Admission Application/ Enrollment Contract

Seton Home Study School

Revised May 1, 2019

PROGRAM FEES

The Enrollment Contract can be found on page 4.

New Family Application Fee: New families (or those who have gone for more than one year without having a child enrolled) must pay the New Family Application Fee. This fee is paid at the same time as the Base Program Fees. New families receive a copy of Dr. Clark's *Catholic Home Schooling Handbook*.

Pre-K and Kindergarten Enrollment Fee: This fee pays for all the student books, the tuition, academic counseling, lesson plans, and shipping and handling.

Grade 1-12 Base Program Fees: The Base Program Fees include all textbooks, workbooks, lesson plans, academic counseling, tests, grading, tuition, and shipping and handling. Only the lesson plans must be returned; you keep all books. Lesson plans should be returned upon completion of the work or within 12 months of the start date, whichever comes first, unless an Extension Fee has been paid.

Middle Grades and Junior High School Fee: This fee covers the additional cost of the middle grades and junior high school materials. It must be paid at the same time as the Base Program Fees.

High School Fee: This fee pays for the cost of the high school textbooks, counselor's evaluation of previous credits, selection of

courses for current and future high school programs, creation and updating of academic records, grading, and academic counseling. A full program for high school includes up to six credits per year. Additional credits may be taken for an added fee of \$200 per credit or \$115 per 1/2 credit.

Math/Computer/Software Fees: The Saxon Math courses, Intro to Computers, and Rosetta Stone language courses have an extra materials fee. Please circle the books you need to purchase on the *Enrollment Contract*. If you already own the appropriate textbook or solution manual, there is no need to purchase it. If you do not own the appropriate text, you will need to purchase it from Seton or from another source. The Rosetta Stone fee is not optional for the online language courses. You can find more information on math choices at Seton's website. Saxon Teacher CDs are available for an extra \$80. Saxon D.I.V.E. CDs are available for an extra \$50 each. Check the S.E.M. catalog for available editions.

Shipping and Handling Fees: Shipping fees for orders within the fifty states and APO addresses are included in the Base Program Fees. Canadian and International shipping has additional fees.

SETON'S REFUND POLICY (EFFECTIVE DATE APRIL 1, 2019)

- 1. To cancel enrollment, all lesson plans and unused books must be returned to Seton along with a letter indicating cancellation. For purposes of a refund, all times are based on the shipment date, not the start date.
 - **a.** The cost of any used and unreturned books will be deducted from any refund due.
 - **b.** After 1 month, Seton is due ¼ of annual tuition; After 2 months, Seton is due ½ of annual tuition; After 3 months, Seton is due ¾ of annual tuition; After 4 months, Seton is due full tuition.
- **2.** Shipping and handling fees and the New Family Fee (\$30 per family) if applicable are non-refundable.
- **3.** If upon cancellation a refund is due from Seton, that refund will be issued to the signer of the enrollment contract within 30 days of the date of receipt of the returned books.
- **4.** No refund is available for the Pre-K or Kindergarten curriculum after four weeks.

Seton Home Study School, 1350 Progress Drive, Front Royal, VA 22630 Phone: (540) 636-9990 Fax: (540) 636-1602 E-mail: info@setonhome.org Website: www.setonhome.org

FEES NOT LOCATED ON THE ENROLLMENT CONTRACT:

Course Exchange Fees: If you would like to exchange a course, you may do so within 45 days if the materials have not been used. Simply return the unused course materials and include a check for \$12 (\$20 in Canada; please call for other countries) to cover shipping and handling for each course, or \$30 for a full curriculum in grades 1-12 (\$55 in Canada). If you have used any elementary level materials, of have had materials for more than 45 days, but less than 5 months, and would like a course exchange or upgrade, please contact Customer Service for prices. If you wish to exchange a high school course after 45 days or after using the materials, you will need to enroll in a single course at our regular single course prices. Though Kindergarten and Pre-K courses may not be exchanged or upgraded, you may choose to enroll your Kindergarten child in one or more of the elementary courses at our regular single course prices.

Extension Fees: If you wish to extend your enrollment for more than the allotted 12 months, enrollment may be extended twice, each for 6 months at \$75.00 for full enrollment. After that, the student must re-enroll.

Payment Plan Information: If using Seton's payment plan, the entire down payment must be made before the curriculum can be shipped. Late fees will be charged to delinquent accounts. Every legal effort will be made to collect unpaid account balances. Final grades will not be released until all tuition and late fees have been paid. The payment plan is not available outside of the U.S. and Canada.

Shipping Information: Before the Seton curriculum can be shipped, the Application for Admission and Contract must be completed, signed, and returned along with proper payment by check, money order, MasterCard, Visa, or Discover. **All payments must be in U.S. funds.** Pre-K and Kindergarten courses must be paid in full at the time of application.

Transcript Fees: Seton uses a third-party service call Parchment to send transcripts to college, universities, and other schools. Each transcript sent requires a small fee, which is subject to change. (As of May 1, 2019, electronic copies are \$7.)

Special Services Application

A child with learning difficulties or other special needs may require some modifications to the standard curriculum. Let your special needs student succeed with Seton!

Special Services includes: phone counseling, initial evaluation of student records, curriculum customizing, continuing evaluation of student work throughout the year, grading, and other services.

The Special Services fee is in addition to the regular tuition found on page 4 and is as follows:

Grades K - 6 - \$150 Grades 7 - 12 - \$225

To receive Special Services, please sign and return this form along with the Application for Admission, Enrollment Contract, and appropriate payment (check, money order, or MasterCard/Visa/Discover).

Children's Names:	Diagnosis / Area of Difficulty	:
Please accept this application for the above-listed student(s). an admission decision can be made. I understand that the ab	, .	
Parent's Signature:	Date:	Fee Amount:

WHAT TO EXPECT NEXT:

After you fill out and return the appropriate forms, you will receive a call from one of our Special Services representatives to schedule your initial phone consultation. During the busiest months, there will be a 1-2 week scheduling period for counseling session(s). If you have any questions or would like more information, please call (540) 622-5542 or email ssdept@setonhome.org

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FAMILY INFORMATION OR FAMILY #			<i>'</i>	, ,
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Father's Name: Resides with Student(s)? \(\square\$ Yes	Father's Name:		Resides with	n Student(s)? □ Yes □ No
Mother's Name: Resides with Student(s)? \square Ye	Mother's Name:		Resides with	n Student(s)? ☐ Yes ☐ No
Home Address:	Home Address:			
City: State: ZIP:	City:		State:	ZIP:
Primary Telephone: Secondary Telephone:	Primary Telephone:	Secondary	Telephone:	
E-Mail:	City:		State:	

Enrollment Contract

New Family A	Application Fee			\$30.00 =	1
	ment Fee: \$210.00 per stud Enrollment Fee: \$210.00			x \$210.00 = x \$210.00 =	2 3
Base Program	n Fees Grades 1 - 12 (does i	not include any o	f the applicable fees	listed on lines 5 - 1	1)
FULL PAYMENT ((A) ~or~	EXTENDED PAYM	MENT (B)		
1 Child	\$530.00	1 Child	\$100.00 Down &	•	
2 Children	\$1010.00	2 Children		\$115.00 per mon	
3 Children	\$1440.00	3 Children		\$162.50 per mor	
4 Children	\$1870.00	4 Children		\$210.00 per mor	
	child after the 4 th child.		vn and \$40.50 addit	tional per month a	
☐ Plan A (Ful	l Payment) ~ or ~ □ Plan B	(Extended Paym	ent)		4
Grade Leve	el Fees:				
Early Elemer	ntary Discount (Number of o	children grades 1	1-3):	x - \$20.00 =	5
Middle Grad	es Fee (Number of children	grades 4-5):		x \$15.00 =	6
Junior High l	Fee (Number of children gra	ades 6-8):		x \$30.00 =	7
High School	Fee (Number of children gr	rades 9-12):		x \$260.00 =	8
Algebra ½ Sol Solutions Man	puter/Software Fee (utions Manual, Algebra I, Al nual, Saxon Geometry, Saxon	gebra I Solutions n Geometry Solu	Manual, Houghton M tions Manual, Algebr	lifflin Geometry, Ho a II, Algebra II Solu	oughton Mifflin Geom utions Manual, Consu
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	\$5.00	Plea	Grade Schoo ase check any books you already own or d		Book Credit Form at need for the appropriate grade level(s).
PRE-K	\$4.00	ш	\$7.00 Art 3 FYC \$12.00 English 3 FYC \$11.00 Handwriting 3 FYC \$2.00 Handwriting Tablet \$11.00 Catholic Faith/the Americas \$6.00 Maps, Charts, Graphs C \$12.00 Math 3 FYC \$4.00 We Sing and Dance \$12.00 Phonics 3 FYC \$1.00 St. Therese of Jesus \$1.00 Padre Pio	DE 6	\$8.00
KINDERGARTEN	\$1.00	GRAD	\$8.00	GRAD	\$7.00
KIN	\$1.00		\$8.00	7	\$10.00 Art 7 FYC \$14.00 Genglish 7 FYC \$12.00 Genglish 7 FYC \$12.
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	\$3.00		\$8.00	Е 8	\$14.00 Art Through Faith \$11.00 English 8 FYC \$11.00 Composition FYC \$14.00 The History of the United States \$4.00 We Sing of Our World \$5.00 Saint Biography \$5.00 Saint Biography \$11.00 These Are Our Horizons \$11.00 The Book of Friendliness
RADE 2	\$8.00	GRADE 5	\$14.00	GRAD	\$5.00
U	\$6.00 Book of Sanctity \$1.00 Good Saint Joseph \$1.00 Saint Francis of Assisi \$1.00 First Communion Catechism \$11.00 Religion 2 FYC \$7.00 Science 2 FYC (New) \$7.00 Spelling 2 FYC		\$3.00 St. Joseph Concise Bible History \$12.00 Religion 5 FYC \$12.00 Science 5 FYC \$8.00 Spelling 5 FYC \$7.00 Vocabulary 5 FYC		S Apply to Line 14 of Enrollment Contract

High School Course List/Book Credit Form

Please consult the High School Catalog when selecting courses.

Stu	dent Name:	Stu	dent Name:	Samp	ole Course List f	or Academic Diploma:
	IFSES (full tuition covers up to 6 full credits):		IFSES (full tuition covers up to 6 full credits):	• Eng	holic Doctrine glish 9 ebra 1	Grade 10 • Understanding the Scriptures • English 10
				• Fur	rsical Science Indamentals of	GeometryBiology
2:_		2: _			mmar (½ credit) rld Geography	World History Spanish Online 1
3:_		3: _		Tot	al: 5.5 credits	Total: 6 credits
4:_		4: _		Grade		Grade 12 • Catholic Apologetics
5:_		5: _		(1/2 (ral Theology credit) ss and the	English 12 American Literature
6: _		6: _		Sac	craments (½ credit)	American Government
7: _		7: _		• Am	erican History ebra II	• Economics Online (½ credit)
8: _		8: _		• Che	emistry anish Online II	• Logic (½ credit)
	GH SCHOOL BOOK CRE				al: 6 credits	Total: 5 credits
Plea (Mai	se check any books you already own ny online courses do not have physic	(and de	o not need) for only those courses in s.s. Only courses with possible book cr	which y	ou are enrolli e listed here.)	ng.
	Accounting (½ credit) ☐ The Accounting Game Advanced Economics (½ credit)	\$4.00 \$6.00	English 12 ☐ Prose and Poetry of England ☐ Pride and Prejudice ☐ Murder in the Cathedral	\$9.00	Logic (½ credi ☐ Traditional I ☐ Traditional I ☐ Traditional I	ogic (3rd ed.)
4.00	☐ Economics (Abeka) 3rd ed. Advanced Grammar (½ credit)	\$4.00	☐ Macbeth☐ Robinson Crusoe			Sacraments (½ credit)
4.00	☐ High School Grammar FYC	\$5.00	□ Novel for analysis □ Novel for analysis		□ Understand	ing the Mass
	American History ☐ Christ and the Americas ☐ Atlas of American History	\$9.00	□ Novel for analysis Fundamentals of Grammar (½ credit) □ Easy Grammar Plus	\$20.00	Moral Theolog ☐ Morality for Physical Scien	Catholic Students
6.00	American Literature ☐ American Literature	\$20.00	☐ Easy Grammar Plus Teacher's Manual Health: Nutrition	\$30.00	☐ Exp. Creatio	n with Physical Science
1.00	Biblical Exegesis ☐ Introduction to the Bible	\$5.00	☐ Food for Today (Glencoe 2000 ed.)	\$7.00	☐ Catholic Mo	e Moral Law (½ credit) rality
	Biology for Life ☐ Biology for Life (New)		Honors American Government ☐ American Government (Abeka) ☐ Federalist Papers	\$18.00	Spanish I ☐ Spanish is F Spanish II	un, Book 1 (5th ed.)
57.00 1.00	Catholic Apologetics ☐ Catholic Apologetics ☐ Following Christ in the World	+=	Honors American Literature ☐ American Literature ☐ Novel for analysis	\$13.00 \$8.00	☐ Spanish Sec ☐ Spanish Sec	ond Year (AMSCO 3rd ed.) ond Year Answer Key
	Catholic Doctrine ☐ Baltimore Catechism No. 3	\$5.00 \$5.00	☐ Novel for analysis☐ Novel for analysis☐ Novel for analysis	\$10.00 \$7.00	Spanish III ☐ Spanish for ☐ Spanish for	Mastery 3 (1988) Mastery 3 Workbook
30.00	Chemistry ☐ Exploring Creation with Chemistry Computer Programming	\$2.00 \$2.00	Honors Shakespeare (½ credit) ☐ As You Like It ☐ Hamlet	\$30.00	□ Understand	g the Scriptures ing the Scriptures (Didache
5.00	☐ Teach Yourself Visual Basic 2015 in 24 Hours	\$2.00 \$2.00	☐ Hamlet Cliff's Notes☐ King Lear	\$11.00	Vocabulary (⅓ □ Vocabulary	for the College Bound
	☐ Small Basic Student ManualEnglish 9☐ Merchant of Venice	\$2.00 \$2.00 \$2.00	☐ Midsummer Night's Dream☐ Romeo and Juliet☐ The Tempest		World Geogra ☐ World Geog ☐ Classroom	raphy (Glencoe 2005 ed.)
54.00 55.00 55.00	☐ Lilies of the Field ☐ Where the Red Fern Grows ☐ Novel for analysis	\$16.00	☐ The Tempest Cliff's Notes Honors World Literature ☐ World Literature		World History ☐ Christ the Ki ☐ Historical At	ng, Lord of History
55.00 55.00	□ Novel for analysis □ Novel for analysis	\$5.00 \$5.00	□ Novel for analysis □ Novel for analysis (1) Available		World Literat	ure
6.00	English 10 Tale of Two Cities Animal Farm	\$11.00	Keyboarding (½ credit) ☐ Keyboarding Skills Latin I	\$10.00	□ World Litera	nure
55.00	☐ Novel for analysis ☐ Novel for analysis English 11	\$12.00	☐ Latin Grammar ☐ Latin 1 Text ☐ Latin 1 Flashcards			
\$7.00 \$4.00	☐ Bridge of San Luis Rey ☐ Man for All Seasons ☐ Scarlet Letter		Latin II ☐ Latin 2 Text ☐ Latin Grammar		POOK CDE	DIT TOTAL
	□ Screwtape Letters□ Song at the Scaffold□ Ballad of the White Horse (Seton Press)	\$12.00	Latin III □ Latin 3 Text	\$	BOOK CRE	IOIAL
		\$2.00	☐ Latin Grammar ☐ Latin 3/4 Answer Key ☐ Latin 3/4 Review Text	Apply	to Line 14 of I	Inrollment Contract

AUTOMATIC TUITION PAYMENT

Please complete all information requested below. Changes to your Agreement must be made through Seton Home Study School.

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TERMS AND CONDITIONS

<u>AUTHORIZATION</u>: As the Responsible Party whose signature appears on this Agreement, you accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full. Additionally, you authorize SETON Home Study School (hereinafter, SETON) to initiate debit or charge entries to the account provided or any subsequent account. Your authorization will terminate when the total balance due has been paid (including fees, unless waived).

<u>RETURNED PAYMENT FEE:</u> In the event that your financial institution returns a payment, a \$25 Returned Payment Fee will be automatically processed from the account provided within 20 days. A returned payment fee will be assessed for each payment attempt that is returned. If any returned payment fees are returned, they will be reattempted. Fees are subject to change in future academic years.

<u>PAYMENT DATES:</u> If the payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although SETON specifies the date each payment will occur, your financial institution determines the time of day the payment is debited to the account.

CHANGES TO AGREEMENTS:

- A. You may make changes to the information you provided in this Agreement by contacting SETON. In the event you authorize additional services, or in the event additional fees are assessed in accordance with SETON policy and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change shall constitute your authorization to change the payment amount, and/or to continue payments until the total balance due is paid in full. You do not require SETON to send advance notice of any adjustments resulting from any such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid or any other similar cause.
- **B.** If there will be any change in the pre-authorized payment amount other than a changed authorization, as described above, SETON will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.
- **C.** You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law and that the authority will remain in effect until paid in full or cancelled in writing. **Should the authorization be revoked or agreement terminated, the full amount of the outstanding balance shall be due and payable immediately.** Any delinquency due to returned payments outstanding over 30 days may be considered as termination causing the full amount of the outstanding balance to be due. **Credits to the balance due shall be based on SETON REFUND POLICIES as outlined in the enrollment packet and the SETON website.** Inquiries and changes to agreements should be addressed to **paymentplan@setonhome.org.**

HONOR CODE: A student may be expelled for any violation of the Seton Honor Code. This can be found in the Parent's Homeschool Handbook sent to all new families at the time of enrollment.

CONFIRMATION: Any and all inconsistencies in the information provided will be resolved in the confirmation notification sent to you from SETON. The confirmation notification shall be controlling.

DISCOVERY OF SUSPECTED ERRORS: If you discover what you believe to be an error, you must report the suspected error to SETON immediately. Notification MUST be made no later than sixty (60) days after the suspected error occurred. This obligates you to timely review of your bank statements and a timely response to company letters, emails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

GOVERNING LAW: You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. Law. This Agreement shall be governed by the laws of the State of Virginia. The District Court located in Warren County, Virginia, shall be the sole venue for filing any action.

ARBITRATION: Upon the demand of you or SETON, any dispute concerning the parties' duties or liabilities under this agreement shall be resolved by binding arbitration in accordance with the terms of this Agreement. Arbitration proceedings shall be administered by the American Arbitration Association (AAA) or such other administrator as the parties shall mutually agree upon in accordance with the AAA Commercial Arbitration Rules. All disputes submitted to arbitration shall be resolved in accordance with the Federal Arbitration Act (Title 9 of the United States Code), notwithstanding any conflicting choice of law provision. The arbitration shall be conducted at a location in Front Royal, Virginia, selected by the AAA or other administrator. All statutes of limitation applicable to any dispute shall apply to any arbitration proceeding. All discovery activities shall be expressly limited to matters directly relevant to the dispute being arbitrated. Judgment upon any award rendered in arbitration may be entered in any court having jurisdiction.

PRIVACY AND SECURITY: Data collected and stored pursuant to this Agreement is governed by SETON's privacy policy. This data will not be used in any manner not approved unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized associates and shall be used only for the purpose of providing service to you and SETON.