

Commitment and Agreement



The statements below are **key elements** of policies and procedures which are necessary to maintain a productive and successful School Year. The education of every child in ZAA is priority, and without the help of a parent or supervising adult, a breakdown occurs, and the success of the child is hindered.

SCHOOL YEAR TERM

ZAA observes a School Year term from August to May, and assignments are scheduled to be completed within stated dates. The Summer Term is also called Extension time and is used for completion of unfinished assignments. July is reserved as a transition month. Your Enrollment commitment is for the current School Year term only. Re-Enrollment is required each School Year term. You are responsible to know and follow your current state's homeschool law.

CURRICULUM

The curriculum used in ZAA is Bible-centered with a Christian world view. Student is given free usage of the curriculum during enrollment and is not purchased separately. It is the sole property of the school and must be returned as schedule or at time of cancellation. The Admitting Adult is financially responsible for lost, damaged, or unreturned curriculum when enrolled in the print-based programs. NO COMMON CORE curriculum is used at ZAA.

ACADEMIC INTEGRITY

The role of an Admitting Adult or tutor is to organize the child's daily routine to complete assignments, to supervise and motivate the child to complete the course of study assigned, to communicate with ZAA regarding the child's academic progress, and to uphold the high academic standards of ZAA by supporting all educational assignments. A parent or supervising adult is responsible to ensure the child is following procedures and learning the skills and concepts provided in the curriculum. Plagiarism is not acceptable, and student is to be instructed on how to avoid plagiarism. Assignments submitted to ZAA must be completed solely by the child. ZAA allows the student to study at home. Student must be supervised during the daily study time by a parent or supervising adult who will not allow cheating, copying, or stealing of answers from the Answer Keys or internet resources. Answer key must be kept in a secure location, yet allow the child complete access for checking daily assignments. Quizzes and Tests are not open book tests, and must be completed by the child independent of any other resources (i.e., Answer Keys, Internet, or coaching, etc). Enrollment may be terminated, if ZAA counselors detect cheating, copying, or stealing of answers on daily assignments or tests.

FINANCIAL

The Admitting Adult is responsible to keep financial obligations current at all times during child's enrollment. Financial obligations must be met prior to the release of any scheduled assignments, transcripts, records, report cards, verification forms, or diplomas. Additional fees are applied when payments are late or when deadlines are not met. Claiming a charge fraudulent with a credit card company to avoid payment for services is illegal. A chargeback claim will incur a Chargeback Fee. The Admitting Adult or account holder will be held responsible for the cost of the original charge for services, for all costs incurred resulting from the chargeback, cost in collections of any delinquent amounts due, including bank fees, reasonable attorney fees, and any other costs.

CANCELLATION / WITHDRAWAL

Choosing to cancel enrollment or withdraw after the Application has been accepted and before end of School Year commitment has been fulfilled requires the withdrawal procedure to be completed. The Withdrawal Form, a return of materials (for print-based programs), a clearance of financial obligation, and Cancellation Confirmation Number (CCN) issued by ZAA is necessary to comply with the official withdrawal policy outlined in the *ZAA Handbook*. A Cancellation Fee will apply.

TERMINATION / ASSIGNMENT

ZAA reserves the right to terminate enrollment of a student in accordance with official ZAA policies. A termination of enrollment may occur if the financial obligation is not met, or if a parent or child behaves verbally or physically abusive towards a ZAA staff member. ZAA may assign your account or this Agreement and all rights and/or obligations hereunder to any third party without notice for any purpose, including, without limitation, collection of unpaid amounts, or in the event of an acquisition, corporate reorganization, merger or sale of substantially all of the party's assets to another entity. You hereby consent to such assignment. You must continue making all required payments to us in accordance with your billing statement, unless notified otherwise.

HANDBOOK

ZAA provides a *ZAA Handbook* of instructions, policies, and procedures. It is the responsibility of the parents and supervising adults to read and follow it to the best of their ability, and to maintain a current copy of the *ZAA Handbook* at all times during the child's enrollment. A link to the *ZAA Handbook* is found on the website.

EMAILS & CONTACT

ZAA's primary form of contact is via email correspondence. It is necessary for the Admitting Adult, parent, or supervising adult to read emails weekly to ensure a steady flow of communication with ZAA.

