



# Offline Individual Course

## Terms & Conditions of Enrollment Agreement

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

<u>Payment</u> <i>Amount paid per course at the time of enrollment.</i>	<u>Number of Payments</u> <i>Maximum number of payments deducted.</i>	<u>Total Payments</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
<b>\$189.00*</b>	<b>1 Time Payment*</b>	<b>\$189.00*</b>

\*Calculation based on total tuition of \$189 (1 Individual Course at \$189 total)

**EXTENSION** – The length of this agreement is for 12 months. If the student requires more time, the student may extend this contract for up to 3 months past the agreement end date, paying \$20 per course for each course that the student remains enrolled.

**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.

<b>Withdraw...</b>	<b>Owe...</b>
<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 individual course program has up to one (1) year from the original date of acceptance to complete his or her program. This contract will cease to be in effect after one year 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 per enrolled 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 \$189

(1 Individual Course at \$189 per course)

Tuition	\$189.00
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12 Months Tuition

Fees	\$0.00
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Shipping	\$0.00
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Administrative	\$0.00
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Total Amount Due	\$189.00
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Amount Paid by Student	\$189.00
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Refund Due to Student	\$0.00
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**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.

- Your admission to COHS is subject to cancellation if the requirements listed above are not met after 60 days.

**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.stml> 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. 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 individual course, and payment in full of all financial obligations to the school, the student may request an official transcript. If unable to complete in the twelve-month 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.*