KEYSTONE NATIONAL ELEMENTARY SCHOOL

Elementary School Enrollment Form, Tuition and Fees

STUDENT ENROLLMENT

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

Student ID # (for current or former Keystone students only) | Birth Date | Phone

Student Legal Name (First) | MI | Last

Shipping Address

City | State | Country | Zip

Student's E-mail

SCHOOL APPROVAL (Required only if student will transfer courses completed 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 academic record, the student will receive credit from:

School Official's Name | Signature (required) | Date

School Name | Title

Street | Phone | Fax

City/State/Zip | E-mail

COURSE SELECTION

Complete this section by clearly printing the course names from the Course Catalog or selecting a full 5 course grade-level bundle below. Each individual course price is $500.

Individual Courses	Price
Purchase a full 5 course bundle of: K 1 2 3 4 5	$2,375
Please circle grade level	

Subtotal for All Courses $

☐ Family 10% Discount $ –

☐ Military‡ 15% Discount $ –
(check one if applicable)

SHIPPING and HANDLING FEES

Please circle shipping method requested	Number of Courses‡					
Shipping Method	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

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.
*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.

Shipping and Handling $

Total Amount Due $

ENROLLMENT PAYMENT METHOD

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

☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover ☐ Tuition Payment Plan
(Complete and attach Tuition Payment Agreement Application.)

Important for credit card orders: Copy number and expiration date directly from card.

Expiration Date Month: Year: CVV Code:

Total Payment Enclosed $

Credit Card Account Number

Card Holder Signature

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 Elementary School. American Express, Discover, MasterCard, and VISA are also accepted.

ENROLLMENT AGREEMENT

Students who enroll in Keystone National Elementary School must have a working knowledge of the English language. Parents are responsible to verify that the KNES program meets the homeschool requirements of their district or state. The listed fee for each course requested must accompany the completed and physically or electronically signed Enrollment. KNES will ship applicable course materials upon acceptance of student's enrollment. Keystone will provide examination services, student services and academic records in a prompt and professional manner. The starting date is the date this enrollment is processed by Keystone and students have a minimum of 8 weeks and a maximum of 1 calendar year from the starting date to complete their courses. Due to US Treasury requirements, Keystone cannot offer refunds to students with a non-US address. 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); Keystone Payment Plans are non-interest bearing loans from the school and obligations must be paid even after withdrawal when falling outside of the referenced Refund Policy. If students violate Keystone policies that govern student behaviors and are determined to cause potential harm to Keystone's academic integrity or physical/emotional harm to others, consequences may include course failure or expulsion; in either case, the financially responsible party is not entitled to a refund of fees, and payment plan obligations are still in effect. 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. Additional information requests, questions, and concerns that are not satisfactorily resolved by KNES school officials may be directed to the State Board of Private Licensed Schools, Commonwealth of Pennsylvania, or AdvancED.

ELEMENTARY SCHOOL TUITION REFUND POLICY

To request cancellation, call Student Services at 1.800.255.4937. No refunds are given after 30 days of enrollment. Shipping charges are not refundable. Due to US Treasury requirements, Keystone cannot offer refunds to students with a non-US address.

If a refund is requested within 30 days of enrollment all tuition monies will be refunded, less materials cost.

☐ I have read, understood, and accepted all the terms of the Enrollment Agreement listed above, and I have received and read the school's current student information publication.

Parent/Guardian Signature (Required)

Date

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian E-mail

THE KEYSTONE SCHOOL

920 Central Road
Bloomsburg, PA 17815

Phone 800.255.4937
Fax 570.784.2129
E-mail info@keystoneschoolonline.com
Web keystoneschoolonline.com

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