



## **STUDENT ENROLLMENT AGREEMENT – CREDIT RECOVERY**

This Student Enrollment Agreement (which is referred to herein as the “Agreement”), is a binding agreement between you, the Student, and Career Online High School (which is referred to as either the “School” or “Career Online High School”). The Agreement becomes binding and effective upon the School’s acceptance thereof, and upon compliance with the terms and conditions set forth below.

**1. ADMISSIONS CRITERIA:** All students entering Career Online High School under the age of 16 must obtain parental consent prior to enrolling with COHS.

**2. NON-DISCRIMINATORY CLAUSE:** Career Online High School will never deny admissions to anyone on the basis of race, color, creed, sex, or national origin.

**3. TUITION:** Tuition must be paid in full prior to beginning the course/s. Each semester course is \$299, and must be submitted via Career Online High School enrollment web page. Payments are to be made in U.S. dollars.

**4. INSUFFICIENT FUNDS POLICY:** You, the Student, are responsible for full payment obligations, and thus payment must be received in-full on the date of registration/enrollment. Non-payment as a result of insufficient funds is subject to loss of access to courses and withdrawal.

**5. COMPLETION REQUIREMENTS:** In order to receive credit from the School, you, the Student, must successfully complete all course requirements, pass all assignments with a seventy (70%) percent average, and satisfy all financial obligations to the school. To be clear, transcripts will not be released until all fees are collected in full. For every semester course enrolled, the student will have four (4) weeks, beginning on the date enrollment is verified on the School’s roster, usually within 48 hours of payment, to complete their assignments and exams. For students who select more than one semester course, this duration will be multiplied by the number of total courses selected – 2 courses are equal to eight (8) weeks. Course access will be terminated at the conclusion of this time period, and extensions will not be available. To inquire about the enrollment verification date, please contact the Enrollment Office at 800.701.8755 and they will provide confirmation.

**6. COURSE CANCELLATION POLICY:** To cancel your course enrollment, please contact the Enrollment Office at 800.701.8755. Although your course enrollment may be



cancelled either orally or in writing, we recommend that you provide a written notice of your request to cancel. Please send cancellation requests to [ed2go.support@cengage.com](mailto:ed2go.support@cengage.com). Course cancellations will be reflected as dropped on the transcript.

**7. REFUND POLICY:** Once the registration and payment process is complete, no refunds will be issued.

**8. GROUNDS FOR TERMINATION:** Your enrollment may be terminated for several reasons, including your failure to comply with the School's rules and policies, or failure to comply with the terms and conditions set forth herein. The School may terminate your enrollment at any time for such violations. The School further reserves the right to modify the rules and policies, and any such revisions will be posted online at [http://highschool.ed2go.com/Resources/COHS\\_StudentHandbook\\_CreditRecovery.pdf](http://highschool.ed2go.com/Resources/COHS_StudentHandbook_CreditRecovery.pdf).

**9. JURISDICTION FOR DISPUTES:** Any suit, action or proceeding arising out of or relating to, and/or to enforce this Agreement may be commenced and maintained **only** in a Florida state court of competent subject matter jurisdiction in Escambia County, Florida, and each Party waives objection to such jurisdiction and venue. The Parties expressly, knowingly and voluntarily waive any right to a trial by jury in any proceeding arising out of or relating to, and/or to enforce this Agreement. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida, without regard to its conflict of law provisions.

**10. COURSE DESCRIPTIONS:** Career Online High School is fully accredited by AdvancED, a unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Career Online High School courses are developed around Sunshine State Standards. They are the equivalent of one semester, and are worth one-half credit. Short course descriptions are available at [http://highschool.ed2go.com/Resources/Career\\_Online\\_Education\\_Catalog.pdf](http://highschool.ed2go.com/Resources/Career_Online_Education_Catalog.pdf).

**11. TRANSFER CREDIT PRE-APPROVAL:** Prior to enrolling and beginning course study in the Career Online High School, it is critical that students confirm acceptance of transfer credits from Career Online High School to their primary school. Students should complete and submit the Credit Pre-Approval Form located at [http://highschool.ed2go.com/Resources/Credit\\_Pre-Approval\\_Form\\_COHS.pdf](http://highschool.ed2go.com/Resources/Credit_Pre-Approval_Form_COHS.pdf) to obtain



written confirmation of credit acceptance from their school. By signing this form, you, the student, acknowledges your responsibility to confirm credit transfer prior to enrollment.