



BYU CORRESPONDENCE CONTRACT

Date: _____

Name: _____ School: _____ Grade: _____

Course enrolled in: _____

Equivalent High School Course: _____

Are you repeating this course for a better grade? (circle one) YES NO

** School site may have paperwork that must be signed **

Ordering Instructions

1. Students must first receive approval through his/her high school and fill out the necessary paperwork with the guidance department.
2. Pending school approval, call BYU to order course: **Brigham Young University**
Phone : 1-800-914-8931
Fax: 1-801-422-0102
Website: elearn.byu.edu
3. Request the ***PAPER*** format and expedite the course if necessary.
4. Once coursework is received, call SEC to set up tutoring sessions.

Fees Associated with Correspondence Courses

Required fees:

- Approximately \$135 per semester paid directly to BYU (excluding textbooks)
- Final Exam Proctor Fee - \$50
- Portfolio Submission Fee - \$30 (Spanish/ English/ History courses only)
- Transcripts - \$2 per mailed transcript - \$12 per faxed transcript (not official) - \$22 per expressed transcript

Optional fees:

- Resubmits on Speedback assignments - \$30
- Expedite fee (one-way) - \$30
- Retest fee - \$30
- Course extension fee - \$30

** Remember that the most successful students enrolled in correspondence courses are those who are motivated, well-organized, self-disciplined, and self directed learners. **

DISCLAIMER

Correspondence Courses, like any academic subject, require the student to be attending tutoring sessions and completing homework on a regular basis. Before the course begins, a planning guide will be created for your student to finish the course in a timely manner.

Correspondence Course Allotments

- Scottsdale Unified School District and Paradise Valley School District allow students to take one credit (2 semesters) in each of the following subjects: English, History, Math and Science.
- Private schools have their own individual policies and students must consult with administration for rules and regulations.
- Students wishing to go to an NCAA Division I school and be eligible for athletics may **not** use BYU courses for grade recovery/replacement. NCAA Division II may use approved BYU courses for grade recovery/replacement- see www.ncaa.org for more details.

SEC Important Information

Students are expected to take correspondence courses seriously and to be committed to tutoring at the appointed times. Students failing to comply with SEC rules and regulations may be dropped from tutoring assistance at any time.

Students will receive homework and are expected to complete it before their next tutoring session.

It is the parent's responsibility to request that transcripts be sent to their child's designated high school. Transcripts may be requested through BYU approximately three weeks after the course has been completed.

All accounts must be paid in full before a final is sent in to BYU.

Seniors planning on taking correspondence courses need to have completed their coursework four weeks prior to graduation to allow transcripts to post.