



## Online Individual Course Terms & Conditions of Enrollment Agreement

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

<u>Monthly Payment</u> <i>Amount paid per month / per course</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
<b>\$79.00</b>	<b>4 Months*</b>	<b>\$395.00<sup>^</sup></b>

\* The expected course completion time is 16 weeks. Accelerated course completion may reduce the number of monthly payments.

<sup>^</sup> Calculation based on total program cost of \$395.00 (1 Individual Course at \$79 per month x 4 months + \$79 Non-Refundable Registration Fee). Accelerated course completion may reduce the total program cost.

**ELECTRONIC SIGNATURE** - By checking the "I Agree" box at the time of enrollment, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. By selecting "I Agree" using any device, means or action, you consent to the terms and conditions of this Agreement. You further agree that your signature on this document is as valid as if you signed the document in writing. You are also confirming that you are the student (18 years of age or older) or the legal guardian of the student (under the age of 18) authorized to enter into this Agreement. Lastly, you agree that you have read the [CHS Student and Parent Handbook](#) and attest that you are proficient in English as described there.

**PAYMENT SCHEDULE** – One payment per month, per course, of \$79.00 for a regular online individual course, for no more than 4 months after the date signing of this agreement.

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

**EXTENSION** – The length of this agreement is for 4 months. If the student requires more than 16 weeks to complete a course, the student may request an extension, paying \$79 per month for each month the student remains enrolled as defined in the CHS Student and Parent Handbook.

### **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](http://www.deac.org).

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



**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 Accrediting Commission. You may request cancellation in any manner, but written request is recommended.

- Refund Policy based on Per Course Price of \$258 for a 16-week term for Online College or Career
- Refund Policy based on Per Course Price of \$198 for a 16-week term for Offline College or Career
- Refund Policy based on Per Course Price of \$395 for a 16-week term for Online Individual Courses
- Registration Fees are not refundable to students unless students withdraw during first 5 days after submission of the Enrollment Agreement.
- CHS will refund 100% of any tuition received for any course not started by student (for online students, started means student accessed online course and there was faculty/student interaction; for Offline started means mailed CHS any module to be graded)

- CHS will refund 100% of all monies received from a student during the first 5 days after submission of the Enrollment Agreement (including registration fee)

Total tuition will vary by student based on credits transferred in and the pace for completing courses.

CHS's Total Tuition Charged is capped by the number of courses each student needs to take with CHS to graduate.

Maximum Tuition Cost per course is \$316. If a student finishes the course faster than the 16-week window, CHS will only collect the payments for which the student has paid at time of completion or withdrawal.

For example, see the Total Tuition / Total Program Cost chart below which is in the CHS Student and Parent Handbook, Enrollment Agreement, and CHS's Terms and Conditions for this respective program track:

Number of Individual Courses	One-time, non-refundable Registration Fee, due with enrollment agreement	Maximum Time to Complete in Months	Maximum Monthly Tuition Charges	Highest Possible Total Cost (Maximum Total Monthly Tuition Charges plus \$79 non-refundable, one-time Registration Fee)
0.5	79	4	\$ 316	\$ 395
1	79	4	\$ 316	\$ 395
1.5	79	4	\$ 632	\$ 711
2	79	4	\$ 632	\$ 711
2.5	79	4	\$ 948	\$ 1,027
3	79	4	\$ 948	\$ 1,027
3.5	79	4	\$ 1,264	\$ 1,343
4	79	4	\$ 1,264	\$ 1,343
4.5	79	4	\$ 1,580	\$ 1,659
5	79	4	\$ 1,580	\$ 1,659
5.5	79	4	\$ 1,896	\$ 1,975
6	79	4	\$ 1,896	\$ 1,975

Online Individual Course, One-time, \$79, non-refundable registration fee due to CHS with submission of Enrollment Agreement. Installments of \$79 per month/per course, Up to 16 weeks per Course from start date of the course, Cancel anytime, CHS will refund based on 16 week time based DEAC refund policy while not charging any additional monthly tuition charges past the month of withdrawal, students can extend any 16 week period by 4 weeks for an additional monthly \$79 tuition charge and if still not finished after 4 weeks of extension, students will be put on Student Academic Progress (SAP) hold and must request in writing why any further extensions would be warranted, at which time CHS will evaluate on a case by case basis.

**Note to Students:** Initial Enrollment Dates of 29th, 30th or 31st of any month will generate subsequent monthly billing dates of the 28th.

CHS will refund the student based on Total Tuition and Registration Fees (Total Program Cost) from the Chart above (which is provided to students prior to enrollment and after transfer credits are accepted) and the start date of the respective courses at time of the withdrawal request.

CHS's Refund Worksheet is completed with all refund requests. Most students will owe CHS a month's tuition, which CHS reserves the right to collect or waive at time of withdrawal, because student monthly installments are in arrears of month of service. Most cases of

CHS owing and issue refunds stem from the students that withdraws within the first 5 days or the students that have paid ahead. All refunds are mailed within 30 days. It is important to note that CHS follows the DEAC time-based refund policy percentages published for 16 weeks for full credit courses and 8 weeks for ½ credit courses.

### Refund Calculation Example

Calculation based on total program of \$395  
(4 months at \$79 per month)

<b>Program Cost</b>	<b>\$316.00</b>
Course 1 (Week 16)	\$316.00
<b>Fees</b>	<b>\$79.00</b>
Shipping/Other	\$0.00
Registration	\$79.00
<b>Total Amount Due</b>	<b>\$395.00</b>
Amount Paid by Student	\$316.00
<b>Refund Due to Student (Non-Refundable Registration Fee)</b>	<b>-\$79.00</b>

Online Individual Course		
COURSE WEEK	REFUND	TUITION CHARGE
1st week 80%	\$ 252.80	\$ 63.20
2nd week 70%	\$ 221.20	\$ 94.80
3rd week 60%	\$ 189.60	\$ 126.40
4th week 50%	\$ 158.00	\$ 158.00
5th week 40%	\$ 126.40	\$ 189.60
6th week 30%	\$ 94.80	\$ 221.20
7th week 20%	\$ 63.20	\$ 252.80
8th week 10%	\$ 31.60	\$ 284.40
9th week 0%	\$ -	\$ 316.00

**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.stm> 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 initial monthly payment, we will immediately give the student access to their first course materials and instructions. After enrollment acceptance and the evaluation of official transcripts, if any, from previous high school(s) 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. 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 CHS faculty and is taught by CHS faculty as well. 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. Citizens High School will not release student records or status over the phone in accordance with the Family Educational Rights and Privacy Act (FERPA).

**ADMINISTRATIVE WITHDRAW POLICY** - The student will be charged every month 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 and after the school's outreach to the student have been unsuccessful, and the student will be administratively withdrawn in accordance with the Refund Policy.

**Academic Dismissal Policy** - A student can be Academically Blocked or Dismissed if progress is unsatisfactory as defined under the Satisfactory Academic Progress Policy in the CHS Student and Parent Handbook.

**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 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 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 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 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 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 CHS 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 and to be truthful as defined in the CHS Student and Parent Handbook. 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 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>
<b>\$395.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$395.00</b>