ANDREWS ACADEMY

Coursework Request Form

When a student anticipates earning credit in some way other than the regular registered courses, he/she must request approval using this form. This refers specifically to correspondence course work from approved schools, summer school course work from accredited high schools, or extension or summer school classroom course work offered by Andrews Academy. This form must be submitted and approved prior to enrollment in the course work. Also, any required payments for summer school or extension course work from Andrews Academy must be submitted with this form. Courses and credits specifically required for graduation must be taken in residence. Courses and credits requested using this form are for electives and possibly, with special approval for make-up work.

Student’s Name ___________________________ I.D.# __________________

Grade ___________________________ Date __________________

Type of Course work Requested:
☐ Academy Course work
☐ Summer School from ___________________________
☐ Correspondence from ___________________________

Class you intend to take ___________________________ Amount of Credit ______

Reason for application:

____________________________________________________________________

____________________________________________________________________

I have read the sections in the Andrews Academy Sourcebook concerning correspondence and summer school class credit. I approve my son/daughter’s application for the program.

Student’s Signature ___________________________ Date _____________

Parent’s Signature ___________________________ Date _____________

Please obtain your advisor’s recommendation and signature below:

Advisor’s Signature ___________________________ Date _____________

For Office Use:

<table>
<thead>
<tr>
<th>Cash Payments Required</th>
<th>Records</th>
<th>Academic Affairs Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ None</td>
<td>GPA or equivalent _______</td>
<td>☐ Approved</td>
</tr>
<tr>
<td>Amount Due _________</td>
<td>Total credits to date _______</td>
<td>☐ Denied</td>
</tr>
<tr>
<td>Payment by</td>
<td></td>
<td>Chairman _________</td>
</tr>
<tr>
<td>❑ Cash</td>
<td></td>
<td>Date _____________</td>
</tr>
<tr>
<td>❑ Check # _________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount $ ___________</td>
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