



# Knowledge-First Empowerment Academy

079-105-001



*Providing Academic Services  
Enhancing Educational Values*

[www.knowledge-first.org](http://www.knowledge-first.org)

**9888 Bissonnet #285  
Houston, Texas 77036**

**(713) 283-0249  
(281) 499-8315**

## HIGH SCHOOL DIPLOMA PROGRAM

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
LAST FIRST MI. (AGE)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Social Security #: XXX-XX-\_\_\_\_\_ Email: \_\_\_\_\_

Mother/Father: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

CURRENT/LAST-School Name/Address/City/Zip

School Fax: \_\_\_\_\_

Last school year attended/classification

Phone: \_\_\_\_\_

### Financial Aid Income & Eligibility Overview

(√) all that apply	(√) all that apply
• (Age) 14+	• Disabled (includes learning disabilities)
• School Dropout	• Homeless or Runaway
• Basic Skills Deficient	• Ex-Offender
• Behind Grade Level	• Dependent member of a Single Parent family
• Pregnant or Parenting	• Additional assistance needed

(√)	Family Size	Family Income
	One	\$11,670
	Two	\$15,819
	Three	\$21,712
	Four	\$26,805
	Five	\$31,637
	Six	\$37,001
	Seven	\$42,365
	Eight	\$47,729

- Birth Certificate/State ID     
 Social Security Card     
 Transcript/Report Card  
 Income Verification     
 Utility Bill     
 Other Info.

NOTES: \_\_\_\_\_

*We are our brother's keeper*

*Wisdom~Honor~Perseverance*

## **POLICY & PROCEDURES**

**Registration and Books:** Registration is on a first come, first served basis. Students must bring a school ID, a copy of their last report card, and signature of school counselor. Parents may bring student to register, but students must register in person. Registration form, fees, and signatures by all parties are mandatory for enrollment. Books (if issued) are included as part of the tuition and must be returned at the end of the session. Students are responsible for damaged or lost textbooks. Students supply pen/pencil and a “college ruled 80 page, or larger, spiral notebook” for each subject.

**Attendance:** Attendance is mandatory, and all time lost must be made up at the discretion of the teacher. Due to state regulations, a student must complete all **classes hours** within the time period for that course or the student will be dropped from the class without refund and will not receive any credit for the class. Make-up classes are available.

**Grades and Finals:** Grades will be granted only when all student requirements are met. “Incomplete grades” are not allowed or carried over. All work is to be done by the student, as scheduled by the teacher, or zeros will be given for “refusal to work”. One-half credit will be granted for each subject passed. Students must also take end-of semester final examination to receive credit for the course. Transcripts will be mailed to the student and faxed & mailed to their home school within 10 days after completion of the session.

**Curriculum:** Knowledge-First follows the Texas Education Agency curriculum standards for promotion (K-8) and course requirements for the successful completion of a high school diploma.

**Attire:** The attire of all students must be neat, clean and modest. The judgment of the appropriateness of attire rests with the principal. Jeans, shorts, t-shirts, and sandals are acceptable. The following are unacceptable: pants below the waist, tank tops, strapless tops, spandex, cut offs, questionable printing/slogans, and obvious distractions.

**Student Conduct:** Knowledge-First will not tolerate substance abuse. Possession of any substance or drug (prescription/non-prescription drugs, alcohol, or tobacco) **AND/OR POSSESSION OF CELL PHONES** is cause for immediate expulsion without refund. **Disciplinary action will be taken immediately** for a student’s disrespect, defiance, profanity, disruption, verbal or physical abuse, cheating, truancy, theft, malicious mischief, reckless driving in the parking lot, unauthorized departure, and other conduct or acts deemed unacceptable by Knowledge-First or law authorities and may be cause for **immediate expulsion without refund. NO CELL PHONES~NO IF, NO ANDS AND NO BUTS!! LEAVE ALL CELLS PHONES AT HOME OR IN VEHICLES!!** Students may not eat in class, may eat during break.

**Internet Use:** Use of the internet will be closely monitored to keep it within Knowledge-First guidelines.

**Parking Lot:** Students and vehicles in the immediate campus area, including visual site, are under Knowledge-First rules and regulations. Safe driving in the Knowledge-First parking lot is 5 MPH.

**Service Charges:** A \$25 fee will be assessed for late registration and NSF checks. An NSF check will result in the student being placed on financial suspension and grades will not be released until restitution is made.

**Credit Card Refund Policy:** I understand that if my child withdraws from the Knowledge-First Empowerment Academy, I will not receive a refund of my tuition, *unless* I have given the required notice prior to the class start date.

Should my child withdraw prior to the class start date, I will receive a refund of any tuition paid in advance less the \$100 registration fee per class. Any resulting credit balance will be refunded to my credit card or check issued for the balance within thirty (30) days of the transaction which resulted in the credit balance. No cash refunds will be given.

I understand that no refund will be given once a class starts. Except as expressly set forth above, refunds will be granted only for billing errors. To request a refund due to billing errors, I understand that I must do so within thirty (30) days of the date of the first credit card statement reflecting the erroneous charge. Refunds requested after 30 days will not be granted. No credit/refund will be given for holidays, student absences or illnesses. In the event of inclement weather, make-ups days will be available. I understand that Knowledge-First does not refund for days missed.

My name and signature certifies that all submitted information on any Knowledge-First application and paperwork is true and correct. Enrollment constitutes acceptance of Knowledge-First Empowerment Academy policies. I acknowledge that my failure to follow all rules may result in disciplinary action up to and including dismissal. I authorize my child to receive emergency service and be transported to an area hospital if necessary.

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Student’s Name (print)

Signature

Date

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Parent’s Name (print)

Signature

Date