



Enrollment Agreement

1590 Island Lane, Suite 44, Fleming Island, FL 32003, 1-800-736-4723 www.citizenshighschool.com

STUDENT INFORMATION:

STUDENT NAME:

ADDRESS:

CITY: STATE: ZIP:

EMAIL: PHONE:

DATE OF BIRTH: LAST GRADE COMPLETED: 8th 9th 10th 11th

SEX: Male Female DATE: *This contract is valid for four years from this date.*

SELECT YOUR PROGRAM/CLASS (SELECT ONE):

- Correspondence Program Academic Studies
- Individual Correspondence Course

Students enrolling in order to obtain a high school diploma: the tuition is \$179.00 per course/\$1,074 per academic year (6 courses). Students taking individual courses: the tuition is \$179.00 per course. The table below reflects total tuition and estimated length of time to complete for the Academic Studies programs.

<i>9th-12th Grade</i>	<i>24</i>	<i>36-48 months at \$4,296</i>
<i>10th-12th Grade</i>	<i>18</i>	<i>24-36 months at \$3,222</i>
<i>11th-12th Grade</i>	<i>12</i>	<i>12-24 months at \$2,148</i>
<i>12th Grade</i>	<i>6</i>	<i>6-12 months at \$1,074</i>

For individual courses, select the course name: Tuition is \$179/course

CHOOSE YOUR PAYMENT PLAN AND METHOD:

Charges below do not include shipping fees, which are \$10 per course.

- Full Tuition Payment *A one-time charge that covers the entire total tuition charge of **\$4,296.00***
- Yearly Payment Plan *Yearly payment of **\$1,074.00** will be made as a down payment, with a reoccurring charge of **\$1,074.00** every 9 months per academic year.*
- Monthly Payment Plan *Down payment of **\$99.00**, then monthly charges of **\$99.00** to be charged on the 15th of each month until the tuition is paid in full. (Total tuition amounts and length of terms vary based on the number of credits needed to be earned)*



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SELECT ONE PAYMENT METHOD:

Charge the card listed below

Check Enclosed

Money Order

CARD NUMBER: EXP DATE: CVV:

Citizens' High School is offering the deferred tuition payment plan listed below:

Amount Financed The amount of credit provided to you.	Finance Charge The dollar amount the credit will cost you.	Annual Percentage Rate The cost of your credit as a yearly rate.	Total of Payments The amount you will have paid when you have made all scheduled payments	Total Sale Price Total Sale Price is the total of your purchase on credit.
\$XXXX.XX	\$0.00	0%	\$XXXX.XX	\$XXXX.XX

You have the right to receive a repayment for the amount financed. The payment schedule can be found in the student portal, under Tuition.

EXTENSION – The length of this agreement is for 4 years. If the student requires more time, the student may extend this contract for up to 6 months past the agreement end date.

PREPAYMENT. Prepayment may be made in whole or in part at any time without penalty. No prepayment shall be credited as a future payment or affect the obligation to make installments thereafter coming due. Payments will never be called in full prior to the arranged payment schedule above.

APPROVAL DISCLOSURE - This notice contains the terms specific to your approved loan. The borrower has up to 30 calendar days to accept this offer. By signing the enrollment agreement, the signee agrees to the terms of the loans and agrees to follow the repayment schedule.

FINAL DISCLOSURE - This disclosure is made 5 business days before the loan is disbursed. The loan will not be disbursed until the 5 business days have elapsed. The borrower may cancel the loan within this 5 day period

By signing the terms of conditions of the enrollment agreement, I acknowledge the receipt of the Truth in Lending Disclosure:

PLEASE READ THE NEXT PAGE BEFORE SIGNING:

ACCREDITATION

Citizens' High School is accredited by the Distance Education Accrediting Commission (DEAC). For further information call 202-234-5100 or visit www.deac.org.



TRANSFER CREDITS

You may be eligible to receive up to 18 transfer credits for high school courses you have already completed. Tuition and the number of courses may be adjusted upon review of grade transcripts from your previous high school(s). You will be notified in writing of any changes. Acceptance of transfer credits from CHS to another school is determined by the receiving school ____ Yes, I plan to submit my high school transcript to see if I am eligible for transfer credits. The name of my High School is _____ located in _____
My name, as it appears on my High School transcript is: _____



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CANCELLATION/REFUND POLICY

Citizens' High School is confident you will be happy with your program. In the unlikely event, you should wish to discontinue, Citizens' High School will refund your tuition according to the following refund policy which meets the refund policy published by the Distance Education Accreditation Commission. You may request cancellation in any manner, but written request is recommended.

Withdraw...	Owe....
1-5 Days after enrolling with CHS	
If enrollment cancellations is requested within five (5) days from midnight of the day on which the enrollment is signed, the school will issue a full refund	0.00 (100% Refund)
6 Days or more after enrolling with CHS	
If enrollment cancellation is requested within five (5) days from midnight of the day on which the enrollment agreement is signed, and before the school receives the first lesson assignment submitted for grading:	Citizens' is entitled to a registration fee of 20% of the total tuition or \$200.00, whichever is less, and any administrative fees applied. As part of the Student Protection Plan, Citizens' will waive the registration fee of 20% of the total tuition or \$200.00, whichever is less, and administrative fees if all course materials are returned to the school in original condition within (30) days from midnight of the day on which the enrollment agreement is signed.
If the school is notified of cancellation after five (5) days from midnight of the day on which the enrollment agreement is signed, and after one or more lesson assignments have been submitted to the school for grading:	Citizens' shall be entitled to a registration fee of 20% of the total tuition or \$200.00, whichever is less, and to a percentage of the total tuition plus administrative fees applied. The percentage of the total tuition owed will be equal to the percentage of course materials mailed to the student out of the total number of courses needed to meet the program requirements, minus the amount of the registration fee and administrative fees applied

1. A student enrolled in the high school diploma program has four (4) years from the original date of acceptance to complete his or her program. This contract will cease to be in effect after three years from the original date of acceptance. No requests for refunds after that date.
2. A student enrolled in the individual course program has one (1) year from the original date of acceptance to complete courses taken individually. This contract will cease to be in effect after one year from the original date of acceptance. No requests for refunds after that date.
3. This policy is based upon the total tuition cost of the program. Percent complete is determined by work submitted divided by total coursework assignments.

Refund Calculation Example

Calculation based on a total tuition of \$1790 (10 Subjects at \$179 Each).

Program Cost	
\$200	Registration Fee
\$1,590	Remaining Tuition
\$30	Other Charges
\$1,820 Total Program Cost	

Percentage of Program Completion	
10	Number of Subjects
2	Number of Subjects Completed
20%	Percentage of Program Completion
25%	Terms Percentage

Refund Calculation	
\$397.50	Remaining Tuition x 25%
\$200.00	Registration Fee
\$30.00	Other Charges
\$627.50	Balance due Citizens'
\$1,790	Total Paid to Account

\$1,162.50 Refund due to Student

GRIEVANCE

Any questions or problems not satisfactorily answered by the Student Services Department at Citizens' High School (904-276-1700) should be directed to (a) Office of Independent Education, FL Department of Education, 325 W. Gaines Street, Tallahassee, FL 32399; phone: 800-447-1636; website address: <http://www.fldoe.org/schools/school-choice/private-schools/parent-info.shtml> or (b) the Distance Education Accrediting Commission website: <http://www.deac.org>; phone: 202-234-5100

CITIZENS' HIGH SCHOOL PROGRAMS

Just as soon as we receive this enrollment agreement and the down payment, we will immediately send out the first course materials and instructions. After enrollment acceptance and the evaluation of official transcripts, if any, from previous high schools the student will be notified in writing of the required coursework he or she must complete for a Citizens High School diploma. Student is responsible for transcript request fees. Upon the completion of the Citizens' High School diploma program, and payment in full of all financial obligations to the school, the student will be awarded an accredited high school diploma. If unable to complete in the three-year time frame, the student may submit a written one-time extension request, see school policies in the CHS Bulletin for complete explanations of rights and duties of the school and student. Citizens' High School will not release student records, status, or records over the phone in accordance to the Family Educational Rights and Privacy Act (FERPA).

STUDENT SIGNATURE

This is an installment contract, if the student is under the age of 18, this contract must be co-signed by a parent or legal guardian of the student. Student Signature and Date:

Parent Signature	Date
Parent Name	Relationship to Student

Office Use Only: Accepted By: _____

Date: _____