

# HANDBOOK



**iCOMPREHEND  
ACADEMY**  
INNOVATIVE EDUCATION SOLUTIONS

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### **Notice of Nondiscriminatory Policy as to Students**

iComprehend Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school administered programs.

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# Professional Affiliations

## College Board

College Board is a not-for-profit membership association that serves to connect students to college success and opportunity. College Board issues each school a CEEB code which is used to register for Scholastic Assessment Test (SAT), American College Testing (ACT) and SATII. iCA CEEB Code: 080020.

## Mission

iComprehend Academy is committed to providing a world class online learning environment engineered to ensure that learners can achieve academic success and nurture their personal potential.

## Philosophy of Education

We believe that the future requires global citizens with a clear purpose and ability to positively contribute to the ongoing development of society at large. This requires education today that is globally relevant and facilitates both academic success as well as character and emotional development.

## Code of Ethics

In the pursuit of academic excellence iComprehend Academy strives to uphold a Code of Ethics based on personal integrity, honesty, self-respect, and moral character. This code expects each student to diligently monitor and manage their attitude and activities in such a way to preclude the occurrence of dishonesty on schoolwork, fabrication of work performed, plagiarism, unauthorized use of resources, and receiving or accepting improper assistance in the performance of their studies and school responsibilities. Any activity which compromises the academic integrity or reputation of iCA and undermines the educational process will be grounds for dismissal. After due process, as outlined in the Conflict Resolution Policy, and grounds for dismissal have been established, iComprehend Academy reserves the right to dismiss a student for personal and/or academic misconduct, without recourse or appeal.

# Administrative School Calendar

## Enrollments

We will begin rolling enrollments with start dates of 9/1. Each semester is 180 weekdays from the start date. Students have the ability to black out holidays or sick days to complete in fewer than 180 days or purchase an extension if the work takes longer than 180 days.

## School Holiday Schedule

*School offices (access to teaching staff) will be closed on these days. Students may continue to work or take a break.  
It is YOUR CHOICE.*

Martin Luther King, Jr. Day  
Presidents Day  
Easter  
Memorial Day  
Spring Break  
Independence Day  
Summer Break  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Week  
Christmas  
Winter Break  
New Year's Eve  
New Year's Day

## Enrolling in iCA

During the enrollment process, you will need the following documents for uploading to the site. Please make sure you have them available in digital format:

- Records Transfer – latest Report Card or Academic Transcript
- Birth Certificate or Identification Document (need not be a certified copy)
- Proof of address

## Annual Enrollments

[Click](#)

## Summer School Enrollments

[Click](#)

# Academic Validation

## **iComprehend Academy requires that you:**

1. Read Parent - Student Handbook completely during enrollment process.
2. Agree to the policies contained in this handbook.
3. Provide a minimum of 180 school days within a calendar year.
4. Suggested daily hours of study: Grades 8-12 = 5-6 hours daily.
5. ONLINE STUDENTS: Attendance, Progress, and Work Samples are recorded via the curriculum platform. Extra-curricular activities such as PE, community service, apprenticeships, and courses taken through an approved source other than iComprehend Academy must be reported no less frequently than the end of each term.
6. It is recommended that students have access to an adult while they are doing schoolwork.
7. Pay registration and tuition as outlined in the Financial Agreement.
8. Uphold a standard of behavior by student(s) that will not detract from the reputation of iCA.
9. Allow the staff at iCA to be of service to you and your child!

**Note:** If transcript or achievement test scores are not available for prior school years, a diagnostic evaluation may be required to assess your child's current educational level before the enrollment process can be completed. The diagnostic evaluation may be given to your child under your supervision with review by iCA staff.

**Note:** Parents must assume full responsibility for compliance with any special or unique state requirements for home educators.

## Curriculum Choices

We strongly encourage parents to be involved in selecting the best program of study and delivery method for their child. Experienced administrators and teachers, along with parents, review the student's academic history, diagnostic results, learning style, and educational goals to determine the best course of study.

## Grading System

For 8th through 12th grade, the following grading system should be used:

**Letter Grade   Numerical Grade   GPA:**

A+	=	98 - 100	4.00
A	=	94 - 97	4.00
A-	=	90 - 93	4.00
B+	=	88 - 89	3.00
B	=	84 - 87	3.00
B-	=	80 - 83	3.00
C+	=	78 - 79	2.00
C	=	74 - 77	2.00
C-	=	70 - 73	2.00
F	=	0 - 69	0.00

High school CORE courses with grades F must be repeated under our Credit Recovery Policy. The lesser grade will appear on the transcript but will not be calculated into GPA. We strongly recommend that core courses with grades of D be repeated, especially in mathematics.

Freshmen (9th):	1-6 credits
Sophomores (10th):	7-12 credits
Juniors (11th):	13-18 credits
Seniors (12th):	19-24 credits

**Early High School Credits:**

One avenue of motivation for advanced students in 8th grades is to begin earning credit towards graduation for high school courses. The courses must be designated as High School level by the curriculum or program used. Permission to enroll in high school courses before 9<sup>th</sup> grade must be obtained from school principal.

**Dual Enrollment and College Credits:**

Dual Enrollment gives high school students (designed for 10<sup>th</sup> through 12<sup>th</sup> grades) the opportunity to attend classes on a college campus and earn credits that will apply to both their high school and college transcripts. Students who wish to take advantage of the provisions of Dual Enrollment should be mature enough to function in the college environment, as verified by their parents and school officials. In order to be fully qualified for the Dual Enrollment program, the student must meet the qualifications of the local college and score high enough on the College Placement Test to exempt them from any "college preparatory" courses.

Courses taken through Dual Enrollment are counted on the student's high school transcript as credits toward graduation and as college credit hours toward their Associates Degree for college. The number of high school credits may vary by course, but almost all of the courses available count in both places.

# Diplomas and Acknowledgements

## College Preparatory

This diploma is recommended for the student who desires a college education in preparation for a professional career.

1. Requires **24 credits** to earn this diploma
2. Requires no less than 2.0 GPA

### Math:

Algebra 1	1.0 credit
Geometry	1.0 credit
Algebra II	<u>1.0 credit</u>
	3.0 credits

### English:

English 1	1.0 credit
English 2	1.0 credit
English 3	1.0 credit
English 4	<u>1.0 credit</u>
	4.0 credits

### Social Studies:

World History/Geography	1.0 credit
US History	1.0 credit
US Government/Economics	<u>1.0 credit</u>
	3.0 credits

### Science: (2 credits must have Lab components)

Biology	1.0 credit
Physics	1.0 credit
Chemistry	<u>1.0 credit</u>
	3.0 credits

### Other:

Physical Education	1.0 credit
Fine Arts (Music Appreciation/Art History)	1.0 credit
World Language	2.0 credits
Electives*	<u>7.0 credits</u>
	11.0 credits

- It is recommended the electives include an additional math, science and social studies course which follow the post-secondary plans.



# General High School Information

## Academic Requirements

- Students wanting to graduate at iCA, must complete at least 25% of their course work at iCA.
- Students are required to earn a grade of 70% or higher to receive a passing grade and credit in each course.
- Students who transfer to iCA during high school must repeat any core course in which a grade of less than 70% was earned.
- Under our FORGIVENESS POLICY, a student enrolled in iCA who earns a “D” or lower in a course must repeat the course. The lower grade will be entered on transcript but not used in GPA calculation. The same course must be repeated - a different course cannot be substituted. Students who enroll in iCA with a D from a previous school is strongly encouraged to repeat the course.
- Graduating seniors must have a minimum GPA of 2.0 unweighted.

### **High School Transfer Students:**

High school students transferring from a public or private school and seeking credit for completed work must request that their transcript be sent to iComprehend Academy to show satisfactory completion of coursework with a grade of 70% or better.

Students entering iComprehend Academy from a homeschool program must have each high school grade level work reviewed and converted into credits by an iCA guidance counselor.

A portfolio for each course being reviewed and converted into credit must include:

1. A course outline, title of textbooks used, name of publisher and table of contents for each subject.
2. Proof of work completed for each subject – work samples, quizzes, and chapter tests as well as other proofs of work completed.
3. A description of any projects, research, or labs required by the course.

### **Recognition of Extra-Curricular Activities:**

At iCA, we believe students should receive recognition for all learning activities. We record participation in choirs, dramatic presentations, music lessons, dance lessons, sports activities, scouting and other such activities in the student’s permanent file. We also award one-half credit for driving lessons resulting in the obtaining of a Learner’s Permit or Driver’s License.

When the End-of-Term Reports are submitted, they should include activities and events on the Extra-Curricular Activities Report. If the student is attempting to earn PE or elective credits, he or she must account for 90 hours for one-half credit and 180

hours for one credit. Credit will be awarded when hours are completed, and a Verification Letter is submitted.

## Staff and Student Ratio

Students will be assigned a single teacher per subject, per group of students with the number of students being dependent on the subject itself. Subjects such as Math or Science will have a student-teacher ratio of 150:1, respectively, whereas subjects such as History may have a ratio closer to 90:1.

# Testing Information

## PSAT, SAT, ACT Testing

1. High school students who intend to pursue a college education are highly encouraged to take the PSAT in the 10th grade as practice for the 11th grade PSAT Merit Scholarship Award as well as practice for the 11<sup>th</sup> and 12th grade SAT. These tests are given at local high schools and testing sites. Detailed information will be provided to high school students during career planning conferences.
2. Students should consider registering for both ACT and SAT testing in the 11th grade and continue testing until the required scores are earned.

# Addenda

## Attendance Policy

Parents and students of iComprehend Academy are free to determine their own schedule of attendance and schoolwork within these few guidelines:

1. Students must attend school for 180 days within one 12-month cycle from date of enrollment.
2. Students who complete their full year's coursework in less than the required 180 day minimum, they may begin the next year's work after payment of the appropriate course fee.
3. When a student experiences a severe situation due to tragedy or serious, long-term illness, the parent should contact iComprehend Academy as soon as possible for a conference to determine a Plan of Action for the continuance of schoolwork during the situation. Failure to inform the school will cause a breakdown in communications and may be grounds for academic suspension.
  - a. Students who are 10 or more days behind the suggested pacing, without the parent contacting the teacher, may be locked out of their courses until a parent teacher conference is held.
4. Attendance is based on staying on the recommended pace in the Learning Management System. Students can enter blackout dates when they are unable to work. Automatic 0's will be entered for work not submitted on the due date; however, students will have until the last day of the semester to complete the work and replace the 0 with the earned grade.

# Integrity Agreement and Policies

## **Our Standards:**

To protect the value of your academic record with iComprehend Academy, we maintain the highest standards of integrity and honor in all academic work. The essence of these standards is a respect for individual achievement and an intolerance of any form of lying, dishonesty, fabrication, all forms of plagiarism, unauthorized use of resources, assisting other students in academic dishonesty, or anything that threatens to devalue academic achievement with integrity and honesty.

## **Academic Dishonesty:**

Academic dishonesty is the deliberate attempt to misrepresent your individual efforts, whether in attendance, lesson reading and review, writing, taking tests and quizzes or presentations. There are five major categories:

1. **DISHONESTY:** using unauthorized notes, study aides, altering a grade, allowing someone else to do your work, submitting identical or similar work for credit.
2. **PLAGIARISM:** submitting material that in part or whole is NOT entirely your own work without attributing the written work or portions to the correct source.
3. **FABRICATION:** falsifying or inventing any information, data, or presenting data not gathered in accordance with guidelines set forth by the teacher.
4. **UNFAIR ADVANTAGE:** stealing, reproducing, or circulating course materials prior to authorization by faculty. Unauthorized collaborating on an assignment.
5. **FALSIFICATION:** Altering documents that affect academic records, forging signatures or falsifying information on an official academic document, letter, transcript ID card or any other school document.

## **Plagiarism:**

One of most common forms of online learning academic dishonesty is plagiarism. To claim work as your own, without acknowledgement or citation is academic dishonesty. Plagiarism, either by copying or paraphrasing without citation, is a violation with grave consequences. Plagiarism is misrepresenting information and may be willful or negligent. In either case, this is a serious offense and students are subject to strict penalties. iComprehend Academy has instituted a professional plagiarism check, used by all teachers. If you copy work from another source, we will find it!

Our desire is not to punish, but to use it as a teachable moment. Yes, there are real consequences for plagiarism issues, but there is also a desire on our part to work through it with a student and move forward. Suspected cases of academic dishonesty (any form of dishonesty) are immediately reported to the Principal. Students charged with academic dishonesty, in any form, will be informed of the infraction by the teacher. The Principal will notify the parents or legal guardian with proof of the infraction.

The process for dealing with instances of plagiarism will be:

1. Allow student to re-work with no penalty after getting acknowledgement from student AND parent.
2. Second instance, receive a zero for work
3. Third instance, fail course. (Student may be allowed to re-enroll in course with new payment – at discretion of the Principal.)

### **Personal Behavior:**

Attendance at iComprehend Academy is considered a privilege and requires a serious commitment. Therefore, students must agree to abide by a values-based code of conduct.

Should it come to the attention of iComprehend Academy that a student is engaging in behavior that would reflect badly on the reputation of the school, the staff shall contact the parents of the student to discuss the specifics of the unacceptable behaviors. iComprehend Academy will then email a letter to the parents and student naming the unacceptable behavior and the plan for remediation. The student and parents must agree that the student will refrain from the unacceptable behavior while enrolled in iComprehend Academy.

Should there be a second occurrence of the unacceptable behavior, the parents will be contacted, and the student may be dismissed from iComprehend Academy.

### **Academic Behavior:**

Our mission at iCA is to provide quality education with personalized, customized graduation plans and curriculum choices for all students. We strive to maintain a relationship between academic excellence and the dynamics of Christian life, with the highest quality of educational materials, grounded in Christian values and beliefs. We strive for excellence in the academic process and hold our students to the highest academic standards.

### **Intent:**

We strive to develop honesty, integrity, and respect in our students. We are committed to maintaining the highest quality of personal, professional, and ethical conduct. All students have a responsibility to maintain the highest standards of academic integrity in all work completed at iComprehend Academy.

### **Purpose:**

While a student at iComprehend Academy, a student must agree to abide by our principles of Academic Integrity Policy. The purpose of this policy is to set forth the terms of how academic work must be performed. Students will be held responsible for its contents and must sign the Code of Conduct. The Code is included in our Parent-Student Agreement.

**Definition of Academic Integrity:**

Academic integrity is defined as the student completing all academic work on their own, as assigned for each class. This includes, but is not limited to the following:

- A. Reading all lesson materials
- B. Taking quizzes and tests independently
- C. Completing essays, practices, journals, and other coursework
- D. Gathering research and writing research papers/projects

## Confidentiality Policy

### Concerning RECORDS, DOCUMENTS, AND PROCEDURES

For the protection of both iComprehend Academy and the student and families, the following procedures will be followed:

As iComprehend Academy is a Limited Liability Corporation, the incorporation documents and accounting records may be accessed by the Administrators.

Student cumulative records may be reviewed by:

- iComprehend Academy Administrator
- Parents and responsible adults as designated by parent
- Staff directly involved with supervision of the student's coursework

Student medical records may be reviewed by:

- iComprehend Academy Administrator
- Parents and responsible adults as designated by parent on enrollment form

No government agency will be allowed access to cumulative or medical records, except for:

- Review of health records by the county health department
- Verification of attendance by the superintendent's appointee
- Transcripts transferred to another school or college at the student/family's request

## Conflict Resolution Policy

For the protection of both iComprehend Academy and the student and families, the following procedures are to be followed in cases of conflict:

1. The policies and procedures of iComprehend Academy are clearly outlined and readily available in the Parent–Student Handbook. Parents are required to read the Parent–Student Handbook during the enrollment process and accept the terms and conditions contained therein.
2. Should a question or conflict arise regarding policies, the school policies will prevail.
3. Should an academic question or conflict arise between the student and parent that hinders student academic progress, the parent is encouraged to contact a school principal to receive assistance in resolving the situation. Should the situation involve non-academic issues the parent is encouraged to seek assistance from other counseling professionals.
4. If a conflict arises wherein there is no stated policy, the parents and the school principal will attempt to resolve the situation amicably. If a solution cannot be reached, the school principal or the parents may call for an arbitration meeting between school representatives, the parents, and an unbiased mediator.

Failure to attend an arbitrated meeting or to abide by the arbitrated solution may result in the dismissal of student/family from iComprehend Academy.

## Discipline and Dismissal Policies

The need for discipline and/or dismissal from iComprehend Academy is rare. We endeavor to work with parents and students to resolve any deficits or problems which may arise before dismissal becomes a necessity.

However, continued deficits in any of the following areas may result in dismissal:

1. Failure to make appropriate progress in coursework:
  - a. Inadequate documentation submitted to show appropriate progress.
  - b. Inadequate progress as evidenced by annual achievement testing for two years in a row.
  - c. Non-compliance with Plan of Remediation as prescribed by iComprehend Academy to bring student to acceptable levels of progress and/or grade level according to student's ability.

2. Failure to abide by Financial Agreement:
  - a. Annual tuition fees may be made annually in advance via our payment collection method on the website. This will fulfill the Financial Agreement, unless the student incurs additional costs for course extensions, transcript requests etc.
  - b. Monthly tuition is collected in advance via our payment collection method on the website. Payments that may be rejected will result in students being placed on inactive status. No report cards, transcripts, or diplomas will be issued by iComprehend Academy until all accounts are up to date.
  - c. Students that do not bring their accounts up to date within 60 days will automatically be deregistered from iComprehend Academy.
3. Failure of the student to behave in an acceptable manner as outlined in Code of Conduct:
  - a. First offense – Virtual Conference with parent(s) and student and follow-up letter.
  - b. Second offense – Dismissal from school

**Note:** When a student less than 16 years old is dismissed from iComprehend Academy, the student must be re-enrolled in a public or private school or continue in homeschooling. iComprehend Academy must receive a request for Records Transfer from the new school where the student is enrolled within 45 days of dismissal or a copy of the Letter of Intent to Home School which the parent submits to their local school district.

## Discipline and Dismissal Policies

This is a practice followed by iComprehend Academy to ensure that each student enrolled in iComprehend Academy receives the full benefit of their studies and their earned grades. Additionally, to fully support each student enrolled and to fully attest to the work and grades earned by each student through Report Cards, Transcripts, and official Diplomas.

iComprehend Academy will validate the assignment of any test score and/or grade for work completed as outlined below:

1. Daily work and tests shall be reviewed by teachers or parents weekly.
2. Assignments and projects shall be reviewed by teachers.
3. Tests and examinations shall be reviewed by teachers and parents to ensure the student is maintaining academic progress.



## Document Retention/Security Policy

iCA uses the Learning Management System by Agilix Buzz. Buzz has teamed up with AWS to keep users safe.

Buzz provides:

1. **Regular security updates:** Every week they update Buzz with the latest enhancements, bug fixes, and security improvements. To avoid disrupting customers, all updates from external services are tested by software and humans before rolling out.
2. **Secure data access:** Their API provides secure access to Buzz data over TLS (1.2 or greater).
3. **Authentication:** They support external identity providers (IdPs) for single sign-on (SSO) with CAS and SAML, so users can sign into one application and be automatically logged into Buzz without needing to re-enter credentials. This feature can help eliminate the need for teachers and students to have multiple credential sets.
4. **Physical security:** Buzz uses Amazon Web Services (AWS). AWS protects a global infrastructure of hardware, software, networking, and facilities, and is designed and managed around a variety of best practices and global security standards. AWS participates in various assurance programs, including FERPA, and is regularly independently audited (see <https://aws.amazon.com/compliance> for full details).
5. **Protocol and session security:** We use HTTPS for all communication and encrypts all inbound and outbound traffic using 2048-bit TLS (1.2 or greater).
6. **Backup and recovery:** Buzz data is backed up every day. In the case of a disaster, data can be recovered from these backups. Backups are regularly tested.

Student records are housed in the LMS and backups for a minimum of 10 years.

### **Student Data Privacy:**

iCA uses industry best practices to protect the privacy of all of our students and families. When our Services are used as part of a School's educational mission or a family enrolls their student in iCA, the personal information related to the student users ("**School Users**") that is (i) provided to iCA by a parent, student or School, or (ii) collected by iCA during the provision of our services to a student or School, may include information protected by similar student data privacy laws. We call this information "**Student Records.**"

### **Our Commitment:**

Our collection and use of Student Records is governed by our Privacy Policy, and by applicable privacy laws. For example, we protect personal information from the Student's educational record and to protect the personal information of students under 13 consistent with the **Children's Online Privacy Protection Act ("COPPA")**.

1. We collect, maintain, use and share Student Records only for authorized educational use and as described in our Privacy Policy, or as directed by the School, the School User and/or the student's parent or legal guardian.

2. We do not disclose Student Records for targeted advertising purposes. We do use certain marketing technologies for the purpose of retargeting, analytics and attribution activities.
3. We do not build a personal profile of a School User other than in furtherance of an educational purpose or as authorized by a Guardian.
4. We maintain a comprehensive data security program designed to protect the types of Student Records we maintain.
5. We will never sell Student Records.

#### **Children's Guidelines:**

1. Children may not provide personally identifiable information without providing prior parental consent or parental notification, which will include an opportunity for the parent to prevent the use of the information and participation in the activity.
2. Children may not publicly post or otherwise distribute personally identifiable contact information without prior parental consent.

#### **How we share and disclose Student Records:**

Depending on the features and account controls applicable to the School User accounts, we may share usernames and account information with other users on the Website, such as teachers, learning coaches, or school administrators.

In the iCA learning management system, access to student information and data is controlled by a central team of administrators using a complex system of roles and permissions. Only users who have permissions will be permitted to access student data. Data points and reports will be assigned to roles, including vendors with whom iCA has contracted to provide a service. Access to reports and all student data will be controlled by these roles. Only users with the correct roles will meet the requirements to access the data.

The learning management system contains personally identifiable information that is maintained and accessible by third parties (such as service providers, content partners or vendors). These third parties are provided access to the minimum amount of information required to allow them to perform the tasks for which they have been engaged or contracted. Such third parties have agreed to maintain the confidentiality of such information and to use or disclose it only for the work they are performing for us, or as permitted by law.

#### **Security Safeguards:**

iCA makes commercially reasonable efforts to safeguard the personally identifiable information we collect and store. We do this, in part, by implementing account verification procedures and password protection features. As effective as our safeguards are, no security system is completely impenetrable, therefore we cannot guarantee the absolute security of our database and systems, nor can we guarantee that personally identifiable information you supply will not be intercepted while being transmitted to us over the Internet.

All data accessed via the learning management system and student information systems will be accessed through forced SSL for privacy and security purposes.

Private data transmitted between systems for data reporting purposes will always be transmitted with secure FTP or over a private VPN that provides encryption.

**Breach:**

In the event that any information under our control is compromised as a result of a breach of the security of our systems or inadvertent release of information, we will take reasonable steps to investigate the situation and provide notice of the security incident in accordance with applicable laws and regulations.

## Internet or Systems Outage Policy (Crisis Policy)

If there is a systems outage, students will receive communication from the teacher with next steps. The LMS provider provides updates within 15 minutes of an outage. Learning can pivot to synchronous instruction by the teacher. In the event of a prolonged Internet outage, paper curriculum from Bright Thinker can be provided.

## Academic Accountability and Progress

Parent and students are expected to show accountability and report student progress by:

1. Abiding by the Parental Agreement to submit end-of-term documentation of work accomplished and attendance.
2. Conducting school days in sufficient quantity each term to total 180 school days within one calendar year.
3. Completing sufficient lessons in grade level curriculum each term so that full year's curriculum will be completed within one calendar year.
4. Maintaining passing scores of 'C' or better in each subject taken
5. Presenting all areas of required core curriculum: Math, English, Science, Social Studies.
6. Choosing enough high school electives to fulfill diploma requirements.

**Note:** This list is not considered inclusive of all areas where studies may be required.

If at any time a student falls below the standards outlined above, iCA will request a meeting to work out a Progress Plan of Action which may include but is not limited to:

1. Progress report submitted more frequently to iCA
2. Grades and Lesson Plans submitted weekly
3. Weekly phone conferences with parents and student
4. Diagnostic testing of student to determine a more appropriate grade level
5. Discussion of WHY the family is educating their child through iCA and a review of the dedication and effort which MUST be willingly given to the program

The student will have 3 months to show improvement in quality and quantity of work completed. A second review will be conducted at the end of 6 months and a determination made as to whether the student will be allowed to continue as a student of iCA.

# iComprehend Academy

## iComprehend Academy Grade 8 - 12 Annual Fees

Application Fee	Non-Refundable	\$80
Grade 8 - 12	Maximum 7 Courses per annum	\$3400 Early Bird Special = \$2750 or \$275 per month (10 months)
Additional Elective	At the discretion of the Principal	\$250
Extended Course Time	Per week	\$65

## Summer School Fees

Summer School Registration Fee	Free for 2022	\$25
Full Credit Course	4 Weeks	\$499
Half Credit Course		\$249
Package Deal for 2 x Full Credit Courses		\$899
Weekly Course Extension Fees	Per Week	\$65
Provision of Transcript on Completion of Courses		\$30