

# CEA Enrollment Package



CHRISTIAN EDUCATORS ACADEMY

**If you have not done so already, please make sure to fill out our “Information Form”, which can be found here: <https://christianeducatorsacademy.com/admissions/information-form>.** This helps us receive correct information, and it guarantees your place in our school, remember, we have limited enrollment! **Before a student’s registration is complete, all required documentation must be completed and the initial payment must be received by the main office.**

## **Required Documentation:**

1. Registration form and course selection (see p.2 of packet)
2. Signed Contract Agreement (pp.3-4 of packet)
3. Signed Payment Agreement (p.5)
4. Signed Honor Pledge (p.6)
5. Copy of high school transcripts **OR** signed Record Request Authorization (see p.7 of packet)
6. If student is in middle school, copy of latest report card.
7. Copy of student’s legal birth certificate
8. Copy of student’s health records, immunization certification, **OR** immunization waiver
9. Copy of any IEP/504 Plan, or documentation for any medical disability that may impact schoolwork, if necessary
10. Any recent picture for our student files – a passport photo if you request a student ID card.
11. Deposit or full payment – pay online or call our office with a credit card

All above documents should be scanned and emailed to: [mrsz@christian-educators.com](mailto:mrsz@christian-educators.com)

or faxed to 1-321-406-0610 within 30 days.

**Mailed documents must go to our winter business office from October 1<sup>st</sup> through June 1<sup>st</sup> to:**

Christian Educators  
601 Shorewood Drive Unit G303  
Cape Canaveral, FL 32920

**Mailed documents must go to our summer business office from June 1<sup>st</sup> - October 1<sup>st</sup> to:**

Christian Educators  
C/O Amy Gentile  
PO Box 781  
Hollis, NH 03049

## **Registration Form**

Please complete this page for EACH student enrolling in CEA. If enrolling multiple students, parent portion only needs to be completed once. 😊 Please **print** neatly and clearly, and make sure to double-check that email addresses are correct!

### **Primary Parent Contact:**

First Name:  
Last Name:  
Email:  
Phone:  
Street Address:  
City:  
State:  
Zip Code:

### **Student Info:**

First Name:  
Middle Name:  
Last Name:  
Email:  
Expected Start Date:  
Grade Level:  
Birthdate:  
Gender:

### **Payment Method (check one):**

Paid in Full (Check): \_\_\_\_\_ Paid in Full (Credit Card): \_\_\_\_\_ Monthly Payments: \_\_\_\_\_

### **Curriculum (check one):**

Gradpoint: \_\_\_\_\_ Apex: \_\_\_\_\_

### **Requested classes:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Tips: Typically, you want to select at least one course in each of the four main subject areas (English, math, science, social studies). High school students may also choose up to two electives, middle school students may choose one. For recommendations, please contact the Director at 1-800-886-0501, or consult our website: [https://christianeducatorsacademy.com/academics/graduation\\_requirements](https://christianeducatorsacademy.com/academics/graduation_requirements). For a complete list of all courses offered, visit: <https://christianeducatorsacademy.com/academics/courses>

# Christian Educators Academy

## **PARENT/STUDENT ENROLLMENT AGREEMENT:**

**By enrolling, you agree to the following terms: Please initial each term on the line provided to indicate your acceptance, after you have read, agreed, and accepted each of the following terms. Please be advised that this enrollment agreement will not take effect, and CEA will have no liability hereunder, until the form is completed in full and returned to the CEA:**

- \_\_\_\_\_ Parent(s)/Legal Guardian(s) understand that students enrolled in the Christian Educators Academy will become full- time **PRIVATE SCHOOL STUDENTS COMPLETING DIGITAL LEARNING**, and are under the Florida State Board of Education guidelines for all graduation requirements. Students must meet these standards to graduate with CEA.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) hereby acknowledge and agree to conform fully and completely to your individual state requirements, as well as meet Florida State standards. **HSLDA.org** can give you state requirements. Out-of-state students are still considered private school students, completing digital learning.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree to provide a copy of child’s birth certificate, immunization records, previous school records, transcripts, signed contract, and any other pertinent documents within 30 days of registration. All documents not received within 30 days may incur a \$100 late fee.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree to have conference calls with the Online Academy Coordinator or teacher prior to enrolling the program or when deemed necessary by the administration regarding student progress or concerns.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) understand that students must complete a minimum of 25% of their credits to graduate with CEA.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge that it is their responsibility to verify that the Advanced-ED/SACS accreditation will be accepted by another private or public high school if you plan to transfer credits mid-year. Public schools in Florida and some public schools nationwide will start requiring students to take “common core” curriculum for math, English and Biology. This will include taking EOC (end-of-course) exams. CEA does not follow CCCS standards and does not require EOC exams, but offers practice tests for EOC exams upon request.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree that all college scholarship qualifications and meeting these requirements are ultimately the parents and students responsibility. CEA’s Administration will do all that we can to keep you informed of State requirement and Bright Futures scholarship changes. Our job is to advise and inform to the best of our knowledge.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree that the Curriculum Director must approve all courses taken online or through traditional means, and has the right to require pre-requisite courses, additional remedial courses in math or English, diagnostic testing, or standardized testing.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree that **All APEX** course work must be completed within contract time of 10 months or pay the extension rate: no exceptions. **All GRADPOINT** course work must be completed within 365 of starting classes. Parents understand that we are closed for two weeks each summer, and during two weeks during the Christmas break, where teachers do NOT grade, unlock exams, or respond to student questions.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) understand a Course must be successfully completed to be given credit. Courses not completed within the contract period may roll-over to the next year, or students may complete a course during the summer school rate.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge that CEA provides a comprehensive DEMO for both curriculum choices and advises students to try the demo before signing contract.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge that CEA provides a comprehensive DEMO for both curriculum choices and advises students to try the demo before signing contract. Once students log into their classes, **all fees are non-refundable**. If registration has been complete, and a student does NOT log into the CEA website for classes, the registration fee of \$300 is non-refundable and all other fees paid will be refunded. We will offer additional online curriculum at no additional charge, if the program selected does not meet your child’s needs.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) understand all teachers have 24-48 hours to answer emails, grade assignments and unlock tests. Teachers adhere to the CEA holiday and vacation schedule and do not grade, unlock or answer email requests.

- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree to provide an email, so that weekly updates with APEX are available, and monthly reports with GRADPOINT. Parents are to monitor student attendance and progress weekly, and help students adhere to a schedule to attend classes on a regular basis.
- \_\_\_\_\_ Parents/Legal Guardian(s) understand that full-time students **are required to log in a minimum 20 hours weekly**, or complete all assignments scheduled when they are due.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree to notify administration if student will not be participating in online classes for more than 7 consecutive business days.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree to view the online grade book for school news, newsletters, grades, messages, etc...
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge **CEA does not accept mid-term or final grades lower than a 70**. Students who do not maintain a 70% average will fail the course and no credit will be given. Remedial courses are available at no charge.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) understand that all graduates from CEA must complete the collegeboard, ACT or SAT as an Exit exam such as the Terra Nova or Stafford Achievement Exam.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree to give at least two week notice, **in writing or by email** prior to withdrawal. All online costs are non-refundable. No partial refunds. Any dispute must be taken with CEA lawyers, registered in NY.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree that all balances must be paid in full before transcripts or records are released. Further parent(s) acknowledge that CEA has the right to use collection agencies to collect any unpaid balances and suspend online access for delinquent payments to accounts.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree that if a student does not sign-in and access all courses assigned for a period of one month without notification, the student may be suspended or dismissed from CEA's Online Academy.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge that CEA reserves the right to dismiss a family for personal and/or academic misconduct, without issuing a refund. Any activity which compromises the academic integrity of Christian Educators and undermines the educational process will be grounds for dismissal. This includes, but is not limited to, cheating, fabrication, plagiarism, unauthorized use of resources, violation of published academic regulations, and assisting students in dishonesty.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) agree that it is their responsibility to check all state requirements. (Residency is determined by the state in which you pay taxes).
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge that compulsory attendance laws and school laws vary from state-to-state, and hereby agree to conform to any and all requirements by the state in which they reside, as well as complete the 180 day Florida requirement.
- \_\_\_\_\_ Parent(s)/Legal Guardian(s) acknowledge that compulsory attendance laws and school laws vary from state-to-state, and hereby agree to conform to any and all requirements by the state in which they reside, as well as complete the 180 day Florida requirement. Failure to meet these standards are cause for dismissal.

**NITIAL**

- \_\_\_\_\_ I understand that all CEA curriculum is college preparatory to insure our transcripts and credits are never in question, and are accepted at colleges nationwide. As a Christian school; however; we have the flexibility to add electives from outside sources, as well as substitute any lesson to accommodate individual beliefs and values.
- \_\_\_\_\_ I have received the electronic version CEA Policies and Procedures manual, and I have reviewed this Agreement, the student handbook and acknowledge the admissions and eligibility requirements, and the integrity policy. I agree to uphold all standards set forth by CEA and all contract requirements.

**Parent/ Legal Guardian Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent/ Legal Guardian Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Christian Educators Academy

## ONLINE HIGH SCHOOL TUITION PAYMENT CONTRACT

Once a student logs on to any of the CEA online classes, all fees are non-refundable. **Contract payment agreements are legally binding. CEA holds the right to use collection agencies to collect any unpaid fees, if payment agreements are not honored.** If students have NOT logged on to CEA classes, we will refund all tuition fees. **By entering into this agreement, you agree to submit to the jurisdiction in Suffolk County, New York, for adjudication of any disputes and/or claims between the parties under this agreement.** Furthermore, the parties hereby agree that the courts of Suffolk County, New York shall have exclusive jurisdiction over any disputes between the parties relative to this agreement. Should CEA be the prevailing party in any action at law or equity to enforce this contract, CEA shall be entitled to all attorney fees and costs incurred enforcing its rights under this agreement.

### 2017 Full-Year Tuition Costs

	10 Monthly Installments:	If Paid in Full:
High School (6 credits)	\$2800 total (\$800 down, 10 installments of \$200)	\$2600
Middle School (5 courses)	\$1800 total (\$800 down, 10 installments of \$100)	\$1600

### Tuition Notes

- Tuition includes only one curriculum – either Apex or Gradpoint.
- Gradpoint students have 365 days to complete their courses.
- Apex students **must** complete their courses by June 15th, 2018. Seniors must finish by June 1<sup>st</sup>.
- Students who do not complete coursework by their end date will receive an incomplete, **extensions have an extra cost.**
- Honors/AP courses are \$100 extra per semester per course.
- High School Tuition includes 6 credits – 4 core (English, math, science, history) and 2 electives.
- Middle School Tuition includes 5 classes – 4 core and 1 elective.

### 2017 Single Course rates

High School Core:	\$600
High School Honors:	\$700
Middle School:	\$400

Special Offers/pricing or Discounts discussed \_\_\_\_\_

**As part of the registration packet, I understand and hereby agree to the above conditions** and my selected payment agreement and scheduled payments, as indicated above. I agree to keep my credit/debt card on file with CEA, and understand that if I am choosing the Combined Course Payment Option, a payment will be deducted on the 15<sup>th</sup> of each month until the balance is complete. **Failure to keep this agreement will result in suspension of online classes and a \$200 penalty fee.** I understand it is my responsibility to notify the CEA business office if I have a change in my credit card for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Our Integrity policy can also be found at [christianeducatorsacademy.com](http://christianeducatorsacademy.com), under About CEA.

**Read the policy BEFORE completing this form.**

Students should recognize their responsibility to uphold the Academic Integrity Policy and to report any violations to the Director. Each student is **required to sign the Academic Integrity Pledge** given below, which applies to all online or workbook assignments submitted. A student's work need not be graded or be given credit without this signed statement.

### **Academic Integrity Pledge**

I, \_\_\_\_\_ have read the Christian Educators Academy Integrity policy in its entirety with my parents, and understand my responsibilities to uphold all principles outlined.

I, \_\_\_\_\_, give my word to ABIDE by Christian Educators Academy Polices as presented in the policy handbook.

**I understand the following actions are academically dishonest (Initial each statement), and may result in penalties, including grade deductions, alternate assignments, and extra Skypes:**

\_\_\_ Acquiring answers for assigned work or test from any source not authorized by the teacher for the assignment.

\_\_\_ Observing the work of other students during any quiz, exam, or other assignments.

\_\_\_ Claiming credit for attendance or completing an activity without logging on or performing the activity.

\_\_\_ Gaining access to the content of any unit exam prior to the exam being authorized by faculty.

\_\_\_ Informing another student of the contents of any assignment, quiz or major exam.

\_\_\_ Providing, selling, or buying answers for any assignment or test to another student.

\_\_\_ Using notes during an exam or quiz without permission from the teacher.

\_\_\_ Permitting formal or informal tutors to complete or re-write assignments.

\_\_\_ Altering or falsifying a transcript, course records or graded work to gain unearned credit.

\_\_\_ Turning in an assignment with falsified information, including results of interviews, lab experiments and research.

\_\_\_ Using another person's work, in whole or in part, without proper citation. (See **Plagiarism.**)

\_\_\_ **Using outside resources for non-research assignments without prior permission from the teacher.**

**Student's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

# Christian Educators Academy

## REQUEST / AUTHORIZATION TO OBTAIN SCHOOL RECORDS

To:

\_\_\_\_\_ SCHOOL NAME

\_\_\_\_\_ ADDRESS

\_\_\_\_\_ CITY AND STATE

\_\_\_\_\_ FAX

\_\_\_\_\_ PHONE NUMBER

From:

Christian Educators Business Office

601 Shorewood Dr. G 303

Cape Canaveral, FL 32920

FAX 321-406-0610

PHONE: 321-501-0300

I authorize Christian Educators Academy to RECEIVE the indicated school records for:

Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_

I am authorizing the release of the following records:

**Please Initial:**

\_\_\_\_\_ Report Cards          \_\_\_\_\_ Transcript          \_\_\_\_\_ Psychological Records

\_\_\_\_\_ Health Records          \_\_\_\_\_ Standardized Testing Results

\_\_\_\_\_ Exceptional/Special Educational Records

\_\_\_\_\_ Attendance records (transferring mid-year students only)

Parent Name (please print): \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*One form must be filled out for each student registered.