

Grading Information for CARE COURSES

For Book Courses with Enrollment Code

- Enter the Enrollment Code (from Enrollment Code insert included with course book) on Answer Sheet.
Course work cannot be graded without the Enrollment Code.
- Print your name and complete mailing address on Answer Sheet.
- Sign that you have read and adhered to the CARE COURSES Honor Code and Policy
- Mail or fax Answer Sheet to CARE COURSES.
- For faxing, use black or dark blue ink and print or write clearly.
(If we cannot read your work, we cannot grade it.)

For Book Courses with Enrollment Card

- Fill out and detach Enrollment Card. Course work cannot be graded without the Enrollment Card.
- Print your name and complete mailing address on Answer Sheet.
- Sign that you have read and adhered to the CARE COURSES Honor Code and Policy
- Use Regular (First Class), Priority or Express mail to send your Answer Sheet and Enrollment Card to CARE COURSES. We cannot accept Enrollment Cards via fax.

For ALL Courses

- For USPS Express mail, be CERTAIN to check and sign the “no signature required” box. This speeds up the process.
- Score of at least 70% on each lesson (chapter) required for passing. Second chance allowed for lessons failed on first submission. Grading policies (including RUSH or EXPRESS fees) as explained below apply to each submission.

Choose from these Grading Options: FREE, RUSH, EXPRESS, or International EXPRESS grading

Please send form below (and payment) for RUSH or EXPRESS grading with your answer sheets.
Additional fees apply when Rush/Express grading is requested after work has been sent to us.

FREE grading

- Your work is never at our office more than 10 business days.
- From the day we receive your work you will usually get it back within **10–15 business days**.
- We return your work to you by regular mail.
- Cost: **FREE**

RUSH grading

- Your work is never at our office more than 2 business days.
- From the day we receive your work you will usually get it back within **5–10 business days**.
- We return your work to you by regular mail.
- Cost: **\$14** for first course + **\$7** per additional course sent in same envelope. Example: **RUSH grading** for 4 courses = \$35.00.
- Fee must be paid in U.S. funds with Credit Card or Money Order (No Checks)

EXPRESS grading (sent to addresses in the United States)

- Your work is graded, put in a USPS Express envelope and driven to the post office *the same day* we receive your work (work must be received by 3 p.m. Eastern Time).
- From the day we receive your work you will usually get it back within **1–2 business days**.
- Cost: **\$38** for first course + **\$7** per additional course sent in same envelope.
- Fee must be paid in U.S. funds with Credit Card or Money Order (No Checks)

INTERNATIONAL EXPRESS grading (All countries other than the United States)

- Your work is returned in a Global Express envelope, mailed same day we receive your work. Work must be received by 3pm ET.
- Cost: **\$46** for first course + **\$7** per additional course sent in same envelope.

All fees subject to change after 3/31/2012.

CARE COURSES P. O. Box 10526, McLean, VA 22102 1-800-685-7610 FAX: 703-448-5585

RUSH/EXPRESS Grading Order Form

Please complete this section and send in with your Answer Sheet(s) only if you need either **RUSH** or **EXPRESS** grading:

Name(s) of student(s) on answer sheet(s): _____ Daytime phone (____): _____
area code

RUSH grading EXPRESS grading

No Checks. Only credit card or money order accepted for RUSH or EXPRESS grading.

Payment: Money Order Credit/Debit **Total Amt:** \$ _____ Name of Cardholder _____

Card # _____ Exp Date _____ Billing Zip Code _____

Signature of Cardholder _____