



1411 S. 14th Street, Unit D, Fernandina Beach, FL 32034
Fax: 904-990-8419 – email: info@ogburn.org

Welcome to The Ogburn School!

Thank you for requesting information on The Ogburn School, where you can earn a high school diploma through convenient online study.

When you enroll with us your tuition includes:

- ◆ Enrollment in a private, accredited institution
- ◆ Online Curriculum
- ◆ Grading services
- ◆ Diploma awarded upon completion of program

If you have questions, please contact us via email at info@ogburn.org.

You can succeed in online school, and we can help you achieve your goals.



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About Us: The Ogburn School, Inc. was founded in 1997 as Ogburn Home School, a correspondence school for students seeking an educational alternative. Ogburn Home Schools incorporated in 2005 as Ogburn Home Schools, Inc. To better define our mission and purpose, the corporate name was changed in 2007 to The Ogburn School, Inc. In 2009 The Ogburn School moved into permanent headquarters at 1411 S. 14th St Unit H ~ Fernandina Beach, Florida, demonstrating the long-term commitment we have towards our students who desire an alternative approach to a non-traditional learning environment.

Accreditation: In 2005, the school achieved accreditation from the Commission on International and Trans-Regional Accreditation (CITA) and the Southern Association of Colleges and Schools (SACS), and is one of the first distance education schools in Florida to achieve this status. In 2010 the school achieved re-accreditation by Advanc-Ed and SACS/CASI, now known as Cognia, who continue the work of CITA. The Ogburn School is also accredited by Accreditation International (Ai), National Council on Private School Accreditation (NCPSA), Middle States Association-Commission on Elementary and Secondary Schools (MSA-CESS), and Western Association of Schools and Colleges (WASC). Accreditation demonstrates the commitment the school has to serving students worldwide.

Mission: The Ogburn School mission is to provide quality education to students seeking a non-traditional approach to learning through a challenging curriculum that engages students from primary through secondary instruction.

Vision: The Ogburn School will be recognized as a leader in providing innovative instruction in hybrid and distance learning, allowing flexibility for a student's academic and personal growth in a unique educational environment that encourages individuality while promoting academic rigor.

Statement of Values: At The Ogburn School we value:

- Creative educational options that foster quality instruction and functional learning.
- Educational preparation that leads to postsecondary education or gainful employment.



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Graduation Requirements

To earn a high school diploma from The Ogburn School, students must complete the following courses, maintain a 2.0 grade point average (GPA), and submit test scores described below:

- 4 credits English
- 4 credits Mathematics (Algebra 1 or higher and Geometry required)
- 4 credits Science (Biology required)
- 4 credits in Science Lab (co-enrolled with science core course)
- 1 credit World History
- 1 credit United States History
- 1 credit American Government
- 1 credit Economics with Financial Literacy

Students must also complete and submit official scores for one of the following assessments:

Grades K-10: MAP assessment (additional testing fee required)

Grades 11-12: SAT, ACT, or MAP assessment

Applicable testing fees for MAP are paid upon request of test date. Testing information is provided to parents/students in the Orientation.

SAT/ACT testing fees are paid by the student to the College Board testing service upon registration.



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Transcript Request

Please fill out completely, and send to your previous school.

The following student has enrolled in The Ogburn School.

Student Name: _____

DOB: _____

Telephone: _____

Address: _____

Last Year & Grade: _____

Former Name (if applicable): _____

Signature: _____

Date: _____

Please fax an official copy of my transcripts to:

(904) 990-8419

Ogburn School, Inc.

Attn: Records

Or

Email: info@ogburn.org

Or

Mail a hard copy to;

1411 S. 14th Street, Unit H

Fernandina Beach, FL 32034



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Applicant Information

Please complete this form and submit to the school via fax, email attachment, or postal mail.

Please print or type:

Name: _____

Address: _____

City: _____ State: _____ Country: _____

Zip: _____ DOB: _____ Gender: _____

Phone: _____ Birthplace City, State, Country: _____

E-mail: _____

Previous Schools Attended: _____

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

Last Year Attended: _____ Grade completed: _____

Name on transcript: _____

If under 18, name of parent or guardian: _____

Personal Reference:

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

***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.*

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

*** 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.**



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Student's Statement of Academic Honesty:

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

Student Signature: _____

Date: _____

Proctor Assurance Statement:

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 Name (Print): _____

Proctor Signature: _____ Date: _____

Phone: _____

Email: _____

Best time to contact if necessary) _____



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ENROLLMENT POLICIES: Please read and initial at the bottom of the page where indicated.

Return this form with the applicant information form on the previous page.

- * Tuition includes online texts, grading, records, and transcript services. The Policies and Procedures/Student Handbook contains information on other services available at additional costs.
- * 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 to outside parties other than the contact on record without a release from the parent or student (if the student is over 18 years of age).
- * Students should retain digital or photocopies of all lessons in case of loss during technology outage or shipment.
- * Student is responsible for fees incurred for requesting prior transcripts. A transcript request form is provided in this enrollment packet.
- * Courses are provided in sequence as designated by The Ogburn School.
- * A diploma is awarded after all academic and financial 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 inquire at the institution that you plan to attend.
- * Tuition for one full academic year is based on completion of the assigned courses in an academic grade level or 10 months (whichever comes first),
- * Tuition for one semester is based on a 5 months or completion of assigned courses (whichever comes first).
- * Students who remain inactive academically or financially for a period of 45 days will be withdrawn from the program. A reinstatement fee will apply if a student wishes to re-enroll. Balance is due for inactive periods. A leave of absence may be granted for extenuating circumstances and must be requested in writing in advance of the requested leave dates.



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REFUND POLICY:

- (1) If enrollment cancellation is requested within fourteen (14) days from midnight of the day on which the enrollment agreement is signed, a refund of all payments is issued, less a \$75.00 non-refundable administrative fee.
- (2) If enrollment cancellation is requested after fourteen (14) days from midnight of the day on which the enrollment agreement is signed, no refunds are issued.
- (3) An official withdrawal form, available on www.ogburn.org, must be received before a student is officially withdrawn. **Students may not be officially withdrawn with a phone call or an email. A signature from the parent or student (if over 18) must be provided on the withdrawal form.**
- (4) If the student is unable to complete the coursework within the enrollment period, additional time to complete the courses may be arranged for the normal monthly payment. This is the normal extension fee.
- (5) No credits, grades, or transcripts are issued for students who withdraw prior to enrollment agreement expiration date or full tuition payment.** A Verification of Enrollment may be provided.

_____ (Initials) I have read and understand the enrollment policies.

_____ Date



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Tuition Schedule - Ogburn E-School (online school) – Grades K-12

A one-time \$75.00 non-refundable application fee is required for all students.

Please check your preferred option below.

Full Grade Level: *An academic grade level enrollment period is 10 months for a full year enrollment and 5 months for a semester enrollment.*

___ Monthly Installment Plan

10 monthly payments of \$250 each.

___ Payment in full

\$2250.00

___ *Honors Courses: \$75 per course additional fee*

___ *Single course enrollment(s): \$399 per course (payable in advance)*

*Credit card payments: After the application is approved you will be sent a link to make the application fee and down payment.

*Payments are due by the 5th of each month regardless of billing statement or enrollment date.

*No cash, personal or business checks accepted. We accept American Express, MasterCard, Visa, and Discover credit and debit cards.

Enrollment Checklist:

In order to process your application, please submit the following items:

___ Enrollment agreement pages 5-9 completed and submitted to the Ogburn School

___ Transcript request for all previous schools or sealed official transcript

Next steps: Once your application is received and approved, you will be sent a link to make the application fee and down payment. This will be sent via email, so please be sure the correct email is on the enrollment application page.



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Thank you for your enrollment.

The Ogburn School, Inc. is registered with the Florida Department of Education as a private school and is accredited by Cognia and Southern Association of Colleges and Schools (SACS), Accreditation International (Ai), National Council on Private School Accreditation (NCPSA), Middle States Association-Commission on Elementary and Secondary Schools (MSA-CESS), and Western Association of Schools and Colleges (WASC), as a distance education school. 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.