



ENROLLMENT AGREEMENT



Follow these easy instructions to enroll in Citizens' High School:

Fill out sections ① thru ③ on the front and ⑤ thru ⑦ on the back. Sign the agreement in section ④.
 Enclose it with your payment in the postage-free envelope provided and drop it in the mail!
 As soon as we receive it, we'll rush you the first books and materials to get you started.
 You'll then be on your way to earning your high school diploma!

① FILL IN STUDENT PERSONAL DATA

[Empty box for student personal data]

Please correct if student's name, address or zip are different.

Male Female Age _____
 Date of Birth: Mo _____ Day _____ Year _____
 Home Phone: (_____) _____
 Social Security #: |_|_|_|-|_|_|-|_|_|_|_|_|
 E-mail: _____
 Circle last grade completed: 7 8 9 10 11

② CHECK ONE ENROLLMENT PROGRAM & THE GRADE LEVELS / PAY PLAN YOU NEED

CITIZENS' HIGH SCHOOL DIPLOMA PROGRAM
 Students enrolling in order to obtain an accredited high school diploma: **the tuition is \$139.00 per course/\$556.00 per academic year (4 courses).** Check one box for the grade levels needed.
Grade Levels: Number of Courses: Estimated Time:

<input type="checkbox"/> 9 th – 12 th grade	16	16 to 36 months
<input type="checkbox"/> 10 th – 12 th grade	12	12 to 27 months
<input type="checkbox"/> 11 th – 12 th grade	8	8 to 18 months
<input type="checkbox"/> 12 th grade	4	4 to 9 months

DIPLOMA PROGRAM TUITION PAYMENT PLAN
 Citizens' Diploma Program total tuition is \$_____.
 Plan A: The total tuition amount is enclosed.
 Plan B: \$556.00 down and \$556.00 per academic year
 Plan C: \$139.00 down and \$139.00 a month
 Plan D: \$79.00 down and \$79.00 a month
There are no interest or finance charges on the above tuition payment plans. Annual percentage interest is 0%.

CITIZENS' INDIVIDUAL COURSE PROGRAM
 Students selecting courses to be used for purposes other than a Citizens' diploma: **the tuition is \$139.00 per course.** Check all grade levels needed and attach a list of the courses requested.
Grade Levels: Write # of Courses Needed and Tuition:

<input type="checkbox"/> 9 th Grade	_____ x \$139.00 = \$_____
<input type="checkbox"/> 10 th Grade	_____ x \$139.00 = \$_____
<input type="checkbox"/> 11 th Grade	_____ x \$139.00 = \$_____
<input type="checkbox"/> 12 th Grade	_____ x \$139.00 = \$_____

INDIVIDUAL COURSE TUITION PAYMENT PLAN
 Individual Course Program total tuition is \$_____.
 Plan A: The total tuition amount is enclosed.
 Plan B: \$556.00 down and \$556.00 per academic year
 Plan C: \$139.00 down and \$139.00 a month
There are no interest or finance charges on the above tuition payment plans. Annual percentage interest is 0%.

- **Diploma Students:** A total of sixteen (16) units of credit is required for a CHS diploma. 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. A minimum of four (4) courses (one academic year) must be completed with Citizens' in order to receive a Citizens' High School diploma. Estimated time to complete an academic year (4 courses) is 4 - 9 months.
- **Transfer Students:** students selecting one or more Citizens' courses to be used for credit in another public or private high school *must have prior written approval* from a school official. The written approval and a list of the approved courses and grade levels must accompany this enrollment agreement.

③ CHECK A METHOD OF PAYMENT

[] Money Order [] Check [] Mastercard [] Visa [] Discover Card (Money orders/checks: payable to Citizens' High School.)
 If paying your down payment by credit card complete the following: Amount to be charged: \$_____ Expiration date: _____
 Print Cardholder name _____ Card #: |_|_|_|_|-|_|_|_|-|_|_|_|_|_|
 Cardholder signature _____ Check box if you also wish to have monthly payments charged to card.

• Your down payment *must* be included with this agreement in order for your enrollment to be processed. Tuition includes all educational materials which are yours to keep and personalized exam grading by qualified teachers. Shipping/handling fees of \$10 per course are not included in the tuition.

This is an installment contract. An explanation of your cancellation and refund rights is listed on the back. You will receive a copy of this contract when your enrollment is accepted by our registrar. See "School Policies" in the Citizens' High School Bulletin for complete explanation of rights and duties of the school and student. If the student is under age 18, this contract must be co-signed by the father, mother or guardian of the student.

④ STUDENT SIGNATURE _____ **DATE** _____
SIGNATURE OF CO-SIGNER (GUARANTOR) _____ **DATE** _____
 Name of co-signer (please print) _____ Relationship to student _____
 Address/City/State/Zip _____

Citizens' Tuition Protection Agreement

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 and Training Council. You may request cancellation in any manner, but written request is recommended. You may notify the school of your intent to cancel by mail, addressed to: Citizens' High School, P.O. Box 66089, Orange Park, FL 32065-6089.

- ① If enrollment cancellation is requested within five (5) days from midnight of the day on which the enrollment agreement is signed, the school will issue a refund in full.
- ② If enrollment cancellation is requested after 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.
- ③ 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 charge which shall not exceed the following:
 - (a) Up to and including completion of the first 10% of the program, the student will be obligated to Citizens' for 10% of the tuition minus the amount of the registration fee.
 - (b) When cancelled after completion of more than 10% and up to and including 25% of the program, the student will be obligated to Citizens' for 25% of the tuition minus the amount of the registration fee.
 - (c) When cancelled after completion of more than 25% and up to and including 50% of the program, the student will be obligated to Citizens' for 50% of the tuition minus the amount of the registration fee.
 - (d) When cancelled after completion of more than 50% of the program, the student will be obligated to Citizens' for the full tuition cost of the program.
- ④ A student enrolled in the high school diploma program has three (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 will be considered thereafter.
- ⑤ 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 will be considered thereafter.
- ⑥ This enrollment cancellation policy is based upon the total tuition cost of the program. The percent of the program completed shall be the coursework received by the student as compared to the total coursework to be sent to Citizens' High School.

5 DIPLOMA STUDENTS: CHECK YOUR PROGRAM OF STUDY

General Studies: this study program is more practical and job oriented and is designed for the student seeking a diploma for personal reasons or employment/job promotion after graduation.

Academic Studies: this is a more advanced level of study and is designed for the student planning to continue his or her education in a postsecondary school or training program after graduation.

6 DIPLOMA STUDENTS: LIST PREVIOUS HIGH SCHOOL(S) ATTENDED

Complete the information below for grades 9 - 12.

1) Name of School _____	2) Name of School _____
City/State _____	City/State _____
Grade(s): 9 10 11 12 Years attended: _____ to _____	Grade(s): 9 10 11 12 Years attended: _____ to _____

If your name has changed, print **the exact name** under which you attended high school: _____

7 TRANSFER STUDENTS: LIST YOUR CURRENT HIGH SCHOOL INFORMATION

If you are taking coursework in the CHS Individual Course Program for credit transfer to another school, please complete the following:

School Name _____	Counselor Name _____
Address _____	School Phone _____
City/State/Zip _____	School Fax _____

COMPLETING YOUR HIGH SCHOOL PROGRAM

- ① Just as soon as we receive this enrollment agreement and the down payment, we will immediately send out the first course materials, including special instructions as to how the student can get the most from his or her studies.
- ② After enrollment acceptance and the evaluation by Citizens' of official grade 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. The student is responsible for the payment of any transcript request fees to the previous school(s).
- ③ Upon successful 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.
- ④ If the student is unable to complete his or her program within the allowed three years for the diploma program or one year for the individual subject program, additional time to finish the program may be arranged for a nominal fee if the extension request and fee are received *before* the program expiration date.
- ⑤ If a monthly tuition payment plan is selected, your first payment will be due 30 days after enrollment acceptance. *All payments must be made when due regardless of the student's academic progress.* Late installments not paid in full to the school 15 days after their due date shall be subject to a late payment charge of \$10.00.
- ⑥ If examinations are returned to the student with an incomplete or failing grade, the work must be redone and resubmitted to Citizens'. There is a \$5.00 fee for each exam that must be resubmitted to the school for grading due to an incomplete or failing grade.
- ⑦ A shipping and handling fee of \$10.00 per course will be charged to the student's account at the time of course shipment and is due and payable within 30 days of shipment. **Airmail (overseas), overnight, or any special delivery fees are additional and must be prepaid prior to course shipment.**
- ⑧ To assure confidentiality of a student's educational records in accordance with state statutes and the Family Rights and Privacy Act of 1974, as amended, Citizens' High School will not release information concerning a student's records, grades, or status over the telephone.

SCHOOL

USE ONLY: Accepted by _____ Enrollment date _____ Contract expiration date _____