

# AMERICAN HERITAGE ACADEMY

RE-ENROLLMENT APPLICATION FORM  
4325 Highway 17 South, Orange Park, FL 32003

Phone: (904) 269-2405 / Fax: (904) 264-9791 / Website: [www.heritageministry.net](http://www.heritageministry.net)

STUDENT INFORMATION					
Student's Full Legal Name				E-mail	
Address			City/State		Zip
Age	Grade	Sex	S.S.#		Home Phone (     )
Address (UPS Shipping Address if Mailing Address is a P.O. Box)			City/State		Zip

## Registration Fee

- ❖ **There is a \$75.00 registration fee/achievement-testing fee per child.** This fee is charged when the student enrolls and must be paid on day student enrolls along with the first payment of your payment plan. If you enroll more than one student-each student will have a separate registration/achievement test fee that must be paid on day student enrolls.
- ❖ Diagnostic testing is a testing fee of \$50.00 and is only done on an as needed basis.

## Tuition Charge:

	<u>Semester</u>	<u>1 Year</u>
FIRST Child-----	\$400.00-----	\$600.00-----
SECOND Child-----	\$300.00-----	\$500.00-----
THIRD Child-----	\$200.00-----	\$400.00-----

- ❖ Senior fee is \$25.00.
- ❖ A full tuition for each child covers **one year's time (enrollment date of one year to the same date of the following year) or 12 paces in each subject (5 required subjects for grades 1-8 and 6 subjects for high school, 9-12) which ever comes first. A semester's time is 6 months from the date you enrolled.** This also includes maintenance of all school records, grading of tests, report cards, transcripts, etc.
- ❖ If your child finishes all required work for the current grade level and it is **not** time to re-enroll, then he/she may continue on to the next grade level by paying \$3.00 per pace until 4 weeks prior to the re-enrollment date. You are only allowed to receive **three** paces per subject at any time, **YOU MUST TURN IN THE PACES TO BE CHECKED**, and you have until **4** weeks prior to re-enrollment to do so. However, if your child has not completed the current grade level and a full year (12 months) has passed since the last enrollment, you would then need to re-enroll in order to receive the remaining work regardless of the account balance. If a pace or score key is lost you may purchase another one for \$3.00 each.
- ❖ If you attempt to do two years in one and then transfer to another school, please be aware that school may or may not accept it. So you will want to ask the school you are transferring to before you decide to go on to the next level.
- ❖ We are only allowed to offer you the opportunity to do **two** grade levels in one year. Therefore you may not do more than 144 Pace's or 12 credits in one year.
- ❖ A semester fee of \$400.00 plus registration is required if you need 1 to 3 credits. A full year's tuition plus registration is required if more than 3 credits are needed.
- ❖ Senior's must score within the **norm or above** on the A.C.T., SAT, or Achievement test in order to receive a Diploma. If the Achievement test is to be retaken there will be a required fee of \$25.00 per test.
- ❖ Students in grades 1-11 who do not score within the norm or above on the Achievement test could be retained to the previous grade level should they return to public school. Public schools **may or may not** choose to exercise this right.
- ❖ Report cards will not be given if your account is in arrears or if score keys and reading materials are not turned in. A charge will be added to the account if any Home School material is not turned in.
- ❖ Achievement test results are not given out until the entire account has been paid in full.

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### Payment Plans

- ❖ There is a 10% per tuition discount for payment in full at the time of enrollment.
- ❖ Your first payment will consist of the registration fee/achievement test fee and your first month's tuition.
- ❖ Seniors who have more than one family member on their account will need to have the **entire** account balance paid in full before receiving the diploma or transcripts.
- ❖ We accept Cash, Visa, MasterCard and Checks (driver's license of the person signing check is required).
- ❖ We do not send bills for payment of tuition. (Payment coupons are available upon request) It is the responsibility of the person signing the contract to make sure payment is received by the end of every month. If you fall behind on payments and have not contacted us for other arrangements then your child is considered "**not current**". A behind letter will be sent by mail to inform you of the status of your account. If the account is not current by the second month, we may choose to exercise our right to report the account to our Collection Agency with out notice to you.
- ❖ In the event the account is behind or has been sent to the Collection Agency, your child will not be receiving any books.

### PAYMENT SCHEDULE

	1 Semester Fee <u>Two Payments of:</u>	<b>OR</b>	1 Year Fee <u>Eight payments of:</u>
FIRST Child-----	\$200.00-----		\$75.00
SECOND Child-----	\$150.00-----		\$62.50
THIRD Child-----	\$100.00-----		\$50.00

- ❖ **To receive the next set of books, reading parts or score keys in each subject your payments need to be as follows:**

<u># of children</u>	<u>2<sup>nd</sup> qtr. Balance</u>	<u>3<sup>rd</sup> qtr. Balance</u>	<u>4<sup>th</sup> qtr. Balance</u>	
One	\$375.00	\$225.00	\$0.00	<b>Please note to receive the last set of books for any student you will need to have a ZERO balance on your account. Monthly payments may need to be adjusted to "keep up" with the student if he/she is working faster than the current payment plan allows. These plans do not include the registration or C.A.T. fees.</b>
Two	\$687.50	\$412.50	\$0.00	
Three	\$937.50	\$562.50	\$0.00	
Four	\$1012.50	\$712.50	\$0.00	
Five	\$1437.50	\$862.50	\$0.00	
Six	\$1737.50	\$1062.50	\$0.00	

- ❖ **I understand once enrolled in the system I have 48 hours to cancel my enrollment. Any monies paid, with the exception of the registration fee, will be refunded. Once the 48 hours have passed, I am obligated to pay a semester fee of \$400.00, plus registration fee if I withdraw within 6 months. If I receive 7 books or more in a subject or have been enrolled for 7 or more months, I am obligated to pay the full tuition of \$600.00, plus registration fee. You must have a withdraw form in order to receive a refund.**
- ❖ **I understand if I request transcripts from American Heritage, I am required to submit the proper forms, all accounts must be paid in full, and also understand that all requests will take up to 10 business days and no transcripts will be sent during the month of August, nor will any transcript be given to any individual and all transcripts will be mailed to the requested institution.**

I have carefully read the above information and understand the financial information form of American Heritage Academy in its entirety. I fully understand and accept the terms and charges defined therein. I hereby pledge to pay my financial obligations to the school on or before the due date. I also understand that the parent or legal guardian will pay all court cost and attorney fees if necessary should my account go to litigation. If payment is not received within ten days of the date due, at the option of American Heritage Academy, the principal and interest remaining unpaid on the account shall immediately become due and payable without notice. Failure to exercise this option shall not waive the right to exercise it in the event said failure continues, or in the event of subsequent default. Interest upon any payment in default shall accrue at the maximum legal rate. I am fully aware that American Heritage Academy may or may not choose to exercise the right to report any and all accounts to the Collection Agency with or without notice me. Each maker and endorser waives protection and notice of dishonor and agrees to pay all costs including reasonable attorney's fees and court costs, whether suit is brought or not if counsel is employed in case of default. All court proceedings, if necessary, will be held in Clay County, Florida.

\_\_\_\_\_  
Legal Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

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### Automatic Deduction Form

Date: \_\_\_\_\_

Student/s Name: \_\_\_\_\_

I agree to have \$ \_\_\_\_\_ automatically deducted from my (please circle one) Visa, Visa Check Card or MasterCard on the \_\_\_\_\_ day of each month. I understand that I will not be contacted before each transaction is made. If I decide to cancel this automatic deduction I will notify American Heritage Academy in writing at least one day prior to the aforementioned day. I also understand and agree that under no circumstances will refunds be given.

Automatic deduction will begin upon completion of this form and will continue until otherwise notified in writing. When tuition is paid in full we will contact you for further instruction (re-enrollment or continued education by \$3.00 a book until re-enrollment date).

This is an attempt to fulfill any obligations as agreed upon per your signed contract at the time of Enrollment/Re-enrollment.

#### Deduction Information

Card Number:	Expiration Date:
Name as it appears on card:	*See Example
Example: John J Doe (no period after middle initial)	
Complete Billing Address:	
Authorized Signature:	
Printed Name:	
Telephone w/ area code: (       )	

\*\* I elect **NOT** to be a part of the Automatic Deduction Plan \*\*

\_\_\_\_\_  
Signature (Only if you do not choose to have automatic deduction)