

MORRISON ACADEMY KAOHSIUNG

#42 Chia Cheng Road, Dashe District,

Kaohsiung City, 81546 Taiwan R.O.C.

Telephone: 88673561190

**MAK Online Course *REQUEST* Form**

Name of Student:	Birthdate:	Current Grade:
Student's Phone Number: (required for registration)		Email:
Name of Parent:		
Parent' Phone Number: (required for registration)		Email:
Online Course Requested:		Semester: ____ (Sem 1 or 2) Yearlong: ____
Student Signature:		Date:
Parent Signature:		Date:

<i>For Administrative Use Only</i>		
Approved/Denied:		
Reason(s) if denied:		
Guidance Counselor Signature:		Date:

Guidelines for MAK Students Taking Online Courses:

1. New online courses will begin on the second week of school in both semesters. Ending dates will match Morrison Academy school calendar. Any changes to the beginning and ending dates after submitting the MAK Online Course Request Form will incur extra fees covered by the parents. Also, please note that all access to the course is immediately removed after the end date.
2. Morrison tuition covers all fees for one online course (per semester) for MAK students who take courses offered by the Morrison approved online providers. Fees for taking an additional course and/or changing courses (i.e. adding and/or dropping a course) after submitting the MAK Online Course Request Form are the responsibility of the parents.
3. **Students are required to purchase their own textbooks and lab supplies for online courses** (particularly for AP courses).
4. Except for transfer students from other schools, students are not permitted to enter a course after the first two weeks of each semester. Students may not drop a course after the fourth week without an "F" for the semester, unless permission is granted by the Principal.
5. Failure to complete an online course could lead to subsequent online course requests being denied until evidence of commitment to successfully complete an online course is present.