



KEYSTONE

Credit Recovery

A Division of The Keystone School

Enrollment Form

920 Central Road, Bloomsburg, PA 17815

Phone 800-255-4937 • FAX 570-784-2129

www.keystonecreditrecovery.com

(Fax orders accepted only with credit card payment.)

SCHOOL OFFICIAL Keystone requests that a school official complete top half of application. Signature and current date are needed to process application.

(Please print or type name of student) _____ has been referred to Keystone Credit Recovery for credit completion work in the following subject(s) and grade level(s) which he/she has failed during the regular school year.

School Name _____ School Official's Name _____
 School Address _____ Title _____
 City/State/Zip _____ School Official's email _____
 Phone _____ Fax _____ Signature (required) _____ Date _____
Your signature verifies that the student has previously failed the selected courses.

Circle Grade Level and Part Requested								Unit(s) Requested	Courses	Unit(s) Requested	Circle Grade Level Requested								
ONLINE (\$116 Part A OR B; \$155 Parts A AND B)											CORRESPONDENCE (\$109 + \$7 Shipping each)								
9A	9B	10A	10B	11A	11B	12A	12B				5	6	7	8	9	10	11	12	
									English										
									Algebra 1						9	10	11	12	
									Algebra 2										
									Geometry										
									Mathematics (General)		5	6	7	8	9	10	11	12	
									Biology										
									Chemistry										
									Earth Science					7	8	9	10	11	12
									Life Science					7	8	9	10	11	12
									Physical Science						8	9			
									American Cultures					7	8				
									World Cultures					7	8		10	11	12
									U.S./American History								10	11	12
									World History										
									Geography (U.S.)					7	8	9			
									Geography										
									Social Studies (Civics)							9	10	11	12
									American Government							9	10	11	12
									Health							9	10	11	12
									Physical Education		5	6	7	8	9	10	11	12	
									Spanish 1										

(Total Units x \$109) + (Total Units x \$116) + (Total Units x \$155) = _____
 Shipping/Handling (\$7 per unit; applies to correspondence courses only) = _____
TOTAL PAYMENT DUE = _____

School Official's Special Instructions (if any)

STUDENT/PARENT Keystone requires that all student information be completed, and signed by a Parent/Guardian. Enrollment Forms not signed by a School Official and a Parent/Guardian will be returned.

Send the completed form along with payment to Keystone Credit Recovery, 920 Central Rd. Bloomsburg, PA 17815 • Correspondence Units: Cost is \$109 per unit including all materials and return postage. USPS shipping/handling is \$7.00 per unit. For faster shipping and foreign rates, please call 570-784-5220. Units, instructions and assigned due date will be processed within one business day of receipt of completed application and payment. If you have not received your materials in 10 business days, call Keystone. Students must retain the materials in their possession for at least 3 weeks. • Online Units: Cost is \$116-\$155. Access instructions and passwords will be emailed within one business day of receipt of completed application and payment. Students must retain the materials in their possession for at least 4 weeks. See Q&A for complete details. • Fax orders accepted only with credit card payment. Please keep a copy of this application for your records.

Student Name First/Last _____
 Parent Name First/Last _____
 Mailing Address _____
 City/State/Zip _____
 Phone _____
 Email (required for students enrolling in online courses) _____
 Student Signature _____ Date _____

Method of Payment: _____ Total Payment Enclosed \$ _____
 _____ Certified Check or Money Order
 _____ Personal Check (\$20 service charge on all returned checks.)
 _____ Credit Card (circle one)
 Important for credit card orders: Copy number and expiration date directly from card. Cardholder signature required.

 Expiration Date – Month: _____ Year: _____ CVV: _____
 Card Holder Name (print) _____
 Card Holder Signature (required) _____

Parent/Guardian Signature (required) _____ Date _____
Your signature verifies that the student has previously failed the selected courses.
 Incomplete applications will be returned to sender. Applications must have school official's signature. If a course is cancelled (disenrolled) within 10 days from the date of enrollment, there is a complete refund less a \$20 cancellation fee. Shipping and handling is nonrefundable. Applications may be duplicated. ©2011 K³, Inc.