

We are NEW to Seton...What Do We Need To Do To Enroll?

Enrollment Checklist:

- **Enroll:** (3 options)

1. **Enroll online** at www.setonhome.org/enroll-with-seton/ .

2. **Enroll via mail** by downloading the Seton Enrollment Contract form (<http://www.setonhome.org/pdf/enroll.pdf>), filling out and completing it, and submitting it with payment to: *Seton Home Study School, Attention: Admissions Department, 1350 Progress Drive, Front Royal, VA 22630.*

3. **Enroll over the telephone** with one of Seton's Admissions Counselors, Monday through Friday, from 9am-5pm Eastern Standard Time, at 1-866-280-1930.

***Payment** - There are two payment options: Payment in full at the time of the enrollment, or a payment plan consisting of a downpayment with 8 equal monthly payments. For additional information, please click this link to the Seton Tuition Calculator (<http://www.setonhome.org/tuition/#calculator>). Seton will send placement testing once the full amount or down payment has been received. Be sure to check the Enrollment Contract for more details.

****Please note:** *There is a one time "New Family Fee" of \$30.00, charged to families who are enrolling with Seton Home Study School for the first time, as well as to those families who are enrolling with Seton, after having not had any child enrolled with Seton for more than twelve months.*

- **Placement Testing:**

(Standardized/Assessment Test, Composition Placement Test, Algebra Placement Test, Spanish Placement Test)

Seton **strongly recommends** that all new students fully enrolling with Seton Home Study School, either submit standardized test results, or take the Seton placement test.

ELEMENTARY students:

For new Elementary School students, the placement test can be sent either *prior* to the curriculum being shipped *-or-* sent *with* the curriculum, although this choice is not recommended unless receipt of the curriculum is urgent. Seton will mail the placement test, which the parent should administer and return to Seton where it will be graded. An Academic Counselor will call the parents with the results (generally about a week after mailing) to discuss the curriculum.

HIGH SCHOOL students:

For High School students new to Seton, placement testing is even more strongly recommended than for elementary students. For new High School students, the placement test will normally be sent prior to the curriculum being shipped. New students will receive a Seton placement test and a Composition Placement Test. In some cases they will also receive a Spanish Placement Test. After parents give these tests to their children

and return them to Seton, a high school Academic Counselor will either review the results and approve and ship the material, or they *may* call the parents with the results to discuss the high school courses in which the parents wish their student to enroll.

- Transcripts / Report Cards:

For ALL new students, Seton will email a “Transcript Request Form” to the family. Parents should complete this form and return it to Seton so that Seton can request the transcripts from the previous school(s).

****For high school students new to Seton, it is not required that the student's transcripts be submitted to Seton in order for the curriculum to be shipped. However, some form of Report Card is necessary so that the High School Counselors may review the courses the student has taken to determine which credits may transfer.**

Transcripts and/or report cards may be emailed to the attention of the Director of High School Guidance and Records, at transcripts@setonhome.org
-OR- faxed to 1-540-322-2311.

What Happens Next...?

Once the curriculum has been determined, Seton usually ships books within two business days.

Once the family receives their materials, they will find a copy of the “Packing list” inside the box. On the upper right hand side of this packing list, you will see your FAMILY NUMBER, which you will need in order to access your “MySeton” page, your dedicated page for your students' work and grades. It is the portal where your child will go to take online tests, upload work, and where you can see your student's grades posted once Seton grades submitted work. *(To access your “MySeton” page, go to www.setonhome.org and enter your Family number in the banner at the very top of the page).*

If you have any questions once you receive the enrollment and have reviewed all of the material contained in the box, please contact Seton:

- *Academic Counseling* at 1-540-636-9990, option #2 for any issues about getting started.
- *Seton Customer Service* at 1-866-241-8819, regarding any issues with the actual shipment and/or contents.

Common questions:

-Are there discounts if I enroll several children in the Program?

Seton has a multi-student discount built into the tuition contract. This discount applies only to children enrolled simultaneously.

-When does the payment plan start?

If you sign up for the payment plan, the down payment is due at the time of enrollment. The 8 equal and consecutive monthly payments are taken out on either the 5th of each month or the 20th of each month, based on which date you choose at the time of enrollment. The first monthly payment will start the month after the down payment.

-What is the start date?

The 'start date' is the beginning of the 12-month period that the student has to complete the work for that academic year. Parents may choose a start date at the time of the

enrollment or may leave it as the default setting which will be the date of enrollment. If a start date other than the day of enrollment is chosen, that date must be within 60 days from date of actual enrollment, except that all enrollments between June 1 and August 31 will automatically be designated as a September 1 start date.

-What if my student does not complete the work within the allotted 12 months?

If the student does not complete the work for the academic year, within 12 months of the start date, parents can pay an extension fee to extend the end date by 6 months. Extensions and the processing of extension fees are handled through the Seton Registrar's Office (1-540-636-9990, x142).

-Can I get the Conference discount even though I am unable to attend the conference?

Sadly no. This is special conference only sale and is available only to those who attend the conference.

How long should it take my children to complete their courses?

Though Seton's program is entirely self-paced, the lesson plans are laid out over four, nine-week quarters, i.e. a 36-week schedule. However, since it is self-paced, the student may complete the work either more or less quickly as suits his or her abilities and interests. Moreover, he/she is permitted up to 12 months from the official 'start date' to complete the work for that academic year. If the student finds they need additional time, extensions are available through the Registrar's office (see above section entitled: -"What if my student does not complete the work in the allotted 12 months?")

-What if my student finishes early?

If a student completes an entire grade level in fewer than 36 weeks, they may simply re-enroll for the next grade level with the Seton Admissions department.

If the student finishes an individual subject early, they can enroll in the next grade level for that subject. Contact Seton Customer Service (1-866-241-8819) for additional information.

-What are the "middle school," "junior high school," and "high school," fees?

The 'middle school fee' is \$25.00, and is charged to each student entering 4th or 5th grade. The 'junior high school fee' is \$45.00, and is charged for each student entering into 6th, 7th, or 8th grade.

The 'High School fee' is \$240.00 and is charged to each student entering the 9th, 10th, 11th, or 12th grade.

These fees are charged in addition to the base tuition fee to cover the additional books/services Seton provides at these grade levels.

-If I own a book already, do I need to buy another copy, can't I save some money?

When enrolling, notice that if you already own any of the books that are sent with the enrollment, you may mark it as a book credit on the "Book Credit Form," the online enrollment, or mention it to the Admissions representative when enrolling over the telephone or at a homeschool conference. If you already have a book and do not need Seton to send it, then the book credit price amount is deducted from the overall cost of the enrollment, which saves you money.

-How are tests taken and submitted?

In Pre-Kindergarten, Kindergarten, 1st, 2nd, and 3rd grades, subjects are either parent

graded or tests are done in paper form, and can be submitted electronically or by mail. Answer keys available to assist the parent in grading this material will be either in the back of the books or contained in the lesson plans.

In grades 4 through 12, most tests are taken quarterly, either on papers or online at your “MySeton” page . Paper assignments may also be scanned and submitted electronically for grading by Seton.

-How do I teach the lessons to my child(ren)?

Seton provides Lesson Plans for each course in which the student is enrolled, and these are included in the cost of tuition. The lesson plans lay out what the student will need to do each day, which lessons should be accomplished before the next test is taken, and what is expected for the student to learn and gain from the course assignments.

Enrolled students/parents have access to the Seton Academic Counselors throughout the day (Monday through Friday, from 9am-5pm EST). Seton highly encourages enrolled families to take advantage of the Academic Counseling Services, should they require assistance in getting started or with the actual course work.