

Cardinal Ritter College Prep High School

Correspondence Course
701 North Spring Ave.
Saint Louis, MO 63108
314-446-5524

With the approval of the school's **principal/counselor and parent(s)**, students can make up Theology credits through on-line correspondence course without attending classes. However, these on-line courses are not "easy". They require independent study and self-motivation to complete lessons and pass tests. Again, students must be approved by the school's **principal/counselor and parent(s)** before they can enroll in this program.

The cost for each ½ credit course is \$120.00, plus a deposit of \$20.00 for the use of books and materials (TOTAL: \$140.00). Payment for course fees and deposits must accompany the application. **Please make checks payable to: Cardinal Ritter College Prep High School.** There can be no refunds of course fees. Deposits for books and materials will be refunded ONLY AFTER ALL MATERIALS ARE RETURNED in good condition whether the student earned credit or not. **Grades and credits will not be recorded or reported to the school until a payment has been cleared and posted.**

Parents and students, please read carefully the policies governing this program before enrolling in a course. Please keep the policy sheet for future reference.

POLICIES

1. The course fee is \$120 per one-half credit plus a deposit of \$20 for use of books and materials. The \$20 refund comes from the Cardinal Ritter College Prep Business Office, only after all materials must be returned in good condition.
2. Any checks returned by the bank for insufficient funds will need to be paid with cash or money order directly to the Cardinal Ritter College Prep. In addition, a service fee will be added to cover the cost of the bank fee. Official grades and/or transcripts from these courses will not be recorded and/or reported to until a payment has been cleared and posted, even if the course has not been completed.
3. The time limit for completing course requirements is outlined in the course syllabus. **ONE, TWO-WEEK EXTENSION** may be granted if requested before the course expiration date for a \$20.00 fee. Extensions are only granted for extraordinary situations, beyond the student's control and must be approved by the principal. The charge for taking a test for a second time is \$10.00. Only one re-test is permitted. If the course is not completed within the time limit, it will be necessary to re-enroll in order to earn credit. The re-enrollment fee is an additional \$100.00.
4. In order to obtain credit, all directions must be followed and all assignments and test must be completed by the student. If there is evidence that any of the course work was not done by the student or was copied, credit can be denied. The student is responsible for getting all course work to the teachers, teaching the course.
5. Dates for tests and exams will be listed in the course syllabus.

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6. Grades will not be released until all materials have been returned. Again, students are responsible for making sure all materials are returned.
7. Course work and exams cannot be re-done unless specifically requested by the teacher of the course.
8. Course work and exams must delivered as outlined in the course syllabus. No faxes will be accepted or sent.

REGISTRATION – ENROLLMENT – OREINTATION PROCESSES

1. Student and parent must complete their section of the registration form.
2. Student should take the completed registration form to the principal or counselor for approval to enroll.
3. Student should take the approved registration form to the business office and submit payment.
4. Student should receive a copy of completed registration form and receipt of payment. The student should take them to the teacher assigned to teach course to receive a syllabus, textbook, and other course materials. The teacher is responsible to read, review, and discuss these items with the student at the time of receiving the materials for each course. The teacher should sign the student's copy of the registration form, verifying the student received course materials and received an orientation on course expectations.

By continuing to proceed in enrolling in a course or courses of this program, I/We have read the policies governing this/these course(s). I/We understand that to ensure that a grade is assigned and credit is awarded; all assignments and tests must be completed and submitted as indicated/expected by the deadlines listed in the syllabus. I/We agree to abide by these timelines, and we agree not to ask for or to expect exceptions to be made, unless in accordance to the policies listed in this document.

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Registration Form

Student Information:

Name: _____

Current Grade: _____ email: _____

Signature: _____ Date: _____

Parent Information:

Name(s): _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

email: _____

Parent Signature: _____ Date: _____

I/We have read the policies governing this/these course(s). We/I understand that to ensure that a grade is assigned and credit is awarded; all assignments and tests must be completed by the deadlines listed in the syllabus. We/I agree to abide by these timelines, and we/I agree not to ask for or to expect exceptions to be made, unless in accordance to the policies listed in this document.

STEP 1 - APPROVAL

Course 1: _____ Teacher: _____

Indicate semester student is enrolling: 1st only 2nd only 1st & 2nd

Course 2: _____ Teacher: _____

Indicate semester student is enrolling: 1st only 2nd only 1st & 2nd

Principal/Counselor Signature: _____ Date: _____

STEP 2 - PAYMENT

Payment Information:

Received from: _____ Date received: _____

Indicate Method of Payment

Cash Check Number _____ Other: _____

Make payment to: **Cardinal Ritter College Prep High School**

STEP 3 - ORIENTATION

Verification of Orientation – Course 1:

Teacher Signature: _____ Date: _____

Verification of Orientation – Course 2:

Teacher Signature: _____ Date: _____