

FOR NUVHS USE ONLY



NATIONAL UNIVERSITY  
VIRTUAL HIGH SCHOOL

**APPLICATION FOR ADMISSION**

Student Number: \_\_\_\_\_

11355 North Torrey Pines Road, La Jolla, CA 92037 • 866.366.8847 • Fax 858.642.8750

**STUDENT INFORMATION – It is the parent/guardian’s responsibility to inform NUVHS of any changes.**

Name in full Last First Middle Jr.		Social Security Number - -
Home Address Street City State Zip		Home Phone ( )
Sex (Circle) M F	Date of Birth mo. day year	Place of Birth City State Zip
Your Nickname (if any) E-mail Address (Required)		Test Scores (if applicable) SAT _____ Date _____ ACT _____ Date _____
Current High School Name City State From - To		
Ethnic Origin (Voluntary Information) <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> White Non-Hispanic		
Country of Birth:		If Country of Birth is other than U.S., give year of arrival:
U.S. Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No If not U.S. Citizen, indicate status: <input type="checkbox"/> Immigrant <input type="checkbox"/> Non-immigrant		Alien Number:
Is student’s father, mother, or guardian an active member of the armed services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, enter branch or service and member’s rank: Father Mother Guardian		
How did you hear about National University Virtual High School? <input type="checkbox"/> Website <input type="checkbox"/> Print <input type="checkbox"/> Radio <input type="checkbox"/> E-mail <input type="checkbox"/> Television <input type="checkbox"/> Referred by _____ <input type="checkbox"/> NU Affiliate _____ <input type="checkbox"/> Other _____		

**PARENT/GUARDIAN INFORMATION – It is the parent/guardian’s responsibility to inform NUVHS of any changes.**

<b>FIRST</b>	Mr. Mrs. Dr. Miss Ms. Other	Name in full Last First Relationship	Employer’s Name
	Home Address (if different from student’s)		Home Phone ( )
	E-mail (Required)		Work Phone ( )
	Custody of Student: <input type="checkbox"/> Yes <input type="checkbox"/> No		Student lives with Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SECOND</b>	Mr. Mrs. Dr. Miss Ms. Other	Name in full Last First Relationship	Employer’s Name
	Home Address (if different from student’s)		Home Phone ( )
	E-mail (Strongly Recommended)		Work Phone ( )
	Custody of Student: <input type="checkbox"/> Yes <input type="checkbox"/> No		Student lives with Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No

**REGISTRATION INFORMATION**

Term or Session applied for _____ Month Day Year	Class(es) applied for _____
Grade level _____	Format Requested: Guided Study AP

**Submission of current Individualized Education Plan (IEP) if applicable prior to enrollment:**  Attached  Not Applicable

I certify that the information provided in this application is accurate and complete. If I am accepted as a student, I agree to abide by NUVHS policies.

Student Signature: X \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: X \_\_\_\_\_ Date \_\_\_\_\_





For the purposes of this document, “responsible party” can be defined as a student’s parent/guardian **OR** a student who has reached the age of 18 or has been emancipated. By signing this agreement, the responsible party agrees to the following terms.

**Tuition and Fees.** A one-time, non-refundable \$60 application fee is due at the time of application. The responsible party agrees to pay NUVHS tuition and fees for each course in which the student enrolls at the amount being charged. NUVHS has the right to change tuition and fees at any time. The full amount of tuition is due and must be paid before the class start date. Each tuition payment received from the responsible party will be applied to the oldest tuition obligation.

**Attendance.** Students are expected to spend a minimum of 12 – 15 hours per unit working on each course. This time includes any required reading, website visits, participation in discussions and chats, quizzes/exams, and homework assignments. Students who do not consistently login and participate in their online courses risk jeopardizing their chances of success and may be withdrawn from their course. Students are required to spend a minimum of 4 weeks participating in a regular semester course and a minimum of 8-10 weeks regularly participating in an Advanced Placement (AP®) semester course.

**Course Refund.** Refund calculations are based on the date and time the responsible party informs NUVHS Student Services Department of the student’s intent to drop his/her course. All drop requests must be made through email, fax, or over the telephone. Students who wish to withdraw from a course after the class has begun are entitled to the following refund schedule:

NUVHS will provide a full tuition refund if the responsible party makes the drop request no later than 5:00 p.m. Pacific Standard Time on the seventh calendar day from the class start date. Students who drop on or before this date will not receive a mark for the course on their transcript. Responsible parties who inform NUVHS of the student’s intent to drop after the seventh day of class but before the 21<sup>st</sup> day of class will be ineligible for a tuition refund and the student will receive a ‘W’ (withdraw) on his/her NUVHS transcript. Responsible parties who inform NUVHS of the student’s intent to drop after the 20<sup>th</sup> day of class will be ineligible for a tuition refund and the student will receive a ‘WF’ (withdrawal/fail) on his/her NUVHS transcript. The NUVHS counselor, administrative staff, and instructors are available to assist students and their parent/guardian in exploring alternatives that may allow the student to successfully complete the course in lieu of withdrawing.

NUVHS will mail the tuition refund approximately 30 working days from the date the request is received. No refund will be made unless there is a credit balance with NUVHS. The admission fee charged by NUVHS is non-refundable.

**Collection Costs.** If tuition and fees are not paid as required by this agreement, NUVHS may incur collection costs. All collection costs, including reasonable attorney fees and court costs, will be paid by the responsible party.

**Official Enrollment.** Official enrollment in a class requires registration with NUVHS. Instructors are not authorized to issue grades to non-registered students or to allow non-registered students to attend a class. If a student enrolls into a course that he/she is unable to attend, the responsible party agrees to notify NUVHS Student Services Department as soon as possible so that the course can be dropped.

**Official Documents Requirement.** NUVHS permits students to attend one term of courses prior to receipt of an official transcript or a Course Transferability Verification Form under

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## ENROLLMENT AGREEMENT

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the following conditions: An unofficial transcript is provided, or the responsible party provides a verbal verification of the student's GPA. NUVHS assumes no responsibility for courses taken in duplication in cases where students desire to start class before NUVHS receives official transcripts (full-time students) or a Course Transferability Verification Form (part-time students).

**Bar From Class Attendance.** NUVHS may bar a student from attending any additional classes if the responsible party fails to pay tuition when it is due or breaks any of the promises stated in this agreement. Tuition must be made in full or satisfactory arrangements must be made with NUVHS prior to a student's resuming of courses.

**The responsible party understands and agrees that NUVHS may withhold grades, transcripts, diplomas, and other services if tuition is not paid in full or there is failure to comply with any of the terms in this agreement.**

**Financial Appeals Process.** Responsible parties who wish to appeal the denial of a requested refund must do so in writing no later than 30 calendar days after the student's withdrawal date from the course. The Special Circumstances Review Committee (SCRC) will review all written appeals to determine whether the student is eligible for a refund. The responsible party will be informed of the appeal decision no later than 30 calendar days after NUVHS receipt of the written appeal. All SCRC appeal decisions are final.

**Official Signatures Required For Online Application.** NUVHS requires a parent/guardian (when applicable) and a student's original signature to be included with an online application and Release of Transcript form. Signing below confirms your intent to apply, and that you understand and accept the "Statement of Acknowledgement" included in the Document Record.

I have read and understand both pages of the Enrollment Agreement and agree to make tuition and fee payments as they come due. I agree to abide by the rules and regulations described in the NUVHS Student/Parent Handbook.

Student Name: \_\_\_\_\_  
Last First Middle

Student Signature:  X  \_\_\_\_\_

Parent/Guardian Signature:  X  \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**RELEASE OF OFFICIAL TRANSCRIPT**

Student Number: \_\_\_\_\_

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To Whom It May Concern:

I have applied for admission to National University Virtual High School (NUVHS) as a FULL-TIME STUDENT and I hereby authorize you to furnish them with an official transcript of my academic record while I was a student at your institution. Please mail my transcript to:

National University Virtual High School  
Attn: Student Services Dept.  
11355 North Torrey Pines Road  
La Jolla, CA 92037-1011

A photocopy of this authorization will be as valid as the original, even though the photocopy does not include an original signature. This authorization is valid from one year from the date below.

Student Name: \_\_\_\_\_  
Last First Middle

Student Signature:  X  \_\_\_\_\_

Parent/Guardian Signature:  X  \_\_\_\_\_

Address: \_\_\_\_\_  
Street No. Apt.  
\_\_\_\_\_  
City State Zip

Student Social Security Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Secondary Telephone: \_\_\_\_\_  
(Area Code) Number (Area Code) Number

**Students/Parents: Please enter the name and address of the school issuing the transcript below.**

School Issuing Transcript: \_\_\_\_\_

Address: \_\_\_\_\_  
Street No.  
\_\_\_\_\_  
City State Zip

Date: \_\_\_\_\_

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Student Number: \_\_\_\_\_



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**COURSE TRANSFERABILITY  
VERIFICATION FORM**

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Each high school, district and college has its own guidelines regarding acceptance of credits. National University Virtual High School (NUVHS) does not assume responsibility for transfer credit. Students who wish to transfer NUVHS credits to their primary high school are required to present an approved Course Transferability Verification Form to NUVHS prior to enrollment.

**TO BE COMPLETED BY APPLICANT AND HIS/HER PARENT/GUARDIAN**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Course(s) Applied For: \_\_\_\_\_

**Online Course Format:**                      Guided Study    Advanced Placement (AP)  
(Minimum of 4 weeks participation)    (Minimum 8-10 weeks participation)

**The applicant seeks:**

- To make up credits
- Flexible scheduling
- College acceptance (**not transferring credit to current high school**)
- To improve the grade
- Personalized instruction
- A course not offered this semester
- Enrichment

**To be initialed by Parent/Guardian:**

\_\_\_\_\_ The applicant is seeking transfer of these credits to his/her primary high school.

\_\_\_\_\_ National University Virtual High School does not guarantee the acceptance of credits by another school.

\_\_\_\_\_  
NUVHS Representative

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

**TO BE COMPLETED BY AN OFFICIAL FROM THE APPLICANT'S PRIMARY HIGH SCHOOL**

Approval by a school official indicates that the credit and/or grade earned at National University Virtual High School will be transferred to the applicant's high school to count towards high school graduation requirements.

**How Grades/Credits are Transferred** - If the district and/or school have an adopted, written transfer policy, please attach. If a written policy does not exist, please indicate how the course will appear on the student's transcript when the transcript from National University Virtual High School is presented to the school.

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print Name    Signature Required

**IF THERE IS A DEADLINE, please indicate when the course should be completed.**

Deadline Date \_\_\_\_\_ Will this course grade count in the student's GPA? \_\_\_\_\_ Yes \_\_\_\_\_ No

Transfer Policy: \_\_\_\_\_

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\_\_\_\_\_



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**STUDENT/PARENT/SCHOOL  
COMPACT**

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Educational responsibility must be assumed by the entire school community including the school, the students, and the parents/guardians. Through working together as a team, we create a supportive environment that fosters achievement in the classroom and beyond. With motivation and determination, students can produce exceptional work. To strengthen this commitment, we ask that you carefully read through this compact; it outlines the responsibilities of each party. Your signatures verify your commitment to support this educational pursuit.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Student Agrees to:</b>	<b>Parent/Guardian Agrees to:</b>	<b>School Agrees to:</b>
Demonstrate frequent and quality participation in completing all course requirements on a regular basis, and submitting assignments as they are completed. A minimum of 4 weeks (28 calendar days) of ongoing participation must occur for all semester courses, and a minimum of 8 weeks (56 calendar days) participation for all semester AP® courses.	Ensure that his/her student regularly participates in all course requirements including homework, assignments, assessments and discussion forums. Ensures students maintain frequent and quality participation and adhere to the required participation expectations set forth by the school.	Provide access to academically rigorous, college preparatory coursework and to ensure students have access to maintain consistent, frequent and qualitative participation of all required coursework to adhere to the academic standards set forth for all courses.
Help create and maintain an online school environment which promotes the success and respect of others and oneself.  Produce high quality work that meets or exceeds course standards.	Uphold his/her student to a level of academic integrity that exemplifies honesty and compassion for themselves and their fellow classmates.  Ensure that his/her student will maintain proper usage of online resources when operating on the NUVHS academic network.	Provide a respectful, safe, and supportive online high school experience.  Provide an interactive, media rich and high quality online education which is standards based and emphasizes project-based learning.

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Dedicate the necessary time (approximately 11-15 hours per unit) to complete and submit assigned work and participate in chat sessions and threaded discussions.

Complete and submit 100% of assignments, quizzes and tests with academic integrity. Submit a maximum of 2 units per week or 1 unit per week for AP® courses. Submit unit work as completed to teacher for feedback and assessment.

Read and agree to the policies stated within the National University Virtual High School Student/Parent Handbook.

Acknowledge that this document serves as official policy for all NUVHS students. The student may be subject to dismissal if the above policies are disregarded.

Communicate regularly with NUVHS about concerns or ideas for the student and his/her progress.

Communicate the value of education by providing home support and by closely monitoring academic activities and progress.

Read and agree to the policies stated within the National University Virtual High School Student/Parent Handbook.

Acknowledge that this document serves as official policy for all NUVHS students. The student may be subject to dismissal if the above policies are disregarded.

Provide certified instructors who will motivate their students to engage in all aspects of an interactive online learning environment.

Supply students with tools to help them identify their personal learning style and several systems of support, including technical support, online library resources, student and counseling services, and E-mentors.

Provide student and counseling services for students and parents/guardians regarding both the social and academic aspects of online high school courses.

Notify students and parents/guardians of any changes made to the handbook and official NUVHS policies.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**NUVHS Representative**