



ACADEMICA  
INTERNATIONAL  
STUDIES

## Academica International Studies Enrollment Agreement

### Dual Diploma Program

Home Country School: \_\_\_\_\_ School Year: 2024-2025

Student Name (Last Name, First Name): \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Birth Country: \_\_\_\_\_

Gender (M/F): \_\_\_\_\_ Primary Language: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Email: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_

Father/Guardian Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_

Mother/Guardian Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Country of Origin High School Graduation Date: \_\_\_\_\_

**Please select the number of years to complete the Dual Diploma Program**

Please select your Elective (if applicable): \_\_\_\_\_



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### Program Information

#### Cancellation and Settlement Policy

This enrollment agreement may be canceled, if such cancellation occurs within five (5) calendar days of the first day of each semester, provided that Academica International Studies (AIS) is notified of the cancellation in writing by providing such notice to the Program Director who will immediately inform AIS. This provision shall not apply if the student has already started working in their course(s) for said semester.

#### Student Agreement

I accept and agree to comply with Academica International Studies' (AIS) rules and policies, including but not limited to those outlined in AIS' Student/Parent Handbook (as amended). I understand this information represents the requirements for my degree completion through AIS so long as I remain in continuous enrollment and in good academic standing in accordance to the school's rules. AIS will not be responsible for any statement of policy or procedure that does not appear in the school handbook. AIS reserves the right to discontinue any student's education for unsatisfactory progress, nonpayment of tuition, or failure to abide by school rules. I understand that in order to earn the dual diploma, I must provide my official home country secondary school transcripts to AIS, an official English translation of home country secondary school transcripts if requested, and meet the minimum graduation requirements as outlined in the Student/Parent Handbook. AIS does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

#### Student Acknowledgements

I understand that full payment must be completed for each semester before subsequent registrations will be accepted. I further understand that if I intend to withdraw that I will notify the school by providing such written notice to the Program Director.

I understand that AIS may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I disrupt the normal activities of the school. I understand that I must maintain satisfactory academic progress as described in the Student/Parent Handbook, meet the minimum graduation requirements, and that my financial obligation to AIS must be paid in full before a degree may be awarded.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date