

## Charity Christian Academy Affiliate Agreement

### Responsibilities

#### Responsibilities of Charity Christian Academy

1. Provide online curriculum
2. Set up Student and Teacher accounts
3. Offer basic set up assistance over the phone and through email resulting in no more than 3 hours per week.
4. Offer annual training through Alpha Omega (typically during the summer)

#### Responsibilities of affiliate entity

1. Provide basic student and teacher information needed for setting up accounts.
2. Have five or more students
3. Set up courses and placement tests for your students
4. Do all grading for your students
5. You are responsible for your own report cards, attendance reports, and transcripts.

#### Pertinent Information

1. Curriculum licenses are renewed annually and run from June 1 – May 31.
2. Licenses bought between June 1 – December 31 cost \$300 per license. Curriculum licenses bought between January 1 - May 15 cost \$200 per license. No licenses sold between May 16 – May 31<sup>st</sup> except to preorder for the upcoming year. The license fees are non-refundable.
3. Each student must have their own license, but if a student leaves the program, the license can be used for a different student.

Signature of Applicant: \_\_\_\_\_

Name of school (or Homeschool Co-op); \_\_\_\_\_

Address of School (or Homeschool Co-Op): \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of students that will be using Ignita curriculum: \_\_\_\_\_