



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

Required Signatures for approval

Parent Signature: _____

Counselor / Administrator Signature: _____

** School site may have additional 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 \$130 per semester paid directly to BYU (excluding textbooks)
- Final Exam Proctor Fee - \$50
- Portfolio Submission Fee - \$30 (Spanish/ English/ History courses only)

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 School District allows beginning 2008/2009 incoming freshman students to take up to four full credit hours (four complete courses or 8 semesters), but only two semesters per academic subject, unless otherwise authorized by school administrator/ counselor.
- Paradise Valley School District allows students to take one credit 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.

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.

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