

Initial Credit Summer School Registration Form 2017

Student Information							
Last Name		First Name		M.I.			
Date of Birth <small>(mm/dd/yyyy)</small>		Email Address					
Gender <small>(Check one box)</small>	<input type="checkbox"/> Male	Phone					
	<input type="checkbox"/> Female						
High School <small>(Check one box)</small>	<input type="checkbox"/> Burbank High School						
	<input type="checkbox"/> John Burroughs High School						
	<input type="checkbox"/> Village Christian School <i>(prior approval from your counselor required)</i>						
Grade in Fall '17 <small>(Check one box)</small>	<input type="checkbox"/> 9 (Freshman)	<input type="checkbox"/>	<input type="checkbox"/> 10 (Sophomore)	<input type="checkbox"/>	<input type="checkbox"/> 11 (Junior)	<input type="checkbox"/>	<input type="checkbox"/> 12 (Senior)
Parent/Guardian Information							
Last Name		First Name					
Phone		Email Address					
Registration							
I'm enrolling in Woodbury's ICSS Program to... <small>(Check one box)</small>	<input type="checkbox"/>	... get ahead, so I don't have to take this class next year.					
	<input type="checkbox"/>	... recover/replace a grade for a class I already took.					
For which course would you like to enroll? <small>(Check one box)</small>	<input type="checkbox"/>	Algebra I			<input type="checkbox"/>	Spanish I	
	<input type="checkbox"/>	Algebra II			<input type="checkbox"/>	Spanish II	
	<input type="checkbox"/>	Geometry			<input type="checkbox"/>	Spanish III	
	<input type="checkbox"/>	Pre-Calculus					
For which semester would you like to enroll? <small>(Check one box)</small>	<input type="checkbox"/>	Both Semesters ("Fall and Spring" for 10 credits); 6/5 – 7/14 = \$550.00					
	<input type="checkbox"/>	Semester A only ("Fall" only for 5 credits); 6/5 – 6/22 = \$275.00 FOR RECOVERY CREDIT ONLY. NO INITIAL CREDIT AWARDED.					
	<input type="checkbox"/>	Semester B only ("Spring" only for 5 credits); 6/26 – 7/14 = \$275.00 FOR RECOVERY CREDIT ONLY. NO INITIAL CREDIT AWARDED.					

FOR OFFICE USE ONLY			
Received on			
Processed		Wait Listed	

Important Notes

Please read carefully.

▪ **Pre-requisite**

Students seeking initial credit must have a “B” or better in previous related course work. Each ICSS course offers a full year of high school credit (10 credits) within a condensed format – 24 days. One instructional day is equivalent to one week of instruction and curriculum in a regular school year. Rigor and pacing are rapid. Please consider carefully before enrolling students who have struggled in a specific subject area within the regular school year.

▪ **Attendance**

Students who miss the first day of class are subject to losing their spot and being dropped from the class. Additionally, students who miss more than two instructional days total may be dropped from the class. Daily attendance is expected and absences will affect final grades. If you are absent for any reason, it is the student’s responsibility to communicate with his/her teacher and complete assignments in a timely manner.

▪ **Grades & Transcripts**

BUSD Students: At the end of each semester, you will be given a grade slip. All grades will be recorded and shared with BUSD unless otherwise requested. Please note that Woodbury University does NOT give college credit for this program.

Village Christian Students: At the end of each semester, you will be given a grade slip. Woodbury will mail your grade to Village Christian. Please note that Woodbury University does NOT give college credit for this program.

▪ **Cancellations & Refunds**

Cancellations must be received in writing via email to Kelly Nittoli (summerprograms@woodbury.edu). A full refund will be granted to students who cancel enrollment by 5 PM on Friday, May 19, 2017. Cancellations received after 5 PM on May 19 and before 3 PM on the second day of class (either Tuesday, June 6 or, if enrolled in Semester B only, Tuesday, June 27) will be awarded a 50% refund. Refunds will not be granted after the second day of class. Full refunds will be given to students who enroll in a class that is cancelled due to low enrollment. Classes with fewer than 15 students are subject to cancellation.

▪ **Students with Disabilities**

Woodbury recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities, and provides reasonable accommodations to qualified individuals with disabilities once the disability is adequately documented. It is the responsibility of the parent/guardian to make his/her child’s disability known at the time of enrollment and provide appropriate documentation and evaluations to support the accommodations requested. The University, however, is unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity.

▪ **Processing & Payment**

- Applications will not be processed until both the completed application and full payment is received.
- Applications that are walked in will NOT be accepted. Please mail (via the US Post Office) this completed application with payment to the address below.
- Please make all checks and money orders payable to “Woodbury University.” We do not accept credit cards as a form of payment.
- Once applications are processed, you will receive an email confirming placement in the class or explaining that you have been waitlisted. For those that are confirmed, this email will include instructions for the first day of class. Please allow a few weeks for processing.

▪ **Questions?**

Contact Kelly Nittoli, summerprograms@woodbury.edu, (818) 252-0729

Please mail (via the US Post Office) this form and fee to:

Woodbury University
Attn: Business Office, Gregory Dotson
7500 N. Glenoaks Boulevard
Burbank, CA 91504