



Christian Liberty Academy School System

A Ministry of the Church of Christian Liberty

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5495

Phone: (847) 259-4444 ~ Email: custserv@homeschools.org ~ Website: www.homeschools.org

INDIVIDUAL COURSE ENROLLMENT APPLICATION

PLEASE PRINT CLEARLY

FAMILY 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 US) _____ 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 UPS and Express deliveries

Street Address _____ Apt/Suite # _____
(Physical street address is required for all UPS 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 the 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 BACK

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

We keep the cost of home schooling with CLASS very low by frequent review of shipping methods for our many destinations. Of course, shipping to destinations outside the continental U.S. costs more. We must ask 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—UPS Ground Service. You may have materials sent to your Post Office Box address 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 unless we are instructed otherwise. 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 UPS Ground Service 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, materials are shipped via UPS Express Service. Your tuition for each enrollment covers a predetermined portion of the shipping costs. You will be billed for the actual shipping costs (which are determined by your location), minus the predetermined portion. Because charges for international mail vary, we will contact you with the actual costs before shipment. You will have sixty (60) days from the billing date to pay these charges.

Due to the expense of UPS Express Service, some families may elect to have their materials shipped by another method. Those who wish to do so must fill out and submit a Mail Loss and Damage Waiver Form (contact CLASS if you do not have this form). Note that CLASS only insures shipments made by UPS Express Service. If you choose to use the waiver, and your shipment is lost or damaged, then you assume financial responsibility for both the postage fees and the cost of the replacement materials.

PAYMENT INFORMATION

Student 1 Subtotal \$ _____
 Student 2 Subtotal \$ _____
 Student 3 Subtotal \$ _____
 Student 4 Subtotal \$ _____
 Additional Students Subtotal \$ _____
 Extra Shipping Costs (if known) \$ _____
TOTAL COST \$ _____



See Shipping Policy above for specific information.

NOTE: Payment will be applied first to any *delinquent* 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 your 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

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 (mailed or faxed) is required before any cancellation is considered official. If CLASS does not receive this written documentation, the cancellation will not be processed and no refund will be sent.

You have thirty (30) days from the shipping date to cancel your course(s) and request a refund. If you decide to cancel after you have received your materials, call Customer Service 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 the package 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. Do not return any materials to CLASS before you receive the Cancellation Kit. You may keep the Individual Course Handbook.

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. 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, contact CLASS Customer Service at custserv@homeschools.org or **(847) 259-4444**. You may also check out our website at www.homeschools.org/enrolling (select "Individual Course Enrollments"). To receive a complete information packet for our full-time program, call **(800) 348-0899**.