



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

INDIVIDUAL COURSE ENROLLMENT APPLICATION

PLEASE PRINT CLEARLY

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:*

(The shipping address will only be used for your initial course mailing. 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 _____

Indicate which, if any, programs you have previously used with Christian Liberty:

- CLASS Plan
 Individual Course
 Testing Service
 CLA Day School
 Family Plan
 Curriculum Kit
 Other CLP Purchase
 Other _____

I agree to all terms and conditions outlined on this application and in the Individual Course Catalog. Please process and ship my students' orders.

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

STUDENT 1 INFORMATION

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____/____/____ Age _____ Student ID (if applicable) _____

Assign Courses in Grade Level 1 2 3 4 5 6 7 8 9 10 11 12
(Select one)

Order Information:

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

SUBTOTAL \$ _____

APPLICATION CONTINUED ON NEXT PAGE

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

IF YOU ARE ENROLLING MORE THAN FOUR STUDENTS, YOU MAY MAKE PHOTOCOPIES OF THIS PAGE AS NEEDED.

STUDENT 2 INFORMATION

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____/____/____ Age _____ Student ID (if applicable) _____

Assign Courses in Grade Level 1 2 3 4 5 6 7 8 9 10 11 12
(Select one)

Order Information:

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

SUBTOTAL \$ _____

STUDENT 3 INFORMATION

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____/____/____ Age _____ Student ID (if applicable) _____

Assign Courses in Grade Level 1 2 3 4 5 6 7 8 9 10 11 12
(Select one)

Order Information:

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

SUBTOTAL \$ _____

STUDENT 4 INFORMATION

Student's Legal Name _____
First MI Last

Gender M F Date of Birth ____/____/____ Age _____ Student ID (if applicable) _____

Assign Courses in Grade Level 1 2 3 4 5 6 7 8 9 10 11 12
(Select one)

Order Information:

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

Course # _____ Course Title _____ Cost \$ _____

SUBTOTAL \$ _____

CHECK HERE IF ADDITIONAL STUDENTS ARE LISTED ON SEPARATE PAPER.

Print Parent/Legal Guardian Name (REQUIRED) _____
(As printed on page 1) First MI Last

SHIPPING INFORMATION

(This information can also be found under "Individual Course Enrollments" 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 \$6 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 \$6 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 Subtotal	\$ _____	SUBTOTAL (from previous column)	\$ _____
Student 2 Subtotal	\$ _____	Extra Shipping Costs (if known)	+ \$ _____
Student 3 Subtotal	\$ _____	Promotion Credit (if any)	- \$ _____
Student 4 Subtotal	\$ _____	Promotion Code	_____
Additional Students Subtotal	\$ _____	TOTAL COST	\$ _____
SUBTOTAL	\$ _____	NOTE: Payment will be applied first to any <i>delinquent</i> balance, then to current enrollment costs.	

Method of Payment (check one)

- Check Money Order Make payable to: Christian Liberty Academy
 VISA MasterCard Discover card



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.

CANCELLATION / REFUND POLICY

(This information can also be found under "Individual Course Enrollments" at www.homeschools.org/enrolling)

If you choose to cancel your individual course(s), please call Customer Service promptly. 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.

You have thirty (30) days from the shipping date [sixty (60) days for foreign shipments] to cancel your course(s) and request a refund. If you decide to cancel after you have received your materials, call Customer Service prior to returning any materials and request a Cancellation Kit. This kit contains a Cancellation Letter/Returned Materials Authorization which, when completed and returned to us, serves as your official cancellation letter. The kit also includes a Returned Materials shipping label which *must* be affixed to the outside of your returned package (or envelope if canceling prior to receiving course materials).

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. Do not return any materials to CLASS before you receive the Cancellation Kit. The Individual Course Handbook is yours to keep.

If you cancel before we ship your course materials, a 10% processing fee will be deducted from your refund. If you cancel after your materials are shipped, a 20% processing and restocking fee will be deducted from your refund. There is no refund if you cancel more than (30) days after the shipping date [sixty (60) days for foreign shipments]. Additionally, the cost of any used or unreturned materials, and any account balance, will be subtracted from your refund. This policy is subject to change without notice.

For current tuition costs, call CLASS Customer Service at **(800) 348-0899**, email us at custserv@homeschools.org, or visit our Web site at www.homeschools.org/enrolling (select "Individual Course Enrollments").