



Parental Requirements

SOUTHEAST ACADEMY

Please read this information carefully!

In assuming the role of the parent/teacher, the following are guidelines that need to be followed:

- **Check for school communications a few times per week.**
 - Please add service@southeastacademyonline.com and b.eastridge@southeastacademy.net to your address book or contact list so important communications are not blocked or delivered to spam.
 - We also use a newsletter system where we add the parent of enrolled students + an additional parent if that email has been submitted. The periodic newsletter will automatically stop sending you information in August if you have not completed the annual Student Update for re-enrollment. You can also Unsubscribe at the bottom of any newsletter. It is advised that spouses should sign up so both parents receive communications (Students/Documents/Signup for SEA Communications).
- **Daily check student progress and grades.**
 - Do not allow passing scores below 80% on lessons in paper-based curriculum, with online students lessons will automatically reassign to the student until they reach the 80% threshold.

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- Students must do at least one project and/or essay per unit. Others can be skipped if you feel necessary. Paper-based curriculum tests should be turned in via email upon completion.
 - Online tests will be blocked for all students. SEA teachers will unblock once the student has completed the unit. If the parent is doing the grading through our Basic program, the parent must first have all grading up to date, then unlock the test.
 - Keep copies of all paper tests if mailed and keep a log of the mailing date.
 - Students are expected to finish their assignments for a week by each Friday.

I understand that as a parent I am responsible for the training of my child/children and will not hold Southeast Academy responsible for any lack of academic achievement or progress.

I understand that under no circumstances will Southeast Academy accept or give credit for completion of curriculum units for which tuition and curriculum has not been paid in full.

I understand SEA requires a minimum of a two semester (annual) commitment to protect the school's reputation for academic progress. Semester, quarterly, and monthly payment options are a provided convenience for the parents' commitment of two semesters. SEA is structured for continuous enrollment. The student is considered enrolled until the parent formerly withdraws the student.

I understand that achievement tests are available to all students grades 3- 12 each year.

If a student is found to be cheating or shortcutting, that student will be required to use “Teacher Support” (Teacher On Call). This means tuition cost will go up for the remainder of the academic year and the Parent/Teacher will lose access to their username and password. No Exceptions!

Do not allow your student to access your username and password for any reason. Protect the security of your password to ensure academic integrity. If Southeast Academy thinks the student has access to the parent login, we reserve the right to place the student on Teacher Support automatically. If we have assigned a lesson or project to the student and it is skipped by the student or parent this will be considered shortcutting and student will receive a zero and be placed on teacher support. Any student placed on academic probation during the year will automatically go on teacher support to try to help the student to maintain academic balance.

I understand that no refunds are given for registration and testing fees. Tuition refunds are as follows:

- **Withdrawal before curriculum sent: 100%***
- **Before expiration of 10 days of shipment: 50%* of full year’s tuition**
- **After 10 days of shipment or online setup:**
 - **Withdrawal during 1st semester requires payment of 5 months of tuition (or 2 quarters of tuition).**
 - **Withdrawal during 2nd semester requires payment for the full year of tuition.**

***Represents applicable percentages of tuition/curriculum reimbursement outlined on full-year financial agreement.**

I understand that all shipments must be opened and checked immediately upon receipt, and that SEA is not responsible to replace missing items after 10 days from the invoice date. I understand that items damaged in shipping or showing signs of handling will not be accepted for return or credit.

I understand that notice of withdrawal or request for transcripts must be made in writing. The first transcript will be sent free of charge but additional requests will be subject to a \$5.00 processing fee.

A \$20 late charge is assessed if payment is not received within 15 days of payment due date. A \$50 processing fee is assessed for a non-sufficient funds check, credit or debit card declined, or a stop payment.

