



# Offline Diploma for Career

## Terms & Conditions of Enrollment Agreement

Citizens Online High School is offering the tuition payment plan listed below...

<u>Monthly Payment</u> <i>Amount paid per month.</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Payments</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
<b>\$99.00*</b>	<b>36 Months*</b>	<b>\$3564.00*</b>

- ❖ The amount reflected above is for an incoming 9<sup>th</sup> grader
- ❖ Calculation based on total tuition of \$3564 (\$99 per month x 36 months)
- ❖ Any transfer credits accepted and/or promotions may reduce the amount due

**PAYMENT SCHEDULE** – One payment per month of \$99.00, for no more than 36 months after the date of signing this agreement.

**LATE PAYMENTS** – COHS does not charge late fees for tuition payments.

**EXTENSION** – The length of this agreement is for 36 months. If the student requires more time, the student may extend this contract for up to 6 months past the agreement end date, paying \$99 per month for each month the student remains enrolled.

**TRANSFER CREDITS** - You may be eligible to receive up to 13.5 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 COHS to another school is determined by the receiving school.

**Provisional Conditions of Admission** - “Provisional” admission means that your admission with COHS will be official only after you have completed the following requirements within 30 days of enrollment: 1. Complete Orientation course; 2. Complete at least one assignment in each regularly enrolled course; 3. Submit all official high school transcripts, if any (transcripts are considered official when they are delivered directly from the school).

- *Additional Conditions for Students Attending Schools Outside the U.S.* - Transcripts of coursework completed outside of the United States must be sent in a sealed envelope directly from the institution in two versions: a) the indigenous language and b) translated to English by the institution. High school coursework includes grade nine. If grade nine was completed in middle school, transcripts from that school must be sent as well.
- Your admission to COHS is subject to cancellation if the requirements listed above are not met after 60 days.

### ACCREDITATION

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

Citizens Online High School is regionally accredited by the Middle States Commission on Secondary Schools. For further information visit [www.msa-cess.org](http://www.msa-cess.org).



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

Withdraw...	Owe...
<b>1-5 Days after enrolling with COHS</b>	
If enrollment cancellation 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)
<b>6 Days or more after enrolling with COHS</b>	
If enrollment cancellation is requested after five (5) days from midnight of the day on which the enrollment agreement is signed it will be considered a withdraw.	<p>Citizens is entitled to a registration fee of 20% of the total tuition or \$200.00, whichever is less, and any administrative fees applied.</p> <p>As part of the Student Protection Plan, Citizens will waive the registration fee of 20% of the total tuition or \$200.00.</p> <p><b>The student will not be responsible for any tuition after the date of withdraw.</b></p>

- ❖ A student enrolled in the high school diploma for career program has up to four (3) 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.
- ❖ Tuition is paid by the student on a month by month basis. During each month the student will be enrolled in two courses and actively participating in the course. By enrolling in Citizens Online High School, I am authorizing Citizens Education Inc. to debit the credit card I designate each billing period.

#### Refund Calculation Example

Calculation based on total tuition of \$3,564  
(36 months at \$99 per month)

<b>Tuition</b>	\$297.00
3 Months Tuition	
<b>Fees</b>	\$0.00
Shipping	\$0.00
Administrative	\$0.00
<b>Total Amount Due</b>	\$297.00
Amount Paid by Student	\$297.00
<b>Refund Due to Student</b>	<b>\$0.00</b>

**GRIEVANCE** - Any questions or problems not satisfactorily answered by the Student Services Department at Citizens Online 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.html> or (b) the Distance Education Accrediting Commission website: <http://www.deac.org>; phone: 202-234-5100.

**CITIZENS ONLINE HIGH SCHOOL PROGRAMS** - Just as soon as we receive this enrollment agreement and the initial monthly payment, we will immediately give the student access to 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 Online High School diploma. Student is responsible for transcript request fees. Twenty-five percent (25%) or less of student's program courses will utilize curriculum that comes from 3rd-party vendors. This curriculum has been reviewed by COHS faculty and is taught by COHS faculty as well. Upon the completion of the Citizens Online 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 four-year time frame, the student may submit a written one-time extension request. Citizens Online High School will not release student records or status over the phone in accordance to the Family Educational Rights and Privacy Act (FERPA).

**ADMINISTRATIVE WITHDRAW POLICY** - The student will be charged every 30 days using our auto payment system and will charge the card that is placed on file by the student. If the system is unable to successfully process the credit card on file, the student's account will be placed on Blocked status after five (5) days of unsuccessful attempts to charge the card on file. When a student is on Blocked status, they will be unable to access their courses, but will have full access to the Student Information System to make

a payment, update the credit card on file, and view student academic information. At 60 days after the last successful payment, the system will attempt to charge the card for the normal monthly tuition amount. The system will continue to attempt to charge the card for another five (5) days if unsuccessful after the first attempt. If attempts to charge the card and the school's outreach to the student have been unsuccessful the student will be administratively withdrawn, and the account balance will be adjusted to \$0.

- For Academic Purposes: If a student has submitted no assignments for any course(s) for 35 days, the student will be Academically Blocked. If the student, after several attempts to outreach using various methods, has not submitted an assignment for 65 days they will be Administrative Withdrawn.

**STUDENT'S RIGHTS, RESPONSIBILITIES, AND OBLIGATION** - Student rights and responsibilities are set forth in writing in order to give students general notice of some of their rights and responsibilities as students at Citizens Online High School. Students are expected to conduct themselves in a manner that is civil and reflects openness to educational experiences. Students have a right to expect Citizens Online High School to deliver "a quality high school diploma through distance education with a well-rounded academic foundation, leading to social and economic mobility." Students have a right to function in their daily activities within a safe and caring learning environment. Citizens Online High School is committed to principles of honor and ethical conduct and expects the same from its students as outlined in the below Oath of Academic Integrity. It is the responsibility of students to act honorably and to understand student rights and responsibilities as well as procedures and consequences when their behaviors do not conform to school rules. Citizens Online High School is a community of learning that supports the freedom of inquiry, freedom of thought, freedom from discrimination, and freedom of expression.

**LEAVE OF ABSENCE POLICY** - A leave of absence is a period of time during which a student is not taking part in the required educational program at Citizens Online High School. In most cases, a leave of absence is granted for a maximum of ninety (90) days. Students may request a leave of absence via the Office of Student Services. Upon the initiation of a leave of absence, a designation of Incomplete (I) is awarded to enrolled course(s). The student will be required to complete the course(s) at the time of re-entry. Any student wishing to request an extension to his/her leave must submit a new request form to the Office of Student Services at least 7 days in advance of the original date of return. Students may be required to produce documentation to qualify for an extension of leave. If the extension is not granted the student will have the option to return or withdraw. The student will be permitted to re-enroll at a later time. If the student chooses to withdraw from the program, Incomplete (I) grades will be changed to Withdrawal (W).

**Oath of Academic Integrity**

*I understand that COHS expects all students to maintain a high sense of personal honor and integrity in the completion of all their academic work and that all work submitted for grading be the student's own. I hereby promise and certify that I will adhere to this commitment to academic honesty.*

**The information and chart below are provided in compliance with TILA disclosure requirements. The Citizens Online High School tuition payment plan does not include finance charges or interest. Students pay per month based on the tuition payment plan listed above.**

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

- **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

<u>Amount Financed</u> <i>The amount of credit provided to you.</i>	<u>Finance Charge</u> <i>The dollar amount the credit will cost you.</i>	<u>Annual Percentage Rate</u> <i>The cost of your credit as a yearly rate.</i>	<u>Total Sale Price</u> <i>The total of your purchase on credit.</i>
\$3564.00	\$0.00	0%	\$3564.00