



KNOWLEDGE-FIRST EMPOWERMENT CENTER



2651 Cartwright Rd., Suite-C, Missouri City, TX 77459 (281) 499-8315

KNOWLEDGE-FIRST EVENING ACADEMY

REGISTRATION: November 1st thru November 22nd

CLASSES BEGIN: Nov. 29, 2010 – Dec. 23, 2010

Monday – Thursday: 4:30pm – 7:00pm or 7:00pm – 9:30pm & Saturday: 9:00am-12:00pm

Tuition - \$200.00 per course

COURSES OFFERED:

MATH

Algebra 1, A or B
Algebra 2, A or B (Calc Required)
Geometry A or B
PreCalculus A (Calc Required)

ENGLISH

English 1, A or B
English 2, A or B
English 3, A or B
English 4, A or B
Communication Applications (Speech)

SCIENCE

IPC A or B
Biology A or B
Chemistry A or B (Calc Required)

OTHER

Spanish 1B
Spanish 2 A or B

ELECTIVES

Keyboarding
Sociology
Team or Individual Sports (PE)
Fine Arts

SOCIAL STUDIES

Economics
Government
World Geography A or B
US History A or B
World History A or B

NOTE: All courses require a minimum of 8 students. Less than this, the class may contain multiple subjects. **YOU MUST** earn a final grade of **70 or above** and take the **final examination** to pass the course.

Signatures of school counselor, student and parent/guardian are required. Full payment of the class must be included. Cash, money order, or credit card for the amount of the course will secure your registration.. **There is a \$100 charge for any course cancellations prior to the beginning of the session.** Once the session starts, there will be no refunds for cancellations. Should we cancel a course for any reason, full refund will be made. No refunds will be made for students that are dismissed because of attendance, suspension, or inappropriate behavior. Attendance is mandatory. All students must bring a copy of your school I.D. card. Student must be present at time of registration. No parent may register student without student present. Tuition may be paid by: cash, money order or credit card (\$5.00 fee for credit card). Enrollment constitutes acceptance of Knowledge-First school policies. Classes are held at 2651 Cartwright Rd., Suite-C, Missouri. City, TX 77459. Call 281-499-8315 for other locations near you.

Student Name: _____ Date of Birth: _____ Classification: _____

Street Address: _____ City: _____ Zip: _____

Social Security #: _____ Home Phone: _____

Mother: _____ Work/Cell Phone: _____

Father: _____ Work/Cell Phone: _____

Email to send information: _____

School Name/Address/City/Zip _____ School Fax: _____

School Counselor/Registrar's Name _____ Phone: _____

Counselor's Signature _____ Date _____

Course 1: _____ **Course 2:** _____

Course Offerings: Session A for first semester, or Session B for second semester • Credit: 1/2 credit per course

Visa/MC #: _____ Exp. Date _____ CVC2# _____

(3-digit # on back of card)

Name on Card (Please print) _____ Billing address-(#'s only) _____

I hereby authorize the Knowledge-First Empowerment Center to charge the above referenced credit card per course as indicated above for the sum of \$ _____. I understand that the payment authorized represents payment in advance of services rendered. An **additional \$5.00 fee** is added for credit card payment.

Today's Date: _____ Signature: _____

Payment Method: M.O# _____ Amount: \$ _____ Cash \$ _____



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KNOWLEDGE-FIRST EVENING ACADEMY – POLICY & PROCEDURES

Registration and Books: Registration is on a first come, first served basis. Students must bring a school ID, a copy of their last report card, and signature school counselor. Parents may bring student to register, but students must register in person. Registration form, fees, and signatures by all parties are mandatory for enrollment. Books (if issued) are included as part of the tuition and must be returned at the end of the session. Students are responsible for damaged or lost textbooks. Students supply pen/pencil and a “college ruled 80 page, or larger, spiral notebook” for each subject.

Attendance: Attendance is mandatory, and all time lost must be made up at the discretion of the teacher. Due to state regulations, a student missing **more than two classes** will be dropped from the class without refund and will not receive any credit for the class.

Grades and Finals: Grades will be granted only when all student requirements are met. “Incomplete grades” are not allowed or carried over. All work is to be done by the student, as scheduled by the teacher, or zeros will be given for “refusal to work”. One-half credit will be granted for each subject passed. Students must also take end-of semester final examination to receive credit for the course. Transcripts will be mailed to the student and faxed & mailed to their home school within 10 days after completion of the session.

Curriculum: Knowledge-First follows the Texas Essential Knowledge & Skills (TEKS) and course requirements for a high school diploma.

Attire: The attire of all students must be neat, clean and modest. The judgment of the appropriateness of attire rests with the principal. Jeans, shorts, t-shirts, and sandals are acceptable. The following are unacceptable: pants below the waist, tank tops, strapless tops, spandex, cut offs, questionable printing/slogans, and obvious distractions.

Student Conduct: Knowledge-First will not tolerate substance abuse. Possession of any substance or drug (prescription/non-prescription drugs, alcohol, or tobacco) is cause for immediate expulsion without refund.

Disciplinary action will be taken immediately for a student’s disrespect, defiance, profanity, disruption, verbal or physical abuse, cheating, truancy, theft, malicious mischief, reckless driving in the parking lot, unauthorized departure, and other conduct or acts deemed unacceptable by Knowledge-First or law authorities. All cell phones and pagers must be turned off and kept out of sight during class time. Students may not have food or other items delivered to them while they are at school. Students may not distribute or solicit items, pamphlets, or services.

Internet Use: Use of the internet will be closely monitored by the teacher to keep it within established Knowledge-First guidelines.

Parking Lot: Students and vehicles in the immediate campus area, including visual site, are under Knowledge-First rules and regulations. Safe driving in the Knowledge-First parking lot is 5 MPH.

Service Charges: A \$25 fee will be assessed for late registration, class, campus or subject changes, and NSF checks. An NSF check will result in the student being placed on financial suspension and grades will not be released until restitution is made.

Credit Card Refund Policy: I understand that if my child withdraws from the Knowledge-First Empowerment Center, I will not receive a refund of my tuition, *unless* I have given the required notice prior to the class start date.

Should my child withdraw prior to the class start date, I will receive a refund of any tuition paid in advance less the \$100 registration fee per class. Any resulting credit balance will be refunded to my credit card or check issued for the balance within thirty (30) days of the transaction which resulted in the credit balance. No cash refunds will be given.

I understand that no refund will be given once a class starts. Except as expressly set forth above, refunds will be granted only for billing errors. To request a refund due to billing errors, I understand that I must do so within thirty (30) days of the date of the first credit card statement reflecting the erroneous charge. Refunds requested after 30 days will not be granted. No credit/refund will be given for holidays, student absences or illnesses. In the event of inclement weather, make-ups days will be available. I understand that Knowledge-First does not refund for days missed.

My name and signature certifies that all submitted information on any Knowledge-First application and paperwork is true and correct. Enrollment constitutes acceptance of Knowledge-First school policies. I acknowledge that my failure to follow all rules may result in disciplinary action up to and including dismissal. I authorize my child to receive emergency service and be transported to an area hospital if necessary.

Student’s Name (print)

Signature

Date

Parent’s Name (print)

Signature

Date