

Aztec Home Schooling

6020 Academy Rd NE STE 201 Albuquerque, NM 87109-3315

Phone: (505) 822-9790 Fax: (505) 822-1312

Email: Contact@Aztec-HS.com

**HOME SCHOOL
REGISTRATION**



Today's Date: _____
Month – Day – Year

Student Name: _____
First M.I. Last

Date of Birth: _____
Month – Day – Year

Address: _____

Apt/Suite etc: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email: _____

I have read, understand and agree to the Policies and Procedures:

Signature: _____

How did you hear about Aztec Home Schooling?

Referred By: Name: _____ Phone #: (_____) _____

Other: (please explain) _____

Registrations	\$100
Administrative Fees	\$50
Books & Forms	\$75
Diploma Kit	\$25
Testings & Evaluations	<u>\$100</u>
TOTAL (All taxes included in price)	\$350

MONEY BACK AGREEMENT:
30 calendar days to request a refund of the
Diploma Kit, Books & Testing costs (\$150).
*(all material must be returned in the condition
it was sent to receive a refund)*

This Registration Page serves as your receipt. Please make a copy for your records.

DO NOT WRITE IN BOXES BELOW – FOR OFFICIAL USE ONLY

TO BE COMPLETED BY AHS REPRESENTATIVE

PAYMENT TYPE	AMOUNT	CHECK - M/O # - DC/CC Name
<input type="checkbox"/> CASH	_____	_____
<input type="checkbox"/> CHECK	_____	_____
<input type="checkbox"/> MONEY ORDER	_____	_____
<input type="checkbox"/> DEBIT/CREDIT	_____	_____

AHS Representative _____

TO BE COMPLETED BY HOME OFFICE

CM RF CK

QB ACT

Book #: V- _____

Reg. Date _____

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Policies & Procedures

1. Homeschooling:

Aztec Home Schooling (AHS) is not a school and is not affiliated with any public or private school. AHS is a business which facilitates home school programs to individuals wishing to finish their education in a home school setting.

Homeschooling is non-accredited and does not require accreditation because it is a state and federal approved.

Although home schooling is legal and valid in every state and every resident has the right to establish a home school, some states may require notification if you are under the compulsory age of attendance. AHS may help but is not responsible if the applicant does not notify the state of their wish to complete their high school education in a home school setting.

2. Native American Students:

All Native Americans that wish to participate in the AHS program must get documentation for themselves that their Tribal Council acknowledges and accepts homeschooling. Not all Tribal Councils recognize home school diplomas as valid on sovereign tribal lands for graduation or employment. AHS is not responsible if proper documentation is not obtained prior to registering or graduation with AHS.

3. Completing your home school packet:

Your home school curriculum, orange folder with answer sheet & autobiography must be completed and returned in a minimum of 160 days and maximum of one (1) year from the last day of your registration month which is listed on your registration/receipt. If material is returned sooner than 160 days it will be held until this time frame is met.

Your packet must be returned to the home office in Albuquerque through a set appointment in our main office, in our drop box/door or by US Mail Delivery Confirmed (**DO NOT** send Signature Confirmed, Express, Certified or through any other mail carrier ie: FedEx or UPS). Within 30-45 days of AHS receiving your materials your evaluation will be completed.

You may use a calculator, internet, books or library services. You must complete all the work yourself. You may not get answers from another person who is or has registered with AHS. If at the discretion of AHS you have copied your answers from another source or person you will fail and a diploma will not be issued.

4. Graduation – Home School Diploma

Aztec Home Schooling will issue a Home School Diploma to anyone who successfully completes their program. If you do not successfully complete your program other materials may be necessary in order to graduate. There is an additional charge to retake any sections required by your State's law that you did not successfully complete. Understand that payment does not guarantee a diploma and not everyone who enrolls with AHS receives a diploma. A Home School Diploma is not a GED, public or private school diploma. A Home School Diploma is legal, valid and is accepted by city, state, county, federal, military services and colleges as long as the person meets the requirements of the institution. Merely earning and possessing a diploma does not guarantee acceptance for employment or educational institutions. Be sure to know and understand the requirements of any employer or educational institution before you register with AHS.

5. Money Back Agreement:

You have 7 calendar days from registration to receive a full refund if the materials have not been opened or written in. You have 30 calendar days from registration to request a refund of the Diploma Kit, Books and Testing costs. In order to receive a refund a person is required to sign a refund release form and must return all materials from AHS in the same condition they were received. After 30 days there is no refunds available.

If a person is denied entry into any school or institution because they are unable to pass any entry requirements a refund will not be issued. It is your responsibility to know all entry requirements for the institution you wish to attend once you have graduated from AHS. Again, merely earning and possessing a diploma does not guarantee acceptance for employment or educational institutions.

6. Release of Information:

I authorize Aztec Home Schooling (AHS) and those acting pursuant to its authority to record and use my name, likeness, voice, appearance, participation and biographical material. AHS may exhibit or distribute such information in whole or in part, without restrictions or limitation, for any educational or promotional purpose which Aztec Home Schooling and those acting pursuant to its authority deem appropriate.

7. Aztec Home Schooling has the right to refuse service to anyone:

A person who violates this agreement will be dis-enrolled from the program without refund. Any attempt to defraud or to use the Aztec Home Schooling name without prior approval will be investigated. Any person who claims that they earned a diploma facilitated through AHS and have not, regardless of financial arrangements, will be dropped from our program without refund. If known, a letter will be sent to appropriate organizations indicating that the client attempted to defraud and misrepresent themselves and the intent of AHS.

Your acceptance of the Policies & Procedures is acknowledged by your signature on the printed AHS registration form or by registering online.