



Christian Liberty Academy School System

A Ministry of the Church of Christian Liberty

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

Phone: (800) 348-0899 ~ Email: custserv@homeschools.org ~ Web site: www.homeschools.org

ENROLLMENT APPLICATION

PLEASE PRINT CLEARLY

(You may also enroll online at www.homeschools.org if you use your VISA, MasterCard, or Discover card.)

FAMILY ACCOUNT INFORMATION

If your family has been enrolled previously, check this box and write your **Family ID** here _____

Parent/Legal Guardian Mr. Mrs. Miss _____
First MI Last

Spouse _____
First MI Last (if different)

Address _____ Apt/Suite # _____
(If you have a P.O. Box, please provide a street address in the Shipping Address section below.)

City _____ State _____ Zip _____

Country (if outside U.S.) _____ Email _____

Home Phone (____) _____-____ Work Phone (____) _____-____ FAX (____) _____-____

Shipping Address, *if different from above*, to be used for: Pre-test (if needed) Curriculum Both
(The shipping address will only be used for the materials you indicate. All other correspondence will be sent to your regular address.)

Attn: _____ Phone (____) _____-____
(Required for Express and non-USPS deliveries)

Street Address _____ Apt/Suite # _____
(Physical street address is required for all non-USPS shipments)

City _____ State _____ Zip _____ Country _____

IF YOU ARE ENROLLING A STUDENT INTO THE FAMILY PLAN, REMEMBER...

1. The tuition fee for any student enrolled in the Family Plan must be paid in full at the time of enrollment.
2. Course work for Family Plan students will not be graded by Christian Liberty (CLASS).
3. Family Plan students will not be issued report cards, academic credits, transcripts, or diplomas.
4. You are responsible for keeping good records of the student's progress and take total responsibility for any problems resulting from the maintenance of the student's records.
5. You are responsible for obtaining the student's permanent cumulative records from the previous school.
6. You will not receive legal assistance from Christian Liberty for students enrolled in the Family Plan.
7. Students enrolled in the Family Plan cannot be switched to the CLASS Plan within the same grade level once the curriculum is shipped.

I agree to all terms and conditions outlined on this application. Please process and ship my students' curricula.

Parent/Legal Guardian Signature **X** _____ Date _____

Required for both CLASS and Family Plan Enrollments

APPLICATION CONTINUED ON NEXT PAGE

If faxing, **print** Parent/Legal Guardian _____
First MI Last

STUDENT 1 INFORMATION

Enrollment Plan (select one) CLASS Plan Family Plan

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____/____/____ Age ____ Student ID _____
(Re-enrolling students only)

Enrolling in Grade Level (select one) Kindergarten Adv. Kindergarten 1 2 3
 4 5 6 7 8 9 10 11 12

Placement/Achievement Test Option – see page 5 for details TestPoint™ Online CAT Online CAT Paper
REQUIRED FOR NEW AND RE-ENTERING STUDENTS (Grades K – 12) (Grades 2 – 12) (Grades 2 – 12)

Comments (Include student's strengths and weaknesses; use additional paper if needed.)

ELEMENTARY SCHOOL (K–8) STUDENTS

List any course choices here. For a list of options, go to www.homeschools.org/viewCurriculum.

HIGH SCHOOL (9–12) STUDENTS

Previous School Information (required only for 10th–12th grade students not enrolled in CLASS for previous grade level)

School Name _____ Phone (____) ____ – ____

Address _____ FAX (____) ____ – ____

City _____ State _____ Zip _____ – _____ Country _____

List your choices (course number or title) for each area of study. If required areas are left blank, CLASS will assign courses that meet our graduation requirements. For a list of choices, go to www.homeschools.org/viewCurriculum.

Theological Studies _____ Science _____

English _____ Mathematics _____

_____ Heritage Studies _____

Additional Courses (choices will be assigned in the order listed—subject to our 7.5 credit limit)

First Choice _____ Fourth Choice _____

Second Choice _____ Fifth Choice _____

Third Choice _____ Sixth Choice _____

If faxing, **print** Parent/Legal Guardian _____
First MI Last

STUDENT 2 INFORMATION

Enrollment Plan (select one) CLASS Plan Family Plan

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____ / ____ / ____ Age ____ Student ID _____
(Re-enrolling students only)

Enrolling in Grade Level (select one) Kindergarten Adv. Kindergarten 1 2 3
 4 5 6 7 8 9 10 11 12

Placement/Achievement Test Option – see page 5 for details TestPoint™ Online CAT Online CAT Paper
REQUIRED FOR NEW AND RE-ENTERING STUDENTS (Grades K – 12) (Grades 2 – 12) (Grades 2 – 12)

Comments (Include student's strengths and weaknesses; use additional paper if needed.)

ELEMENTARY SCHOOL (K–8) STUDENTS

List any course choices here. For a list of options, go to www.homeschools.org/viewCurriculum.

HIGH SCHOOL (9–12) STUDENTS

Previous School Information (required only for 10th–12th grade students not enrolled in CLASS for previous grade level)

School Name _____ Phone (____) ____ – ____

Address _____ FAX (____) ____ – ____

City _____ State _____ Zip _____ – ____ Country _____

List your choices (course number or title) for each area of study. If required areas are left blank, CLASS will assign courses that meet our graduation requirements. For a list of choices, go to www.homeschools.org/viewCurriculum.

Theological Studies _____ Science _____

English _____ Mathematics _____

_____ Heritage Studies _____

Additional Courses (choices will be assigned in the order listed—subject to our 7.5 credit limit)

First Choice _____ Fourth Choice _____

Second Choice _____ Fifth Choice _____

Third Choice _____ Sixth Choice _____

IF THIS IS THE LAST STUDENT YOU ARE ENROLLING, GO TO PAGE 6.

If faxing, **print** Parent/Legal Guardian _____
First MI Last

STUDENT 3 INFORMATION

Enrollment Plan (select one) CLASS Plan Family Plan

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____ / ____ / ____ Age ____ Student ID _____
(Re-enrolling students only)

Enrolling in Grade Level (select one) Kindergarten Adv. Kindergarten 1 2 3
 4 5 6 7 8 9 10 11 12

Placement/Achievement Test Option – see page 5 for details TestPoint™ Online CAT Online CAT Paper
REQUIRED FOR NEW AND RE-ENTERING STUDENTS (Grades K – 12) (Grades 2 – 12) (Grades 2 – 12)

Comments (Include student's strengths and weaknesses; use additional paper if needed.)

ELEMENTARY SCHOOL (K–8) STUDENTS

List any course choices here. For a list of options, go to www.homeschools.org/viewCurriculum.

HIGH SCHOOL (9–12) STUDENTS

Previous School Information (required only for 10th–12th grade students not enrolled in CLASS for previous grade level)
School Name _____ Phone (____) ____ – ____
Address _____ FAX (____) ____ – ____
City _____ State _____ Zip _____ – _____ Country _____

List your choices (course number or title) for each area of study. If required areas are left blank, CLASS will assign courses that meet our graduation requirements. For a list of choices, go to www.homeschools.org/viewCurriculum.

Theological Studies _____ Science _____
English _____ Mathematics _____
_____ Heritage Studies _____

Additional Courses (choices will be assigned in the order listed—subject to our 7.5 credit limit)
First Choice _____ Fourth Choice _____
Second Choice _____ Fifth Choice _____
Third Choice _____ Sixth Choice _____

CHECK HERE IF ADDITIONAL STUDENTS ARE LISTED ON SEPARATE PAPER.

PLACEMENT/ACHIEVEMENT TEST OPTIONS

(This information can also be found at www.homeschools.org/enrolling)

New and Re-entering* Students

All new and re-entering students being enrolled in grades two through twelve (CLASS does not require testing prior to the second grade) are required to take a placement/achievement test prior to curriculum development. This test is used for assigning appropriate curriculum materials. Select from the following three options:

TESTPOINT™ ONLINE PLACEMENT TEST

TestPoint™ is an online, grade-level-specific placement test that has been designed for and used by Christian schools around the nation. It will accurately confirm that your student is ready for the grade level you have selected. TestPoint™ is available for grades Kindergarten through twelve; Internet access is required. **There is no additional charge for this test if your student is new to CLASS or is required by CLASS to be pre-tested.**

CAT ONLINE ACHIEVEMENT TEST

For those who need an achievement test for state or other legal requirements, CLASS offers an exclusive, online version of the California Achievement Test (1970 edition). This test is nearly identical to the paper-based version offered below; its results can be translated for curriculum development. The online CAT is available for grades two through twelve. **There is no additional charge for this test.** High-speed Internet access is required.

CAT PAPER ACHIEVEMENT TEST

If you do not have Internet access, CLASS offers a paper-based version of the California Achievement Test (1970 edition). **NOTE:** Processing of the paper CAT may result in up to two weeks additional time before your curriculum can be shipped. The paper CAT is available for grades two through twelve. **There is no additional charge for this test.**

* Re-entering students are those who were not enrolled in CLASS for their previous grade level.

Re-Enrolling Students

Re-enrolling 2nd–12th grade students are not required to be tested prior to curriculum development. If no option is selected, a paper-based version of the California Achievement Test will be included with your curriculum materials at no charge. The TestPoint™ test is not recommended for re-enrolling students. **Re-enrolling students will be charged \$10 if the TestPoint™ test option is selected.** Whichever test you have, it may be completed at your convenience.

PRE-TESTING

If you want your student to be pre-tested **prior** to curriculum development, select the desired option and write "Pre-test Requested" on the Comments line. We will not develop your curriculum until the pre-test is completed and returned.

Kindergarten and First Grade Students

CLASS does not require pre-testing for kindergarten and first grade. If, however, you wish to have your kindergarten or first grade student take a placement test, the online TestPoint™ exam is available (the California Achievement Test is not available until second grade). If pre-testing is desired, we will not develop your curriculum until the test is completed and processed. There is no charge for the TestPoint™ test unless the student is re-enrolling.

Independent Testing Service Users

If your student has used the Christian Liberty Press Independent Testing Service within the past six months, write "Used Testing Service" on the Comments line and include a copy of the results with your enrollment application. We can speed up the processing of your enrollment if the test taken is appropriate for the grade level being entered. Also, if the test is required for enrollment, we will deduct from your tuition the difference between our cost and the amount you paid.

Other Achievement Test Users

If you have suitable test results that you would like to use in lieu of our standard pre-test, write "Achievement Test Enclosed" on the Comments line. CLASS only accepts the following three tests: the California Achievement Test (CAT), the California Test of Basic Skills (CTBS), and the Iowa Test of Basic Skills (ITBS). Your test must be appropriate for the grade level being entered, have been completed within the last six months, and include the *grade equivalent* scores for all reading, mathematics, and language categories. We will notify you if the test we receive cannot be used.

SHIPPING POLICY

(This information can also be found at www.homeschools.org/enrolling)

One way that CLASS keeps its costs low is by frequently reviewing our shipping methods. Because shipping to destinations outside the continental U.S. costs more, we require that families who enroll with CLASS from locations outside the continental U.S. pay for the extra shipping cost.

CONTINENTAL U.S.

Your tuition cost covers our regular shipping method* to physical addresses. All Post Office Box addresses will be shipped via USPS Media Mail; however, you may choose to have materials sent by Priority First-Class Mail if you submit an extra \$10 with each student's enrollment. Please clearly identify such payments as applying to Priority Mail.

ALASKA, HAWAII, U.S. TERRITORIES, APO, OR FPO ADDRESSES

Materials are sent by Priority First-Class Mail. You must submit an extra \$10 per student with your enrollment.

FOREIGN ADDRESSES

Foreign missionaries and others who have a home base (home office, sponsoring agency, etc.) in the continental U.S. should send us their home base address, contact person, and telephone number upon enrollment. Shipment to that address by a major carrier, based on destination, is covered by your tuition. You must arrange final shipment to your foreign address with your home base.

If CLASS must ship directly to your foreign address, we will communicate with you about your options, and obtain your approval for the extra expense. You will have sixty (60) days from the billing date to pay these charges.

* Shipping charges vary by both carrier and destination. In order to keep our tuition as low as possible, CLASS will choose the major carrier (UPS, USPS, or FedEx) that will ship to your address. CLASS does not guarantee that subsequent shipments will be sent by the same carrier as your curriculum.

PAYMENT INFORMATION

Student 1 Tuition \$ _____
 Course Charges (if any) \$ _____

Student 2 Tuition \$ _____
 Course Charges (if any) \$ _____

Student 3 Tuition \$ _____
 Course Charges (if any) \$ _____

Additional Students Tuition \$ _____
list sum total
 Course Charges (if any) \$ _____

Student Enrollment **SUBTOTAL** \$ _____

Student Enrollment SUBTOTAL \$ _____
 (from previous column)

Priority Mail Shipping Costs + \$ _____
 (if desired or required, cost is
 \$10 x number of students;
 see page 6 for details)

Other Shipping Costs (if known) + \$ _____
 See shipping policy on page 6
 for specific information.

Tuition Credit (if any) - \$ _____
 Remember to enclose any
 tuition vouchers.

Promotion Credit (if any) - \$ _____

Promotion Code _____

TOTAL COST \$ _____

NOTE: Payment will be applied first to any *delinquent*
 balance, then to current enrollment costs.

METHOD OF PAYMENT

- Check Money Order
 VISA MasterCard Discover card

Make checks payable to: Christian Liberty Academy



Account Number _____ / _____ / _____ / _____ Exp. Date _____ / _____ / _____
(REQUIRED) month year

Authorized Signature of Cardholder (REQUIRED) _____

Mail this entire application with payment and any other enrollment correspondence to:

Attn. Enrollments, Christian Liberty Academy School System, 502 West Euclid Avenue, Arlington Heights, Illinois 60004
 If you are paying by charge card, you may fax your enrollment to (847) 259-1297. Telephone orders cannot be accepted.

QUICK SURVEY

If you are enrolling for the first time, how have you heard about us? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Saw/visited your booth at a convention in _____ | <input type="checkbox"/> Local or state homeschooling support organization |
| <input type="checkbox"/> Spoke with someone who had attended a convention | <input type="checkbox"/> Local public school system recommendation |
| <input type="checkbox"/> Have seen/used Christian Liberty Press materials | <input type="checkbox"/> Advertising received by mail |
| <input type="checkbox"/> Found you with an Internet search engine | <input type="checkbox"/> Magazine advertisement |
| <input type="checkbox"/> Know someone who is or was enrolled | <input type="checkbox"/> Internet advertisement |
| <input type="checkbox"/> Was homeschooled with CLASS | <input type="checkbox"/> Other (specify) _____ |

CANCELLATION / REFUND POLICY ON NEXT PAGE

CANCELLATION / REFUND POLICY

(This information can also be found at www.homeschools.org/enrolling)

If you choose to cancel after enrolling with Christian Liberty, please call Customer Service promptly. If you have already submitted the completed placement/achievement test, your call will prevent further processing steps which would decrease your refund. When you call, be sure to record the date and the name of the Customer Service representative with whom you spoke. This call is important, but it does not cancel your enrollment. A signed letter from the family or cancellation form (mailed or faxed) is *required* before any cancellation is considered official. If CLASS does not receive this written documentation, the cancellation will not proceed and no refund will be sent.

CLASS Plan and Family Plan customers have thirty (30) days from the main curriculum shipping date [sixty (60) days for foreign shipments] to cancel from our program and request a refund. If you decide to cancel after you have received your curriculum, call Customer Service and request a Cancellation Kit. **Do not return any materials to CLASS before you receive the Cancellation Kit.** This kit contains a Cancellation Letter/Refund Materials Authorization which, when completed and returned to us, serves as your official cancellation letter. This kit also includes a Returned Materials shipping label which *must* be affixed to the outside of the package or envelope you return.

You must return all *unused* curriculum materials to CLASS. If a book has been damaged or has any writing in it, even just a student's name, it is considered used and should not be returned. Christian Liberty is the final arbiter of whether a course item is considered used. Returned materials that are considered by CLASS to be used *cannot* be sent back to the family. The CLASS Handbook, introductory CDs, and book report lists, if any, are yours to keep.

Your refund for each student canceled will be based on the schedule below. The amounts shown, plus the cost of any used or unreturned materials and any account balance, will be subtracted from your original tuition payment. This refund schedule is subject to change without notice.

If you cancel...	Grades K-1	Grades 2-12
Prior to CLASS sending the placement/achievement test	NA	-\$10
Prior to curriculum development	-\$10	-\$30
After curriculum has been developed but not shipped	-\$20	-\$50
Within thirty (30) days after shipping date*	-\$35	-\$70
<i>(All unused materials must be returned to CLASS before a refund will be issued.)</i>		
More than thirty (30) days past shipping date*	NO REFUND	

* Sixty (60) days for foreign shipments

NOTE: Required pre-tests must be completed and returned within ninety (90) days from the date sent. Failure to do so may result in the enrollment being cancelled by CLASS without refund. If Christian Liberty cancels your enrollment, any amount remaining in your account after the deductions noted above may be used toward another enrollment within twelve (12) months of the cancellation date. If you do not intend to cancel, please return your completed pre-test to us promptly, or contact us stating the reason for your delay.

If the pre-test is not required, the enrollment will be processed after ninety (90) days as if the pre-test was never requested.

For current tuition costs or to receive a complete information packet, call CLASS Customer Service at **(800) 348-0899** or visit our Web site at **www.homeschools.org**.