student must withdraw during a course. However, ELCA Connect pays for course costs upon enrollment and therefore cannot issue a refund once payment has been made to the online course provider (Sevenstar).

Important Note:

- This means that parents and students should thoroughly examined the course content from the course descriptions booklet and meet with the academic advisor prior to student enrollment.

\_\_\_\_\_ **Initials**

**ADDITIONAL FEES:**

Although most courses do not require supplemental material, it is possible that some may require novels, lab fees, software programs, etc. Students/parents will be provided a link or information on where this material can be purchased. Some of the books may be found at the local library. The purchase of required supplemental material is the parent/student's responsibility and is not included in tuition prices.

**ACTION ON NON-SUFFICIENT FUNDS RETURNED CHECKS:**

A charge of \$30.00 plus any charge the bank assesses the school will be collected for any checks returned to ELCA by the bank. After two non-sufficient funds checks have been received, all subsequent payments are to be made by cash, cashier's check, or money order.

**RESPONSIBILITY FOR STUDENT RECORDS AND REPORTS:**

ELCA assumes the responsibility for making available a minimum of one (1) copy of any student's records, such as report cards and progress reports. In the case of dual or shared custody of a child, the parents must decide at the time of registration who will receive the school copy of the student's reports. It is then up to that parent to provide copies of these reports to the other parent, when necessary. All reports are emailed to the student and parent email address on file.

\_\_\_\_\_  
Signature of Party Financially Responsible for Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Student