

HIGH BLUFF ACADEMY

12520 HIGH BLUFF DR. SUITE 140

SAN DIEGO, CA 92130

(858) 509-9101

FAX 630-3606

Enrollment Agreement for Courses for Credit

Student Name (on transcripts) _____
Parents' or Guardians' Names _____
Address _____ City _____ Zip _____
Phone (Home) _____ (Work) _____
Parent Cell _____ Student Cell _____
Grade (in fall if summer course) _____ School _____
Student I.D. _____ Social Security number _____
e-mail _____ (to send progress reports)
Date of birth _____ Referred by _____
Emergency contact if we cannot reach either parent: _____
Does the student have: ___ ADHD/ADD ___ Learning disability ___ IEP or 504
Title of course _____ Semesters: 1st 2nd Full year
Starting Date _____ Ending Date _____
Time / Period : _____ Private Semi Group
Total Cost _____ Deposit _____ Paid on _____
Balance _____ Balance due on _____

Please read the following policies very carefully with your child:

Our goal is to provide the highest quality instruction possible in order to prepare our students for college. Please stress to your child that A's are not guaranteed, and that they should take this course very seriously, as they would a course at their regular school. You will find that our instructors are very supportive and will make every effort to support your child in achieving his or her educational goals.

Cancellation policy for private lessons: If your child is sick the day of a scheduled class session, a parent must call and leave a message by 9:00 a.m. to avoid an extra charge. Student calls will not be accepted. **Cancellations made after this time are subject to a \$60 charge for the session.** Schedule changes for reasons other than illness must be arranged at least 24 hours in advance. There will be a \$60 charge if a student fails to

show up for a scheduled appointment without calling the day before or by 9:00 am in case of sudden illness.

Absences and Tardies for Group classes: Regular attendance is very important as these classes are very fast-paced. A parent must call in to report an absence. Student phone calls will not be accepted. In the case of group classes, a \$60 per hour charge may be assessed for private make up classes. One hour of make up time is allotted free of charge per semester for an excused absence. Students must arrive to class on time. Students may be required to attend Saturday school to rectify excessive tardies.

Homework and Grades: Completion of homework is extremely important. The majority of reading and note-taking is to be done outside of class. If a student fails to come prepared to class, parents will be notified. If a student's grade falls below 80%, the parent will be notified and plans will be set in place to provide extra assistance. Students may be asked to come on Saturday or on another day for extra tutoring or to retake tests. Our goal at High Bluff Academy is mastery of the subject as demonstrated by a grade of 80% or higher. All efforts will be made to support students to meet this level, however, no grades are guaranteed. Students who fail to make a sincere effort to attend all classes, arrive on time, participate in class and complete homework may be asked to leave (rather than receive a poor grade). Disruptive or rude behavior will not be tolerated. Parents will be notified immediately if any problems arise and a good faith effort will be made to work with both the parents and child to remedy the situation.

Transcripts: All transcripts will be issued by The Grauer School. These courses are approved by the University of California and can be found on the A-G list on their website. They are also accredited by the Western Association of Schools and Colleges (WASC) and by the National Collegiate Athletic Association (NCAA). All transcripts for seniors will be processed and sent to their school of attendance at least 30 days prior to graduation. All other students will receive their transcripts within 30 days of completing the course. Official transcripts will be sent directly to the student's high school and additional copies, both official and unofficial, will be sent to the student's home. Additional transcripts may incur a fee.

High Bluff Academy is responsible for students only while they are on the premises during the hours for which they are enrolled. We will not be responsible for students on their way to the learning center or when they leave our offices.

High Bluff Academy reserves the right to terminate this agreement for any reason, including if the student is cheating, disruptive, or interferes with the learning of other students. High Bluff Academy makes no guarantees, including whether students will attain a specific grade, test score or be admitted into a specific college or university.

I have read and agree to the terms in this agreement.

Parent Signature

Date

Student Signature

Date