

# Adult Learning Enrollment Form, Tuition and Fees

Call us at 844.363.5206 to enroll in Curriculum Packages

## TUITION AND FEES

Keystone's single-fee pricing includes everything students need to succeed. Our open enrollment policy makes it easy to enroll anytime, year-round.

All Keystone online and correspondence courses include the following:

- Toll-free help line access to teachers for support with all subjects
- Individually graded assignments with teacher feedback
- Learning guides authored by subject matter specialists containing detailed lessons, lesson exams, and skill-building exercises
- Highly qualified, certified instructors for each course
- Academically sound, self-directed curriculum
- Communications returned within one business day
- Supplemental materials including audio tapes, maps, and manuals
- Transcripts and record keeping
- All-inclusive pricing (no extra charges for textbooks, etc.)

### The following full-time discounts are given:

5 or 6 course discount—5% (Standard Pathway only)

Full-time student discounts are only available by phone enrollment.

## KEYSTONE ADULT LEARNING TUITION

All course prices are in U.S. Dollars. Shipping and Handling charges apply to courses that include textbooks. For details, see the Keystone course catalog.

COURSE NAME	ONLINE COURSES (O OR C)	
	Online Courses (O)	Correspondence Courses (C)
<b>Full Credit Courses</b>		
Core & Electives	\$399	\$299
<b>Half Credit Courses*</b>		
Core & Electives	\$289	\$229

\*Certain half credit courses may be at a lower cost, if they are components of a full credit requirement. Speak to your admissions representative for more information.

Accelerated Pathway	
Core & Electives	\$1485* for all courses needed to graduate

Students must have 12 or more transfer credits and complete a graduation consultation to be considered for the Accelerated Pathway.

\*Or less, based on credits needed to graduate.

## PAYMENT

The total fee, or Tuition Payment Agreement, plus down payment is required at the time of enrollment. Keystone offers a 10% Family Plan and 15% Active Duty Military discount. See the brochure for details. Please make checks or money orders payable in U.S. dollars to Keystone National High School. American Express, Discover, Master Card, and VISA are also accepted.

## ENROLLMENT AGREEMENT

Students who enroll in Keystone National High School must have a working knowledge of the English language and must have successfully completed the eighth grade. For students who do not have any other documentation for academic admissions to the ninth grade (e.g., prior homeschool students), the following three guidelines will apply: **1)** If a student is 14 years or older, he or she is considered "age appropriate" for ninth grade and may enroll in Keystone National High School, using a birth certificate or other official documentation as proof. **2)** If a student is under 14 years of age, he or she must show proof of eighth-grade completion through one of these options: **a)** a middle school grade report or transcript, **b)** a certificate of eighth-grade completion, **c)** standardized test scores showing eighth-grade achievement or higher (IOWA, ACT Explore, state testing, etc.), or **d)** a homeschool portfolio. **3)** Students and their families can speak with a counselor to address other circumstances. Compulsory school age students must have written permission from parent or guardian. Any student who is of compulsory age must also comply with homeschool requirements dictated by their school district. You need to check the requirement of your district to ensure the Keystone National High School program meets the district's homeschool requirements. For students enrolling in courses for any purpose, the listed fee for each course requested must accompany their completed and signed Enrollment Form. Keystone National High School will ship requested course(s) upon acceptance of student's Enrollment Form. Keystone National High School will provide all necessary study materials needed to complete each course, provide examination services, student services, transcript verification services, and present all graduates with a Keystone National High School diploma—in a prompt and professional manner. Half-Credit Courses include approximately 90 hours of coursework and Full-Credit Courses include approximately 180 hours of coursework. The starting date is the date this enrollment form is processed and students have a minimum of eight weeks and a maximum of one calendar year from the stating date to complete their courses. If the student intends to participate in NCAA collegiate athletics after high school, Keystone courses ordered after 10/25/2011 will not be recognized by the NCAA. No refunds will be issued due to non-acceptance. Due to US Treasury requirements, Keystone cannot offer refunds to students with a non US address. Keystone strongly advises seeking approval if you are transferring credits to your school of record. Keystone will not offer a refund based on non-acceptance.

The student or school has the right to terminate enrollment at any time. All students are protected by our liberal Tuition Refund Policy (see form). This Agreement is not binding until signed by student and accepted by Keystone National High School. Questions, concerns, and complaints regarding satisfaction of the terms of this Enrollment Agreement may be directed to the Director of Keystone National High School, 800.255.4937. Additional information requests, questions, and concerns that are not satisfactorily resolved by the person designated above or by other school officials may be directed to the State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126-0333, 717.783.8229; Northwest Association of Accredited Schools, 1910 University Drive, Boise, ID 83725-1060, 208.426.5727.

## KEYSTONE ACTIVITY POLICY

Because maintaining a consistent pace throughout a course improves academic performance, Keystone has established the following Course Activity Policy:

- To be considered active, students must begin their coursework and submit at least one weighted assignment in one course within 30 days of enrollment. Thereafter, students must continue to submit at least one weighted assignment every 30 days.
- Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their account on hold. Placing an account on hold will not extend the course due dates.
- If there are 30 days without activity in a course, and the course has not been placed on hold, the course no longer qualifies for a refund, but the student retains the right to complete and receive credit for the course through the assigned due date.



**COURSE ENROLLMENT** Please print all information (Your phone number and full street address are required for shipping).

Please enroll \_\_\_\_\_ in the following course(s).  
Student's Legal Name: First Last M I Nickname

Are you a current or former Keystone student? If so, what is your ID # \_\_\_\_\_

**SCHOOL APPROVAL** (Required only if student will transfer credits earned with Keystone to another school.)

The School Official's signature indicates that upon successful completion of this course(s), and the presentation of a Keystone transcript, the student will receive credit from:

School Official's Name \_\_\_\_\_ Signature (required) \_\_\_\_\_ Date \_\_\_\_\_  
 School Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Please check the box  to proctor the student's term exams\*. (Exams will be mailed to you with instructions.)  To waive the proctor process. (No proctor required.)  
 \*Only print correspondence courses can be proctored. Online courses cannot be proctored. Proctor process assumed waived if no box is checked.

**COURSES** Complete this section by clearly printing the course names from the Course Catalog. Prices are listed on the front of this form. Please indicate the course format you want: 'C' for correspondence, 'O' for online courses, and 'X' for online courses with no textbook.

COURSE NAME	C, O, or X	PRICE

**SHIPPING AND HANDLING FEES**

Please circle shipping method requested

Shipping Method	Number of Courses*					
	1	2	3	4	5	6
UPS Ground (Continental U.S. only)	\$20	\$25	\$35	\$45	\$55	\$65
Alaska, Hawaii, or PO Box	\$25	\$30	\$40	\$50	\$60	\$70
UPS 2nd Day	\$40	\$50	\$60	\$70	\$80	\$90
UPS Next Day	\$60	\$75	\$90	\$105	\$115	\$125

Subtotal for All Courses \$ \_\_\_\_\_

10% Family or  15% Military  
 \*Discount (if applicable) \$ \_\_\_\_\_

Shipping and Handling \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

Course materials are shipped to students by UPS, Fed Ex, or USPS. Please allow 7–10 business days. For international rates, please call 800.255.4937.

\*Some courses include digital content only and do not require shipping. For information on which courses do not require shipping, please see the current course catalog. KAL online courses are materials free. Shipping will only be required for print courses.

\*Military discount available to active duty military with ID card. Only one discount may be applied and discounts cannot be combined with any other offer or promotion. Family and Military discounts are only available for the Standard pathway.

**TUITION REFUND POLICY**

This policy applies on a course by course basis. To request cancellation, call Keystone Student Services at 800.255.4937. Tuition refunds will be based on the date of cancellation and the amount of course assignments completed as follows:

- If a course is cancelled within five days after midnight of the date the Enrollment Agreement is accepted (the Cancellation Period), all tuition monies paid to Keystone will be refunded.
- If a course is cancelled between 6 and 30 days after enrollment and no assignments are submitted to Keystone, a registration fee of \$75 per course will be charged. All other tuition monies will be refunded.
- If a course is cancelled after the Cancellation Period and after course assignments have been submitted to Keystone for correction, the \$75 registration fee will be charged per course plus a percentage of the remaining tuition as follows:

Percentage of assignments completed	Amount of tuition obligation
10% or less completed	10% of tuition after subtracting the registration fee
Between 11% and 25% completed	25% of tuition after subtracting the registration fee
Between 26% and 50% completed	50% of tuition after subtracting the registration fee
Over 50% completed	Obligation for full tuition

Shipping and Handling fees are non-refundable

- To qualify for a refund, a student must be in active standing according to Keystone's Activity Policy listed on the back.
- Due to U.S. Treasury requirements, Keystone cannot offer refunds to students with a non-U.S. address.

I have read, understood, and accepted all the terms of the Enrollment Agreement listed on the Tuition and Fees page, and I have received and read the school's current student information publication.

\_\_\_\_\_  
 Signature (Required) Date

\_\_\_\_\_  
 First Name Last Name

**TUITION PAYMENT METHOD**

\_\_\_\_\_  
 Student Legal Name (First) (Last)

\_\_\_\_\_  
 Date Birth Date Phone

Shipping Address

\_\_\_\_\_  
 City State Country Zip

Student's E-mail

\_\_\_\_\_  
 Student's Signature Date

Method of Payment Total Payment Enclosed \$ \_\_\_\_\_

Check or Money Order (Returned check fee: maximum allowable by state law.)

Tuition Payment Plan (Complete and attach Tuition Payment Agreement and appropriate down payment.)

VISA  Master Card  AMEX  Discover  
 Important for credit card orders: Copy number and expiration date directly from card.

Expiration Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_ CVV Code: \_\_\_\_\_

\_\_\_\_\_  
 Credit Card Account Number

\_\_\_\_\_  
 Card Holder Signature