



# Christian Liberty Academy School System

A Ministry of the Church of Christian Liberty

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5495

Phone: (847) 259-4444 ~ Email: custserv@homeschools.org ~ Website: www.homeschools.org

## ENROLLMENT APPLICATION

PLEASE PRINT CLEARLY

(You may also enroll online at [www.homeschools.org](http://www.homeschools.org) if you use your VISA, MasterCard, or Discover card.)

### FAMILY ACCOUNT INFORMATION

If your family has been enrolled previously, check this box  and write your **Family ID** here \_\_\_\_\_

Parent/Legal Guardian  Mr.  Mrs.  Miss \_\_\_\_\_

First MI Last

Spouse \_\_\_\_\_

First MI Last (if different)

Address \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

(If you have a P.O. Box, please provide a street address in the Shipping Address section below.)

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

Country (if outside U.S.) \_\_\_\_\_ Email \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Shipping Address, *if different from above*, to be used for  Achievement Test  Curriculum  Both  
(The shipping address will only be used for the materials you indicate. All other correspondence will be sent to your regular address.)

Attn: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

(Required for UPS and Express deliveries)

Street Address \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

(Physical street address is required for all UPS shipments)

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

If this is your *first time* enrolling, how did you hear about us?  Magazine  Internet  Word of Mouth  
 Card Deck  Radio Ad  Talk Radio  Convention  Other \_\_\_\_\_

### IF YOU ARE ENROLLING A STUDENT INTO THE FAMILY PLAN, REMEMBER...

1. The tuition fee for any student enrolled in the Family Plan must be paid in full at the time of enrollment.
2. Course work for Family Plan students will not be graded by Christian Liberty (CLASS).
3. Family Plan students will not be issued report cards, academic credits, transcripts, or diplomas.
4. You are responsible for keeping good records of the student's progress and take total responsibility for any problems resulting from the maintenance of the student's records.
5. You are responsible for obtaining the student's permanent cumulative records from the previous school.
6. You will not receive legal assistance from Christian Liberty for students enrolled in the Family Plan.
7. Students enrolled in the Family Plan cannot be switched to the CLASS Administration Plan (CLASS Plan) within the same grade level.

I agree to all terms and conditions outlined on this application. Please process and ship my students' curricula.

Parent/Legal Guardian Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Required for both CLASS and Family Plan Enrollments

APPLICATION CONTINUED ON NEXT PAGE

Print Parent/Legal Guardian Name (REQUIRED) \_\_\_\_\_  
(As printed on page 1) First MI Last

IF YOU ARE ENROLLING MORE THAN TWO STUDENTS, YOU MAY MAKE PHOTOCOPIES OF THIS PAGE AS NEEDED.

### STUDENT ONE

Enrollment Plan (select one)  CLASS Administration Plan  Family Administration Plan

Student's Legal Name \_\_\_\_\_  
First MI Last

Gender  M  F Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Student ID \_\_\_\_\_  
(Re-enrolling students only)

Enrolling in Grade Level (select one)  Kindergarten  Adv. Kindergarten  1  2  3  
 4  5  6  7  8  9  10  11  12

Previous School Information (required only for high school students not enrolled in CLASS for previous grade level)

School Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_-\_\_\_\_

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

Achievement Test Options (see next page for details)

Comments (Include student's strengths and weaknesses, alternate choices, electives, etc. Use additional paper if needed.)

---

---

---

### STUDENT TWO

Enrollment Plan (select one)  CLASS Administration Plan  Family Administration Plan

Student's Legal Name \_\_\_\_\_  
First MI Last

Gender  M  F Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Student ID \_\_\_\_\_  
(Re-enrolling students only)

Enrolling in Grade Level (select one)  Kindergarten  Adv. Kindergarten  1  2  3  
 4  5  6  7  8  9  10  11  12

Previous School Information (required only for high school students not enrolled in CLASS for previous grade level)

School Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_-\_\_\_\_

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

Achievement Test Options (see next page for details)

Comments (Include student's strengths and weaknesses, alternate choices, electives, etc. Use additional paper if needed.)

---

---

---

CHECK HERE IF ADDITIONAL STUDENTS ARE LISTED ON SEPARATE PAPER.

Print Parent/Legal Guardian Name (REQUIRED) \_\_\_\_\_  
(As printed on page 1) First MI Last

### ACHIEVEMENT TEST OPTIONS

All new and re-entering students enrolling in grades two through twelve (CLASS does not test prior to the 2<sup>nd</sup> grade) are sent a California Achievement Test (CAT) prior to curriculum development. This test is used for assigning appropriate curriculum materials. Re-enrolling students also receive a CAT with their curriculum materials, which is used as an annual progress report.

**New and Re-entering students:** If your student has recently taken an achievement test, note the following options.

#### INDEPENDENT TESTING SERVICE USERS

If your student has used Christian Liberty Press' Independent Testing Service within the past six months, write "Used Testing Service" on the Comments line. We can speed up the processing of your enrollment and deduct \$22.00 from your tuition (the amount you paid for this service) if the test level taken is appropriate for the grade level being entered.

#### OTHER ACHIEVEMENT TEST USERS

If you have suitable achievement test results that you would like to use in lieu of our standard pre-test, write "Achievement Test Enclosed" on the Comments line. CLASS accepts only three achievement tests: the California Achievement Test (CAT), the California Test of Basic Skills (CTBS), and the Iowa Test of Basic Skills (ITBS). Your test must be appropriate for the grade level being entered, have been completed within the last six months, and include the *grade equivalent* scores for all reading, mathematics, and language categories. We will notify you if the test we receive cannot be used.

**Re-Enrolling students:** If you want your student to take the CAT *prior* to curriculum development, write "Pre-test Requested" on the Comments line. We will not develop your curriculum until the pre-test is completed and returned.

### PAYMENT INFORMATION

Student 1 Subtotal \$ \_\_\_\_\_  
Student 2 Subtotal \$ \_\_\_\_\_  
Additional Students Subtotal \$ \_\_\_\_\_  
Extra Shipping Costs (if known) \$ \_\_\_\_\_  
**TOTAL COST \$ \_\_\_\_\_**



See Shipping Policy below for specific information.

NOTE: Payment will be applied first to any *delinquent* balance, then to current enrollment costs.

Method of Payment (check one)

- Check       Money Order      Make Payable to: Christian Liberty Academy  
 VISA       MasterCard       Discover card

Account Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Exp. Date \_\_\_\_\_ / \_\_\_\_\_  
(REQUIRED)      month      year

Authorized Signature of Cardholder (REQUIRED) \_\_\_\_\_

**Mail this entire application with your payment and any other enrollment correspondence to:**

Attn. Enrollments, Christian Liberty Academy School System, 502 West Euclid Avenue, Arlington Heights, Illinois 60004  
If you are paying by charge card, you may fax your enrollment to (847) 259-1297. Telephone orders cannot be accepted.

### SHIPPING POLICY

CONTINENTAL U.S.

Your tuition cost covers our regular shipping method to physical addresses—UPS Ground Service. You may have materials sent to your Post Office Box address by Priority First-Class Mail if you submit an extra \$10 with each student's enrollment. Please clearly identify such payments as applying to Priority Mail.

## SHIPPING POLICY (CONTINUED)

ALASKA, HAWAII, U.S. TERRITORIES, APO, OR FPO ADDRESSES

Materials are sent by Priority First-Class Mail unless we are instructed otherwise. You must submit an extra \$10 per student with your enrollment.

FOREIGN ADDRESSES

Foreign missionaries and others who have a home base (home office, sponsoring agency, etc.) in the continental U.S. should send us their home base address, contact person, and telephone number upon enrollment. Shipment to that address by UPS Ground Service is covered by your tuition. You must arrange final shipment to your foreign address with your home base.

If CLASS must ship directly to your foreign address, materials are shipped via UPS Express Service. Your tuition for each enrollment covers a predetermined portion of the shipping costs. You will be billed for the actual shipping costs (which are determined by your location), minus the predetermined portion. You will have sixty (60) days from the billing date to pay these charges.

Due to the expense of UPS Express Service, some families may elect to have their materials shipped by another method. Those who wish to do so must fill out and submit a Mail Loss and Damage Waiver Form. If you need this form, Contact CLASS, or go to [www.homeschools.org](http://www.homeschools.org), select *Enrolling* and then *Enrollment Application*.

---

## CANCELLATION / REFUND POLICY

If you choose to cancel after enrolling with Christian Liberty, please call Customer Service promptly. If you have already submitted the completed achievement test, your call will prevent further processing steps which would decrease your refund. When you call, be sure to record the date and the name of the Customer Service representative with whom you spoke. This call is important, but it does not cancel your enrollment. A signed letter from the family or cancellation form (mailed or faxed) is *required* before any cancellation is considered official. If CLASS does not receive this written documentation, the cancellation will not proceed and no refund will be sent.

CLASS Administration Plan and Family Administration Plan customers have thirty (30) days from the main curriculum shipping date to cancel from our program and request a refund. If you decide to cancel after you have received your curriculum, call Customer Service and request a Cancellation Kit. **Do not return any materials to CLASS before you receive the Cancellation Kit.** This kit contains a Cancellation Letter/Refund Materials Authorization which, when completed and returned to us, serves as your official cancellation letter. This kit also includes a Returned Materials shipping label which *must* be affixed to the outside of the package or envelope you return.

You must return all *unused* curriculum materials to CLASS. If a book has been damaged or has any writing in it, even just a student's name, it is considered used and should not be returned. Christian Liberty is the final arbiter of whether a course item is considered used. Returned materials that are considered by CLASS to be used *cannot* be sent back to the family. The CLASS Handbook, introductory cassette tapes or CDs, and book report lists, if any, are yours to keep.

Your refund for each student canceled will be based on the schedule below. The amounts shown, plus the cost of any used or unreturned materials and any account balance, will be subtracted from your original tuition payment. This refund schedule is subject to change without notice.

If you cancel...	Grades K-1	Grades 2-12
Prior to sending achievement test	NA	-\$10
Prior to curriculum development	-\$10	-\$30
After curriculum has been developed but not shipped	-\$20	-\$50
Within thirty (30) days after shipping date	-\$35	-\$70
<i>(All unused materials must be returned to CLASS before a refund will be issued.)</i>		
More than thirty (30) days past shipping date	NO REFUND	

New enrollments in grades 2-12 that do not return the completed California achievement pretest to CLASS within ninety (90) days from the date sent will be canceled by CLASS and do not qualify for any refund. If Christian Liberty cancels your enrollment, any amount remaining in your account after the deductions noted above may be used toward another enrollment within twelve (12) months of the cancellation date. If you do not intend to cancel, please return your completed achievement tests to us promptly, or send us written notification stating the reason for your delay.

---

For current tuition costs, call CLASS Customer Service at (847) 259-4444 or visit our website at [www.homeschools.org](http://www.homeschools.org). To receive a complete information packet, call (800) 348-0899.