

# NEW & RE-ENROLLMENT

EN001 (SEPT 2022)



Meeting the diverse educational needs of children, to equip them for a successful future.

Diversio Academy  
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Learning Diversity Pursued  
WWW.DIVERSIOACADEMY.COM

## Follow these steps for Registration or Re-enrollment:

- 1) Read through this enrollment form to ensure you include all the requested information in each of the following sections.
  - a. **Understand & Agree to the Code of Ethics**
  - b. **Family Agreement with HLA**
  - c. **HomeLife Academy related costs**
  - d. **Academic Calendar Options**
  - e. **All family detail**
  - f. **All student detail**
  - g. **Transferring High School Student Details**
  - h. **Additional Services Required from Diversio Academy**
- 2) Submit this Enrollment form (EN001), completed for all students you wish to register in your family, to [register@diversioacademy.com](mailto:register@diversioacademy.com)
- 3) Ensure to indicate if you will design the Individual Education Plan (IEP) or if you need assistance from Diversio Academy to formulate the IEP (**Planning Assistance**), as well as if you want Diversio Academy to enter the IEP at the time of registration (**Record-Keeping Assistance**)
  - a. Complete Section H showing either **Planning Assistance** or **Record-Keeping Assistance** or both. Refer to the Diversio Academy Guidebook for information about designing each child's IEP or EP, Services, and more.
- 4) Make payment to Diversio Academy on receipt of the invoice you will receive after Step 3. The invoice includes the banking details. When receiving the invoice via social media like WhatsApp, make sure to click through all the links to open the actual invoice (2-3 clicks depending on your device)
- 5) If you have not indicated the need for Record-Keeping Assistance in Section H-Item h, you will now be required to enter the IEP. Please do so as soon as you receive registration confirmation from Diversio Academy to expedite final approval and avoid the delay of the transcript review for high school students.
- 6) Start/continue with your educational journey, and stay in contact with us! We will add you to social media channels or groups for accessible communication and to connect and meet the rest of the Diversio Academy family group. Please make sure to introduce yourself and the rest of your family. Please note that the Group might be busy from time to time. Please change your settings to receive silent notifications if you use a mobile phone for social media apps. We understand how disturbing it can be but value your input and camaraderie.

## FAQ

Always refer to the Diversio Guidebook for information, recommendations, explanations of credit, goal-based planning, individual educational plans, schedules, important dates, calendars, etc.

### 1) How do I add an Educational Plan or update records on Applecore?

Upon enrollment, it is required to enter the Educational Plan into Applecore. If you didn't request the service during registration from Diversio Academy, follow these steps.

- a) Parents will receive a welcome e-mail or confirmation of registration from HLA, which is the indication to enter the EP into Applecore
- b) Go to the HomeLife Academy website and click on MyHLA in the top right-hand corner or click on the link from here: <https://member.homelifeacademy.com/login/login.aspx>
- c) Use the e-mail address you supplied in Section D of the Enrollment form (EN001) as a Username. Choose the "Forgot Password" function to reset your password.
- d) Look out for an e-mail from HomeLife Academy. Also, check your Junk Folder.
- e) Click through the link in this e-mail to complete the Password Reset Function and choose a password.
- f) Log in to MyHLA with the same Username and new password.
- g) Once you are signed in on MyHLA, click on the Applecore logo at the bottom of the fields on the Home Page.
- h) Please watch the following video for help [How to Enter an Education Plan • Applecore](#)

The record you should keep up to date for each child includes the following:

- ✓ Progress/grades per subject Watch the following video for help on entering grades [How to Enter Semester Grades • Applecore](#)
- ✓ Subject resources/textbooks used
- ✓ Attendance [How to Enter Attendance Records • Applecore](#)
- ✓ Portfolio (not required, but you may use this feature for your records). This video will assist with keeping the Portfolio up to date [How to Enter Students Portfolio • Applecore](#)

Without an Educational Plan, the registration will not be complete. This is especially important for high school students, as HLA's councilors annually review transcripts.

### 2) Under which term or semester do I enter grades on Applecore?

The grading periods are relevant to your choice of academic calendar.

In Applecore, the terms in bold are used for grading purposes:

- ✓ **Fall:** August – December (generally a 90 days semester)
- ✓ **Spring:** January – May (generally a 90 days semester)
- ✓ **Summer:** June – July (an optional 60 days term)

## HOMELIFE ACADEMY ENROLLMENT THROUGH DIVERSIO ACADEMY (EN001)

HLA firmly believes in parents having the responsibility for their student's education. All families within the Group must read over and agree to the following Code of Ethics: Ref: [HomeLife Academy's Code of Ethics](#)

Diversio Academy adheres to HomeLife Academy's Code of Ethics and expects all our group members to uphold the same. Please read over Sections A & B with your students and explain where needed. Only one parent needs to sign the document.

### SECTION A: CODE OF ETHICS FOR STUDENTS AND PARENT-TEACHERS

All students and parent-teachers of HomeLife Academy must uphold our Code of Ethics. HomeLife Academy's foundation is built on trust and relationships with our families. Our staff is here to support you on your homeschooling journey. This requires honesty, commitment, and communication.

HomeLife Academy reserves the right to dismiss a family for personal and/or academic misconduct that takes place either inside or outside of the teaching home at our discretion. Fees will not be refunded.

If HLA is given reason to suspect educational neglect or that a student's grades or records have been falsified, HLA reserves the right to evaluate the situation and/or require students to complete end-of-course exams or other testing to validate grades and/or credits earned. NEST may be required to continue enrollment with HLA.

- Any activity which compromises the academic integrity of HomeLife Academy and undermines the educational process will not be tolerated and will be grounds for dismissal. This sort of academic misconduct includes, but is not limited to, cheating, fabrication, plagiarism, unauthorized use of resources, violation of published academic regulations, and facilitating academic dishonesty. Educational neglect or falsifying a student's grades or records will be grounds for dismissal.
- Physical or verbal threats, abuse, and/or bullying of HLA Staff will be grounds for dismissal. This includes hateful speech, cursing, yelling, accusations and/or being generally uncooperative or argumentative. HLA Staff is here to serve our families and as such should be treated with respect.
- A conviction for violating Tennessee, Florida, Alabama, or Colorado criminal codes or those of your residential jurisdiction will be grounds for dismissal.

I, \_\_\_\_\_(parent name & surname) acknowledge that I have read and will prescribe to HLA's Code of Ethics.

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

## SECTION B: FAMILY AGREEMENT TO HLA TERMS AND CONDITIONS:

HLA firmly believes in parents having the responsibility for their student's education. All families within the Group must read over and agree to the following Terms and Conditions.

- HLA bylaws and policy, as prescribed by our Board of Directors, restrict the enrollment of students where the following applies: truancy, suspension, expulsion, and misdemeanors. HLA reserves the right to deny enrollment or may place your student in our Archway Program with conditional enrollment and requirements if any of these apply.

- HLA will review the student's records once they have been received from their previous school and/or parent. Students whose records show any of the following may be placed in our Archway Program or withdrawn if it is determined that HLA is not the best fit for the student:

- (1) failing grades in core courses (ex., English, math, science, social studies),

- (2) GPA below 2.0,

- (3) disciplinary issues, or

- (4) the student is not on target for graduation.

If any of these apply to your student, we recommend calling our office for approval before submitting your application.

- HLA has the right to determine which credits will count toward HLA's graduation requirements when transferring from another school.

- Parents understand that re-enrollment must happen each year by August 15 or January 15 (dependent on the school calendar of your Group). Parents must notify the Group Administrator if they do not plan to re-enroll with the Group for the new school year.

- HLA does not require annual standardized achievement testing and therefore does not offer standardized yearly achievement testing.

- HLA does not provide a curriculum or assignments. Parents and/or Group Administrators are responsible for locating and ordering textbooks. (Global Academic Counselors are available to assist with choosing curriculum).

- Parents and/or Group Administrators are responsible for posting grades and attendance (if applicable) two times per year — January 15 and June 15.

- Parents and/or Group Administrators are responsible for ensuring that the student is on track for graduation. A counselor will complete an annual high school transcript review to assist. It is the parent's and/or Group Administrator's responsibility to check the review for accuracy and that all necessary changes and corrections are made to the student's plan.

- Parents of high school students should read the high school information on our website and complete the High School Planning Sheet. (Global Academic Counselors are available to review planning sheets upon request).
- Students must complete the minimum graduation requirements to be awarded an HLA diploma.
- HLA is for families who intend to home-educate through graduation. Suppose your child chooses to transfer to a public or private school. In that case, that school may require placement tests to determine the student's grade placement and may or may not accept all credits completed while homeschooling.
- Parents are responsible for the child's education but may hire tutors or participate in coops, tutorials, etc.
- Parents and/or Group Administrators must keep ALL information in their accounts up to date (especially e-mail addresses) and read all our e-mails to stay current with important information.
- Parents should ask Group Administrators to request all documents by using Request Manager located in their group HLA account.
- Parents and/or Group Administrators understand and agree to the group fee structure. These fees are subject to change as posted on the main HLA website.

I, \_\_\_\_\_(parent name & surname) acknowledge that I have read and agree to HLA's Terms & Conditions.

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

## SECTION C: HOMELIFE ACADEMY COSTS APPLICABLE TO SERVICES/DOCUMENTS

Please take note of the following costs described in the table below. Refer to the Diversio Academy Guidebook for full explanations of services and fees applicable to HLA in Chapter 5.

The transaction cost is dependent on the exchange rate and is calculated on the day the invoice is issued to you. Please ensure prompt payment and clearance of payment within 24 hours if you do not bank with First National Bank.

HLA offers Diversio Academy a discounted annual enrollment rate of \$200 per new family and \$180 per existing family registration. If you join later in the academic year, you might have to pay yearly enrollment twice during the first year. For example, suppose you enrolled in May 2022. In that case, the registration is valid for the current Calendar year, and early enrollment for 2023 will take place in December 2022.

While most of HLA's documents are offered free of charge, some have a small fee\* to produce. These costs reflect HLA's cost of materials. These documents may be requested through the Group Administrator's account in the Request Manager. Please allow approximately two weeks for processing these requests. If requests are urgent, you may pay a \$15 RUSH fee to expedite the request within three business days.

**APOSTILLE PROCESS:** Some countries will require a higher level of certification for documents. The USA is a member of the Hague Apostille Convention. As such, we can provide this service for our families. If any documents require an apostille, please indicate this in the request. An invoice for the fees (see chart below) will be sent, and the fees must be paid in full before we can begin the process. Please allow approximately 3-4 weeks for any documents needing an apostille.

**SHIPPING FEES:** As noted in the chart below, shipping fees vary. A quote on the available carriers will be sent to the Group Administrator and/or parent. Shipping fees must be paid in full before shipment can be made. HomeLife Academy is not responsible for delayed, damaged, or lost documents in transit. If documents are lost or damaged, the Group Administrator and/or parent must request the documents again and repay all appropriate fees. HLA Global staff will recommend shipping companies, such as DHL, FedEx, and UPS, as these companies offer shipment tracking numbers.

ANNUAL COSTS	
\$200/\$180	New Annual registration / re-enrollment fee per family
\$95/year	GAP year fee per student per year (for transferring of previous homeschool high school credits not obtained through HLA or any official school)
\$115/student	Credit Review Fee for students with previous high school records from a registered school
\$60/ \$110	Senior Fee \$60 for existing HLA student / \$110 for new HLA student
\$55	Transfer Fee for students added to an existing HLA family at a later stage
OTHER COSTS	
\$10	The penalty fee for late enrollment (after the deadline)
\$10	Updating of Applecore- Grade entry assistance (\$10/semester/child)
TBC - QUOTE	Shipping of documents
\$75+shipping	Apostille of documents. \$75 per request per family (up to 4 documents) and \$15 per additional document

I, \_\_\_\_\_ (parent name & surname) acknowledge that I have read and agree to HLA's Fees.

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



## SECTION D: ACADEMIC CALENDAR OPTIONS

Take note of the following **two** available calendar options and indicate the best choice that will suit your family.

**OPTION 1: Alpha (South African) academic calendar families:** For families who want to follow the South African Academic calendar (Jan-Dec). The following HLA deadlines apply. Refer to our typical school calendar and plan your family schedule to allow for a minimum of 180 school days. Consult the Diversio Academy Guidebook Chapter 5 for more detail on calendar and scheduling options.

DATE	ALPHA CALENDAR ACTIVITY
1 Dec 2021	SA Academic Calendar Enrollment / Re-enrollment Deadline with HLA through Diversio Academy Enter your Educational Plan for the new year to expedite the registration
15 Dec 2021-1 Jan 2022	Diversio Academy Offices Closed for an annual holiday
25 Dec 2021-2 Jan 2022	HLA Offices Closed
01 Jan 22	Spring semester begins (as per Applecore)
15 Jun 2022	Spring Term Reporting Deadline (Grades & Attendance)
16 Jun 2022	Summer Term begins (as per Applecore)
1 Jul – Aug 2022	Fall semester begins (according to the family schedule, allow at least 180 school days)
15 Sep 2022	Summer Term Reporting Deadline (Grades & Attendance)
2 Dec 2022	Fall Term Reporting Deadline (Grades & Attendance)
5-9 Dec 2022	Early enrollment & re-enrollment week for the upcoming 2023 school year
15 Jan 2023	Special request Late date grade reporting Deadline for 2022 school year

**OPTION 2: US STANDARD academic calendar families:** Families who want to follow the US academic calendar (Aug-June) should take note of the following HLA deadlines. Consult the Diversio Academy Guidebook Chapter 5 for more detail on calendar and scheduling options.

DATE	US CALENDAR ACTIVITY
1 May 2022	Last day for US calendar enrollment for the upcoming 2021/2022 school year
Jun-Jul 2022	Start the school year early or enjoy the summer holiday
1 Aug 2022	Fall term US Calendar new school year start
24-27 Nov 2022	HLA Offices Closed for Thanksgiving
16 Dec 2022-16 Jan 2023	Diversio Academy Offices Closed for annual holiday
25 Dec 2022-2 Jan 2023	HLA Offices Closed
01 Jan 23	Spring semester Begins (as per Applecore)
15 Jan 23	Mid-Term Fall Reporting Deadline (Grades & Attendance)
14-18 Feb 2023 (TBC)	Spring Break (TBC)
15 Jun 2023	Spring Term/Final Reporting Deadline (Grades & Attendance)
1-16 Jun 2023	Any day Summer term begins (as per Applecore allow 60 days)
1 Aug 2023	Last day for US Academic Calendar Re-enrollment for 2023/2024 school year
15 Sep 2023	Final grade Spring/Summer Term Reporting Deadline (Grades & Attendance)

Please make very sure of your choice of calendar, as the process of changing it at a later stage is intricate and can result in academic record losses.

CALENDAR OF CHOICE	
Please note the following deadlines for re-enrollment with HLA through Diversio Academy: <ul style="list-style-type: none"> <li>• 5 Dec 2022: SA Academic Calendar group (for 2023 Alpha Calendar)</li> <li>• 1 Aug 2022: US Academic Calendar (for 2022/2023 US Standard Calendar)</li> </ul> After which, a penalty fee of \$10 will apply.	
<b>Indicate your choice</b>	
ALPHA SA Calendar Jan-Nov	
US Standard Calendar Aug-June	

**SECTION E: COMPLETE THE FOLLOWING INFORMATION AS INDICATED PER FAMILY**

All of the applicable information must be completed before registration can take place.

FAMILY INFORMATION	
Father's First Name	
Father's Surname	
Father's Category	Father, Step-Father, Uncle, Grandfather, Guardian, Deceased
Mother's First Name	
Mother's Surname	
Mother's Category	Mother, Step-Mother, Aunt, Grandmother, Guardian, Deceased
Physical Address	
City	
State/Province	
Country	
Postal/Street Code	
Contact Number	
E-mail Address	

**SECTION F: ALL STUDENT INFORMATION**

Complete the following for all students enrolling with HLA in a family. Suppose a diagnosis exists for a learning disability. In that case, it is advised to keep medical records up to date and valid for at least two years. No documents regarding a diagnosis need to be attached.

ENROLLING STUDENT INFORMATION				
	STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4
Student Full Names				
Student Surname				
Student Gender				
Birthdate <b>dd/mm/yyyy</b>				
Current Grade/level				
Currently enrolled in HLA	Y / N	Y / N	Y / N	Y / N
Learning Disabilities Y/N	Y / N	Y / N	Y / N	Y / N
Specify diagnosis				

If there are more than four children in a family, provide the same information as per the table

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For a child with a severe learning disability that will impact learning at general age levels, please provide the attainable goals you wish to strive to achieve for said child. Refer to the Diversio Guidebook for details on Modified Diplomas and Certificate of Completion options.

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## SECTION G: HIGH SCHOOL STUDENTS TRANSFERRING TO HLA from HOME or a SCHOOL

This section only applies to students who have completed high school coursework as either a homeschooler or previously attended a registered school.

- Complete one table per transferring high school student, and duplicate the page if more than one high school student will move to HLA.
- Indicate all high school subjects/credits completed.
- Note that a GAP year fee will apply to previously homeschooled students (\$85 per student per year). Also applicable to students who attended a “cottage school” using Impaq or other online curricula registered/unregistered as a Home Educated Learner.
- Students transferring with official school records must attach all high school report cards. A Credit Review Fee will apply (\$50/family if all records are from the same school).

### Checklist items to include:

- 0 **If the student has never been homeschooled, previous public, private, or registered online school report cards must accompany this form.**
- 0 If the student was already a homeschooler, you **MUST** additionally use **FORM EN-T002** and complete it for all high school years.

Note that 1.0 credit can only be applied to coursework completed as a year course or 150 hours of the applied study. For example, a student completed the coursework as stipulated in the Apologia Chemistry High School Textbook and the labs. The student can receive 1.0 credits toward Science. The course name will be Chemistry w/lab; the resource will be specified as Apologia Chemistry 2nd Edition J. Wile.

- 0 For previously homeschooled students: indicate credits for structured learning activities if enough hours were spent on a topic and at the high school level
- 0.25 credit = 37.5 hrs (minimum) of structured activity
- For example, attending 40 Woodworking classes of an hour each equates to an 0.25 elective credit.
- 0.5 credit = 75 hrs (minimum) of structured programs like scouts, practical classes, online classes, or more in a subject area

Refer to the Diversio Academy Guidebook for information on credits.

**TRANSFER STUDENT INFORMATION**

STUDENT Full Names & Surname

SUBJECT	GR 8 JNR HIGH	GR 9	GR 10	GR 11
Foreign Language				
English				
Mathematics				
Physical Science				
Life Science				
Social Studies				
Elective 1:				
Elective 2:				
Elective 3:				
Elective 4:				

Previously homeschooled high school student resources must be completed on EN-T002.

Complete one EN-T002 form for each year of high school the student completed and indicate the year and grade level at which the student worked.

SECTION H: ADDITIONAL SERVICE OFFERINGS PROVIDED BY DIVERSIO ACADEMY

We provide extra services to assist you with your educational journey. Please indicate the services you are interested in, as well as the amount thereof required per student:

DIVERSIO ACADEMY ADDITIONAL SERVICES		Amount REQD
<b>1) EDUCATIONAL CONSULTATIONS</b>		
<b>Individual:</b> R350/hr	Individual Consultations are completed virtually or in person. Consultations provide counseling regarding general homeschooling, designing an Individual Educational Plan for a student on the American High School Diploma Path, or recommendations for students with special needs.	
<b>Seminars:</b> TBC	Arrange a virtual training hub or a seminar with a few other parents in your area. Additionally, small group training can be accommodated in Darling, WC. The cost is dependent on traveling distance and the number of attendees.	
<b>2) PLANNING ASSISTANCE</b>		
R250	A) Guidance and support for parents planning a 3-5 year educational plan in an SA context per student per subject	
R150	B) Design & writing a course description & outline per subject	
R150	C) Subject-specific assessment spreadsheet (progress & grade tracking) per subject	
R300	D) Combination of A & B per subject	
R2000	E) Complete package- let us do a comprehensive educational plan according to the student's subject choices: A & B for six subjects per student	
R2800	F) Premium Package: comprehensive educational plan according to the student's subject choices: A, B & C for six subjects per student	
R100	G) Reviews or revisions of finalized A or B, or C (where alterations or substantial changes take place on content that was completed)	
<b>3) RECORD-KEEPING ASSISTANCE HLA ENROLLED STUDENTS</b>		
R150	H) Recording of annual Educational Plan into Applecore per student (Complete form IEP004)	
R125	I) Recording of grades into Applecore per semester per student	
R120	J) Recording of Portfolio into Applecore per semester per student	
R20	K) Recording of Attendance into Applecore per semester per student	
R100	L) Remote assistance with Applecore through Teamviewer/Zoom to review or change a student's EP, including course names, course creation, curriculum or resource description, portfolio descriptors, attendance	

### Virtual Co-op Diversio Groups

TBC	From 2022 we will start virtual co-op groups to do structured Fun-Schooling activities in the following areas: Rocks & Minerals, Sharks, Life Skills. These groups are geared more toward learners in Gr 1-8 and not for high school students.	
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### Diversio Academy Virtual Courses

TBC	Our <b>Songwriting</b> course is built on the Nashville Country Music Hall of Fame curriculum with a twist of local SA flair & presented via Zoom/Teams by a local musician. The 0.5 elective credit course is suitable for Gr 9-12 high school students with minimum or no theory background as the course focus strictly on lyrics and not notation and theory.	
TBC	<b>Ninja English Writing Classes</b> presented by renowned Canadian author Sigmund Brouwer. Gr 1-10 can join these fun classes. Gr 9-10 students can use these classes to complete part of their English Language credit. Parents should discuss the possibility with us.	
	More virtual courses will be added throughout 2022 & beyond. Join our social media channels to stay on top of changes & new services offered. Planned courses include Career Exploration, Literature-based Afrikaans discussion classes, Cultural World Geography, Personal Finance & Entrepreneurship for young South Africans, Intro to Interior Design, and Art History.	

### Diversio Academy Course Guides & Planners

TBC	<ul style="list-style-type: none"> <li>• <b>Career Exploration</b> Gr 9-12 0.5 credit</li> <li>• <b>Literature-based Afrikaans</b> Gr 8-12 1.0 foreign language credit per year</li> <li>• <b>Literature-based South African History in Afrikaans/English</b> Gr 9-12 1.0 social studies credit</li> <li>• <b>Woodworking</b> Gr 9-12 0.5-1.0 Career Elective</li> <li>• <b>Conceptual Chemistry</b> Gr 9-12 1.0 Physical science credit with/without labs</li> <li>• <b>Cultural World Geography</b> Gr 9-12 World Geography through Missions is a 1.0 social studies credit with possible extensions into World History, and World Literature suited from Gr 10 and up.</li> <li>• <b>Unit Study Planner</b></li> <li>• <b>Home School Planner</b></li> <li>• <b>Student Planner</b></li> <li>• <b>Charlotte Mason styled Elementary Student composition and notebooks</b></li> </ul>	
TBC		
TBC		
R 350		
TBC		
TBC		
R 250		
R 450		
R 350		
R 350- R450		

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### *Jung Diversio*

Contact for the price according to reward level	<i>Jung Diversio</i> is a youth group for our 14-19 year-olds that offers to connect students and provide a structured program where they can grow in character and leadership. The central leg of the program is internationally recognized and ends in an Award to include in a student's Portfolio and resume. The Award is achieved through providing a service to their community, developing a skill and physical recreation in an area of choice, and participating in an annual adventurous journey. <a href="#">Jung Diversio Award details</a> don't hesitate to contact us for more information and on how to proceed with registration.	
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### *Mittel Diversio*

TBC	<i>Mittel Diversio</i> is a middle school group for our 10-13 year-olds that offers to connect students and provide a structured program to grow in character and financial stewardship and develop practical life skills to prepare them for the high school beyond.	
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### *Ki Diversio*

TBC	<i>Ki Diversio</i> is an elementary school group for our 6-9/10 year-olds. It offers to connect students and provide a structured program where they can grow in character and financial stewardship.	
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### Diversio Merchandise

TBC	Be a proud member of Diversio Academy and flaunt your Diversio Merch. Watch out for more info on the parents' social groups.	
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