



KUNMING INTERNATIONAL ACADEMY

ONLINE COURSE CONTRACT

Outlining Expectations and Policies

To enhance the educational opportunities at KIA, online courses are offered through a few online programs. Students will be registered for online courses as they are available when there are no on-campus courses that meet the student's needs. All students enrolled in an online course are required to read and agree to the following expectations and policies regarding taking an online course at KIA.

Online Course Participation Expectations

The following expectations are for all students enrolled in a KIA-sponsored online course:

- Read, agree to and abide by all KIA policies outlined in the Acceptable Computer Use Policy (ACUP)
- All work will be submitted on time to the course instructor according to the course calendar for each class as specified by Northstar Academy or CDIS. Any work submitted two weeks late will receive a zero.
- Regular participation in online class discussions/message board forums
- Weekly check-in meeting with KIA coordinator (or onsite teacher if applicable)
- Online course class period will be used to complete and submit work
- All work submitted will represent students' original ideas and work
- Students are required to attend all classes the week prior to and the week of AP course midterms and finals, as well as AP exams as outlined in the KIA Parent & Student Handbook.
- Coordinator will have current login names and passwords to all student online course accounts and an email account which will be created for the student to use for online course correspondence if necessary

Drop/Withdrawal Policy

Because online courses are very expensive and non-refundable for KIA, any student that registers for an online course and chooses to drop the course will be charged a fee to cover the costs KIA has accrued. Fees:

- Full Year Course: 4,600 RMB (minus AP Course Participation Fee, if applicable)
- Semester Course: 2,800 RMB (minus AP Course Participation Fee, if applicable)

Disciplinary Policy

In the event that a student does not meet the above expectations, the following actions will be taken:

1. Contact the parent (email, phone call or meeting) about the situation
2. The KIA online course coordinator, guidance counselor and principal reserve the right to require a student to drop an online course if improvement is not made. Students will be charged an online course drop fee to cover expenses that KIA has accrued.

Please sign below and return to the KIA Online Coordinator.

No student will be allowed to enroll in an online course without the completion of this form.

STUDENT: _____ GRADE: _____

ONLINE COURSE(S): _____

I have read and understand the expectations and policies outlined above for participation in online courses through KIA. By signing this contract, I am expressing my commitment to participating in an online course(s) as well as my agreement to the policies established.

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____