

MORRISON ACADEMY KAOHSIUNG

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**MAK Online Course CHANGE Form**

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|---|--|---|
| Name of Student: | | Current Grade Level: |
| Online Course Changed <u>From</u>: | | Semester: ____ (Sem 1 or 2) Yearlong: ____ |
| Online Course Changed <u>To</u>: | | Semester: ____ (Sem 1 or 2) Yearlong: ____ |
| Student Signature: | | Date: |
| Parent Signature: | | Date: |

| | | |
|---|--|--------------|
| <i>For Administrative Use Only</i> | | |
| Guidance Counselor Signature: | | Date: |

Revised 08/2015

Please note that when a student changes an online course after submitting the MAK Online Course Request Form, all fees associated with that decision are the responsibility of the parents. Please refer to the Guidelines below for your reference. Your request to change to a different course will be processed once this form is submitted to the Guidance Counselor.

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. When possible, the school library will try to provide the required textbooks. However, sometimes students might be required to purchase their own textbooks (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.