



Middleton Academy Enrollment Agreement-Part II

Dear Parents/Guardian, and Student:

The Middleton Academy Enrollment Agreement which defines the student's and school's responsibilities is a required part of the application process. This document must be signed in order to start course work in our program. Please contact our office if you have any questions: 877-888-9473.

If you do not have questions and are in agreement with the information below, initial each section listed on the last page. Please sign and date at the bottom. Fax, email or mail the signed agreement*.

Fax: 703-494-6093

Email: registrar@middletonacademy.com

Mailing Address:

Middleton Academy
3460 Commission Court
Woodbridge, VA 22192

*(many smart phones have scanner apps that allow you to take a picture of a document, sign and email or fax the file. This method is an acceptable way to send us this information)

Transfer of Academic Credit

Acceptance for transfer of Middleton Academy's academic credits is determined by the receiving institution.

Middleton Academy Tuition Agreement

The tuition price per full credit Middleton Academy course is \$325.00 and the tuition price per half credit course is \$200.00. The tuition price includes standard course materials. Some additional supplemental materials may be required for some courses, such as novels and simple household laboratory materials, which the student would supply. The estimated cost of these materials is included within each course description in the course catalog.

Tuition payments may be made by check, charge (VISA or MC), cash, or money order. Tuition payments and receipt of the signed enrollment agreement must be received in the Middleton Academy office before a student may access the online courses.

Cancellation Request

- Middleton Academy shall issue a full refund of tuition if the school is notified of the student's decision to cancel the enrollment within the first 5 days of enrolling in the course, regardless if any assignments have been submitted. The 5 calendar days begins when the student signs the enrollment agreement.
- The cancellation request may be conveyed to Middleton Academy in any way, such as by telephone, fax, email, or by letter.



- If notification of cancellation occurs after 5 days of enrolling, Middleton Academy shall retain a non-refundable registration fee of \$75.00 to handle admissions review costs.
- Students who request cancellation of a course after the first ~~five~~ 5 days of enrolling into a course shall receive a refund of tuition based on the percentage of the course completed at the time of notice of cancellation minus the non-refundable admissions review fee. The Admissions Review Fee covers the administrative cost for review of the student's academic transcripts.

Refund Policy

- Middleton Academy shall retain the following percentages of tuition based on the student's percentage of course completion at the time of notice of cancellation:
 - Up to and including completion of 10% of the course, 10% of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained) may be retained.
 - Between completion of 10% and 25% of the course, 25% of the refundable tuition may be retained.
 - Between completion of 25% and 50% of the course, 50% of the refundable tuition may be retained.
 - After the student completes more than 50% of the course, Middleton Academy shall be entitled to retain the entire total course tuition.
- Any money due to the student as a result of the cancellation request shall be refunded within 30 days of the cancellation request.

Note: The amount of course completed is the ratio of completed required lesson assignments received by Middleton Academy for evaluation to the total lesson assignments required to complete the course.

Middleton Academy Honor Code

Middleton Academy requires the highest standard of academic conduct. Students are expected to adhere to the Middleton Academy Honor Code. It is unacceptable for a student to commit plagiarism or any other form of cheating. If an instructor has reasonable evidence that cheating has occurred:

- The teacher shall report the misdeed to the school administrator and the student's parents shall be notified.
- The student shall receive a zero for the course work in question and may be subject to expulsion from the course and/or program.

In order to enroll in an Internet-delivered course the student must agree to the Honor Code below.

1. I agree that I cannot be listed as my own proctor.
2. I agree that no member of my family may be assigned as a proctor for my work.
3. I agree to follow all guidelines, policies, and procedures associated with the Middleton Academy program.
4. I agree that all coursework submitted by me shall be my own work. I shall receive no outside help on assignments.
5. I agree to the terms of the refund policy.



- I agree that the final exam or any exam, test, quiz, or other assignments noted by the teacher as requiring a proctor shall be monitored by an adult 21 years of age or older. The adult's name and relationship to the student, if any, shall be specified prior to school approval as a designated proctor for required exams. Arrangements should be made with the teacher to schedule exam times. A proctor should be at least 21 years old and not related to the student (i.e. neighbor, family friend, guidance counselor).

Attendance and Withdrawals

At Middleton Academy our mission is to help students achieve. We understand that our students all have different strengths and needs. We strive to recognize these differences and do our best to help each and every student be successful in their academic endeavors. Our ability to help students achieve relies on students putting forth the effort to log in and turn in online course work. In order to maintain active status students must log in and submit work at least once every seven calendar days throughout the enrollment period.

If a student has extenuating circumstances that prevent him/her from logging in and is able to notify the school ahead of time, s/he shall remain an active student as long as the period of absence falls within the enrollment year.

If a student neglects to login within seven (7) calendar days without notifying the school, he/she shall be considered inactive. Students and parents/guardians shall receive email notification of the inactive status. Inactive students are unable to access their course lessons and turn in work until they email registrar@middletonacademy.com in order to regain access to courses after being put on inactive status.

Termination Date of Agreement and Reinstatement of Agreement

Inactive Students shall be permitted to restart their courses without any additional cost if they email Student Support (registrar@middletonacademy.com) at any time within their enrollment year (12 months).

Because students are permitted a calendar year (12 months) to complete their online work for each full credit course, students who have completed less than 20% of their course work are eligible to withdraw without a failing grade at any time during the calendar year. Students who withdraw after completing 20% or more of the class shall be assigned a grade.

Refunds for withdrawals shall be given according to the Middleton Academy Refund Policy which is listed on the enrollment agreement, the website, and is also located in the Student Handbook.

Grade Reports and Failing Grades

Students can access their grades at any time 24 hours a day by logging in to their Middleton Academy student account. Teachers shall grade and reply to all student assignment submissions within 48 hours.

Middleton Academy teachers shall work with students to help them with their individual learning needs. Teachers shall make accommodations as necessary. Accommodations may include support through phone calls, allowing extra time on assignments, allowing retakes of quizzes, extra credit assignments and supplemental practice assignments. It is rare for a student who is logging in and turning in work to fail a course. However, if a



student is not making efforts to earn passing grades on his/her work, rejecting teacher assistance to recover failing grades or plagiarizing assignments he/she may fail the course.

When a student has a failing course grade at the end of a 7 calendar day grading period, students and parents shall receive automatic notification of the failing grade. Teachers shall also contact the student via email or phone call in an effort **to help the student get back on track and raise the failing grade.**

Student Responsibilities:

- Log in and submit work at least once during a seven day week.
- It is the student's responsibility to inform the teacher and/or the school:
 - If he/she will be absent for more than 7 days
 - If he/she has inactive status and wishes to be considered active
- If the student is absent without notifying his/her teacher the student may be placed on inactive status.
- Students are required to identify proctors for completing final and mid-term exams. Proctors must be adults, 21 years or older. Teachers, counselors, librarians and other similar professionals are recommended for proctor selection.

Complaints

Middleton Academy's pledge is to provide students and families with a high standard of educational programming and customer support that is in alignment with our school philosophy and mission. If you, as the consumer, have questions or concerns that are not answered to your satisfaction, you have the right to file a complaint with the school. Middleton Academy is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without recourse to formal procedures. However, in those instances where a complainant does not feel a concern has been addressed, or it is of sufficient gravity, then the school's formal complaints procedure should be used. A detailed description of the formal complaints process is located in the student & parent handbook to include how to contact our accrediting agencies if your complaint is not resolved to your satisfaction at the school level. You may also contact the school administrator to receive information on how to file a complaint with our accrediting agencies.

For the school to be able to investigate a complaint it needs to be made within twelve months of the incident occurring. If a complaint is older than a year it will not be investigated



SIGNATURE PAGE FOR THE MIDDLETON ACADEMY ENROLLMENT AGREEMENT

Please fax (703.494.6093) or scan and email (registrar@middletonacademy.com) this signature page which acknowledges acceptance of the terms of the enrollment agreement. Please keep a complete copy of the Enrollment Agreement for your records.

I have read and agree to the following policies and guidelines (**initial** each item below):

- _____ Tuition Agreement
- _____ Middleton Academy Refund Policy
- _____ Honor Code
- _____ Grade Reports and Failing Grade Policy
- _____ Attendance and Withdrawals
- _____ Termination and/or Reinstatement of Agreement
- _____ Student Responsibilities
- _____ Complaints

I have read and agree to the policies and guidelines outlined in the Middleton Academy Enrollment Agreement:

Student Signature _____ Date

Parent/ Guardian Signature (if student is less than 18 years of age.) _____ Date

Middleton Academy Registrar _____ Date