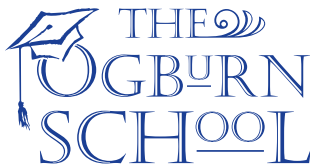


PHONE: 904-491-6233
FAX: 951-346-5089
WWW.OGBURN.ORG



1411 S. 14TH STREET, UNIT H
OR
P.O. Box 290
FERNANDINA BEACH, FL 32035

“A SACS ACCREDITED DISTANCE EDUCATION SCHOOL”

ENROLLMENT POLICIES: To be reviewed and signed by parent or legal guardian of enrolled students. Please read and initial at the bottom of the page where indicated. Return this form with the applicant information form on the next page. No credits or transcripts will be issued until this form is signed and returned to The Ogburn School.

- * Tuition includes online texts, study guides, grading and record services.
- * Students pay postage on materials sent to the school. The Ogburn School pays postage on materials sent to students.
- * Materials are sent within 5 days of receipt of enrollment agreement, tuition payment, and required paperwork.
- * In accordance with the Family Rights and Privacy Act of 1975, the Ogburn School will not release information concerning a student's records, grades, or status over the telephone.
- * Students should retain a photocopy of all lessons in case of loss during shipment or technology outage.
- * Only grades, not submitted lessons, are returned to students unless the lessons need to be reworked.
- * Student is responsible for fees incurred for requesting prior transcripts. A form is provided.
- * Courses are provided in sequence as designated by The Ogburn School.
- * A diploma is awarded after all courses are completed and payment obligations are met.
- * The Ogburn School makes no guarantee that its credits or diploma will automatically be accepted at any other institution. If you have questions about credit transfer, you should ask the institution that you plan to attend. The Ogburn School will explain the program to any institution that requests such information.
- * You may request a signed copy of this enrollment upon acceptance into The Ogburn School.
- * An academic year is 10 months or 6 courses.
- * If the student is under compulsory attendance age in his/her state, please attach a letter stating the reason for enrollment in The Ogburn School.
- * Diplomas are printed four times per year, or every quarter.
- * Transcripts are prepared at the end of every month.
- * Verification of enrollment or graduation is provided upon request. The first transcript is provided at no charge to the student. Subsequent transcripts are assessed a \$25.00 processing fee.

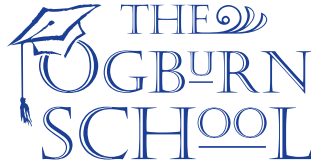
REFUND POLICY:

- (1) If enrollment cancellation is requested within fourteen (14) days from midnight of the day on which the student enrolls, a refund of all payments is issued.
 - (2) If enrollment cancellation is requested after fourteen (14) days from midnight of the day on which the enrollment agreement is signed, the student is no longer responsible for further monthly payments.
 - (3) All books and materials must be returned or billing will continue.
 - (4) **No credits or transcripts are issued for students who withdraw prior to enrollment agreement expiration date or full tuition payment. If a student completes assignments before the tuition is fulfilled, full tuition is still due. No credits or transcripts will be issued if tuition obligations are not met.**
 - (5) If you are unable to complete your coursework in the allotted time, additional time to complete the courses may be arranged at the discretion of The Ogburn School.
- * Students who remain inactive academically or financially for a period of 45 days may be placed on academic probation, or have the account suspended. A reinstatement fee will apply if students wish to re-enroll. Balance is due for inactive periods and all materials must be returned in good condition. A leave of absence may be granted for extenuating circumstances and must be requested in writing.

The Ogburn School, Inc. is registered with the Florida Department of Education as a private school and is accredited by AdvancED and the Southern Association of Colleges and Schools as a distance education school (SACS). In accordance with Title VI, Civil Rights Act of 1964, Education Amendments of 1972, The Ogburn School, Inc. does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability in recruitment, selection, treatment, or termination of students.

I have read and understand the enrollment policies. INITIALS: _____ DATE: _____

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Applicant Information: *Please complete this form and submit to The Ogburn School. Please print or type.*

Name: _____ Address: _____

City: _____ State: _____ County: _____ Zip: _____ DOB: _____

SS#: _____ Phone: _____ Birthplace: _____

Race: _____ M ___ F ___ e-mail address: _____

Previous Schools Attended: _____

Address: _____ City: _____ ST: _____ Zip: _____

Last Year Attended: _____ Grade completed: _____ Former Name: _____

If under 18, name of parent or guardian: _____

Address: _____ City: _____ ST: _____ Zip: _____

Personal Reference: Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

Student Signature: _____ **Date:** _____

Parent or Guardian Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Proctor Statement

I, _____, certify that the assignments submitted are my own work and not that of any other person.

Student Signature: _____ **Date:** _____

I, _____, certify that the individual named above is known to me and the assignments submitted are the work of the student and not that of any other person.

Proctor Signature: _____ **Date:** _____

Proctor name: _____

Address: _____

Phone: _____

** The Ogburn School, Inc. expects its students to be honest in all of their academic work. In signing this enrollment, the student agrees to adhere to a commitment of academic honesty, and that all work will be that of the student.*

** If a student is under 18 years of age, then both student and parent must sign this enrollment form.*

** By signing this enrollment agreement, students and/or parents or guardians acknowledge understanding and agree to abide by the policies stated by The Ogburn School, Inc.*

** If a student is under compulsory attendance age in his/her state, please attach a letter stating the reason for enrollment in The Ogburn School.*

By signing below, I agree that I understand the enrollment policies and procedures of The Ogburn School. I agree that I understand the annual tuition payments for the student. I permit the automatic payments of charges to my credit card until tuition payments are fulfilled, or the student is no longer enrolled. Each enrollment agreement is valid for 1 grade level, or 10 months, whichever comes first.

Name as it appears on card: _____

Signature: _____ **Last 4 digits on credit card:** _____