



396 Elks Club Road
Covington, GA 30014
678-625-9025

2020-2021 Homeschool Registration Form

Date of Registration: _____

PERSONAL INFORMATION

Student's Name: _____
Last First MI

Date of Birth (MM/DD/YYYY): _____ Current Grade (as of Aug 2020): _____

Address: _____
Street City State Zip

Parent/Guardian's Name: _____ Parent Phone: _____

Parent's Email Address: _____ Alternate Contact #: _____

Student's Email (valid Gmail account required): _____

FINANCIAL AGREEMENT

Tuition fees are the same for all grade levels. All tuition payments are due by the 1st of each month. Payments are considered past due after the 5th of each month and are subject to a \$20 late fee. We accept cash, debit, credit or money orders. Payments can be made by phone or through our front office during business hours.

Each student is required to pay the registration fee each year they attend Covington Academy's Homeschool Program.

Covington Academy Homeschool Tuition & Fees	
Registration	\$100
Tuition	\$2000
Additional Student	\$1800
Late Payment Fee	\$20
Withdrawal Fee	\$300

TUITION AND FEES

Please select your payment plan for the 2020-2021 Covington Academy school year.

<u>Student</u>	<u>Registration Fee</u>	<u>Yearly Tuition</u>	<u>Tuition Payment Plan</u> (Please select one)
			<input type="checkbox"/> Yearly (Receive 5% discount on yearly tuition rate)
			<input type="checkbox"/> Bi-Yearly (Receive 3% discount on yearly tuition rate)
			<input type="checkbox"/> Monthly Payment (Yearly tuition rate is divided into monthly payments)

Please complete form on the next page.

REQUIRED DOCUMENTS

All students enrolling in Covington Academy's Homeschool Program must provide a copy of the documents listed in the box before they are able to begin classes. We will not make any exceptions to this policy. The student's parent/guardian is responsible for providing a hard copy of the documents listed to Covington Academy's front office. For the protection of your personal information, please do not send required documents by email.

Documents Required

- Copy of Social Security Card
- Copy of Birth Certificate
- Immunization Form 3231
- Ear, Eye & Dental Form 3300

HOMESCHOOL PROGRAM TERMS AND CONDITIONS

- All course materials will be accessible through Google Classroom (internet access required) after registration is complete, all required documents (listed above) have been received and required fees are paid in full.
- It is the student's responsibility to set up a Google Classroom account from their personal device. Student must have a way to access Google Classroom throughout the school year.
- Student is required to create Google Classroom username that includes his/her first and last name.
- Student is required to complete all assignments listed within Google Classroom for each course in a timely manner. Please be aware of any deadlines listed with your assignments. Grades will be issued based on completion and accuracy.
- Incomplete or failed assignments will only be returned once. If it is still not complete and/or passing, the highest grade of the two attempts will be used. Please note this is for partial credit and a 70 is the highest you can make on returned assignments.
- You, as a student, are in control of the outcome of this course. If a student is failing a parent will be notified according to the contact information provided. From that point it is the responsibility of the parents/guardians to ensure their student is making satisfactory progress.
- If you have an IEP and receive workload accommodations, it is up to you to provide us with a copy.
- All payments must be made by phone or through the front office by cash, money order or debit/credit card.
- Registration fee and the 1st month's tuition must be paid in full before student may begin classes.
- If you withdraw before May 5th, 2021, you will be charged a \$300 withdrawal fee per student payable by cash or money order only.
- All tuition payments are due by the 1st of each month. Payments made after the 5th of each month will incur a \$20 late fee.
- If an account becomes more than 31 days past due, the student will be suspended from all Covington Academy Homeschool classes until the account is made current.
- Report cards and transcripts will not be issued and final exams will not be given for any student with an open balance.
- A student will not be allowed to withdraw without being current on a school account. Records will be held until account is paid in full.
- All tuition and fees are non-refundable.

AGREEMENT TO TERMS

I have read the information provided in this form. By signing below, I understand and agree to the registration and fees, document requirements, and Homeschool Program Terms and Conditions.

Parent/Guardian Signature

Date

OFFICE USE ONLY

Please initial the box beside each document received. Please note that all documents must be received before student can begin classes.

<input type="checkbox"/>	Official Transcript	<input type="checkbox"/>	Copy of Birth Certificate
<input type="checkbox"/>	Transfer Grades (if applicable)	<input type="checkbox"/>	Immunization Form 3231
<input type="checkbox"/>	Copy of Social Security Card	<input type="checkbox"/>	Ear, Eye & Dental Form 3300

School Official Signature

Date