



# Liberty High School™

20 Technology Dr. #5 •  
Brattleboro, Vermont 05301

## Instructions for Completing Enrollment Forms

Liberty High School is committed to the highest standards in distance education. All of our class assignments and testing are completed in the privacy of your home and supported by qualified high school instructors who are available by phone and email.

In order for us to serve you and your educational needs, please fill out the attached forms carefully and return them.

### Five Forms to Complete

1. **Enrollment Agreement**—( three pages) Read carefully, choose a program option and a method of payment; sign the agreement and return to Liberty High School.
2. **Transcript Authorization**—It is very important that you are accurate in filling out the information requested on the *Release of Information Authorization*. Otherwise, the registration process may be delayed. Please be sure to **sign** this document. If you attended more than one high school, complete a *Release of Information Authorization* form for each school.
3. **Diploma Name Form**—This form is to ensure that your Diploma will be printed as you wish your name to appear on this official document once you complete the program successfully.
4. **Disclaimer** —-Understanding other admissions policies.
5. **Honor Code**—Stating all work will be done by the student who signed enrollment agreement.

**If you have any questions or need assistance completing the forms, please call the Liberty High School Admissions Office at 1-800-594-5550**

#### By Mail

Liberty High School  
20 Technology Dr. #5  
Brattleboro, VT 05301  
ATTN: Registrar

#### By FAX

(802) 246-1406

For Credit Card payments only

# Enrollment Agreement– Page One

Liberty High School™

**20 Technology Dr #5 • Brattleboro, Vermont 05301 • (800) 594-5550**

Student Name		
Street Address		
City	State	Zip Code
Phone	Email Address	D.O.B.

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school's rules and regulations pertaining to course completion as set forth in the school catalog. The school will instruct in the curriculum listed in accordance with the regulations of the Vermont State Board of Education.

**Students must complete 20 academic units successfully to receive a High School Diploma from Liberty High School.**

The 20 units will be a combined total of units earned from both your previous high school experience and the courses you complete successfully at Liberty High School.

- 4 English (9, 10, 11, 12)
- 3 Math
- 7 Electives (general academic, language, health/nutrition, reading, study skills, computer)
- Physical Education
- 3 Science (Biology + 2 additional course)
- 3 History (U.S. History + 2 additional course)

**If you have previously attended high school, check the highest grade completed:**

9<sup>th</sup> grade,  10<sup>th</sup> grade,  11<sup>th</sup> grade,  12<sup>th</sup> grade    Received passing grades in all subjects    yes     no

Last year attended \_\_\_\_\_

Name of School \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

**Check off the subjects you took and passed previously in high school:**

<u>English</u>	<u>Science</u>	<u>Math</u>	<u>Social Studies</u>	<u>Other</u>
<input type="checkbox"/> 1st yr. English	<input type="checkbox"/> General Science	<input type="checkbox"/> General Math	<input type="checkbox"/> U.S. History	<input type="checkbox"/> Study Skills
<input type="checkbox"/> 2nd yr. English	<input type="checkbox"/> Physical Science	<input type="checkbox"/> Business Math	<input type="checkbox"/> World History	<input type="checkbox"/> Computer Basics
<input type="checkbox"/> 3rd yr. English	<input type="checkbox"/> Biology	<input type="checkbox"/> Pre-Algebra	<input type="checkbox"/> Social Civics	<input type="checkbox"/> Communications
<input type="checkbox"/> 4th yr. English	<input type="checkbox"/> Chemistry	<input type="checkbox"/> 1st yr. Algebra	(Government)	<input type="checkbox"/> Critical Thinking
<input type="checkbox"/> Reading	<input type="checkbox"/> Physics	<input type="checkbox"/> 2nd yr. Algebra	<input type="checkbox"/> Geography	<input type="checkbox"/> Drawing
<input type="checkbox"/> Short Story	<input type="checkbox"/> Health	<input type="checkbox"/> Geometry	<input type="checkbox"/> World History	<input type="checkbox"/> Physical Ed.
<input type="checkbox"/> Writing		<input type="checkbox"/> Fndmntl. Math #1	<input type="checkbox"/> Economics	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> Grammar and Writing		<input type="checkbox"/> Fndmntl. Math #2	<input type="checkbox"/> Political Science	
		<input type="checkbox"/> Fndmntl. Math #3	<input type="checkbox"/> Behavioral Science	

We understand that you may not remember everything you took in high school. Our staff will use the information you have completed above to set up your initial program. Finalization of your program and tuition investment will be made when we have received an official transcript from your previous high school (s).

\_\_\_\_\_  
Authorized Enrollment Center Representative

\_\_\_\_\_  
Student's Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

# Enrollment Agreement Page Two

Liberty High School™

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Student Name		
Street Address		
City	State	Zip Code
Phone	Email Address	D.O.B.

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school's rules and regulations pertaining to course completion as set forth in the school catalog. The school will instruct in the curriculum listed in accordance with the regulations of the Vermont State Board of Education.

### CHECK APPROPRIATE OPTION

(Check the appropriate option)  On line version or  Print-Base (by mail) version

<p><b><u>Senior-Year Option</u></b>                  Tuition = \$995.00                  (Minimum of 5 Courses)  <b>Down payment of \$300.00</b>  <input type="checkbox"/>                  (\$895.00 with full pay)</p>	<p><b><u>Basic Program Option</u></b>                  Tuition = \$1,295.00                  (Six to Ten Courses)  <b>Down payment of 300.00</b>  <input type="checkbox"/>                  (\$1,165.00 with full pay)</p>	<p><b><u>Extended Program Option</u></b>                  Tuition = \$1,495.00                  (11 to 20 Courses) <b>Down</b>  <b>payment of 300.00</b>  <input type="checkbox"/>                  (\$1,345.00 with full pay)</p>
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### Interest-Free Payment Plans

**Method of Payment** (Check appropriate payment plan and fill in the blanks)

**PLAN 1: FULL PAYMENT**  I enclose \$ \_\_\_\_\_ with this application, which is the full advanced payment tuition price for the program.

**PLAN 2: CREDIT CARD PAYMENT**  I enclose a down payment of \$ \_\_\_\_\_ and agree to have debit from my credit card \$ \_\_\_\_\_, each month for \_\_\_\_\_ months for the total tuition of \$ \_\_\_\_\_.

Please charge payments to my  MasterCard  VISA  American Express  Discover

Credit Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Charge Full Tuition  Charge down payment only  Down payment and all future payment when due.

**PLAN 3: Coupon Book**  I enclose a down payment of \$ \_\_\_\_\_ and agree to send payment of \$ \_\_\_\_\_ each month for \_\_\_\_\_ months for the total tuition of \$ \_\_\_\_\_ (Check made payable to LIBERTY HIGH SCHOOL)

**Full tuition will be determined by Liberty High School registrar after receiving transcripts from former school.**

**Initial** \_\_\_\_\_

**All installment payments will begin within 30 days after date of this agreement**

A ten dollar late fee may be incurred for all payments more than thirty days late.

# Enrollment Agreement—Page Three

Liberty High School™

20 Technology Dr. #5 • Brattleboro, Vermont 05301 • (800) 594-5550

## Terms and Conditions

1. Liberty High School agrees to provide the student named in this agreement with a high school education by the use of textbooks similar to those used by other high schools approved by the Vermont State Board of Education, supplemented by study guides especially developed for home study use. The tuition covers registration, instruction, all text materials, consulting privileges, and postage on all material sent to the student.
2. The minimum number of credits to be taken to obtain a Liberty High School diploma is five. The final tuition of the high school diploma program depends on the number of credits that can be transferred and verified by official transcripts from the high school (s) the student attended previously. Liberty High School agrees to make an allowance for previous high school training except for Physical Education, Driver's Training, Religion, Chorus, Band or R.O.T.C. If an official transcript or other excepted documents is not available, the student must take 20 credits in order to earn a high school diploma from Liberty High School.
3. Lessons will be sent to the student in a manner so that they should be available in advance of the student's rate of progress. Should the student need lessons at a faster pace, they will notify Liberty High School in writing, explaining the reasons required for more rapid service. All such requests will be reviewed by the Student Service Department as long as students payments are up to date. Additional shipping fees may apply.
4. Liberty High School agrees to allow the student two years to complete this course if necessary. During that period, Liberty will render to the student such services that the student may request in the form of supplementary instruction and guidance.
5. Upon successful completion of all academic and financial requirements, a diploma from Liberty High School will be awarded to the student.
6. Liberty High School cannot guarantee acceptance into college, training programs, or the armed services of the United States. Policies vary from school to school, Military acceptance hinges on a variety of factors.

I have read and understand the above terms and conditions.

Initial \_\_\_\_\_

## Refund Policy

Liberty High School will refund your tuition according to the following refund policy. 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 Liberty High School, 20 Technology dr. #5, Brattleboro, VT 05301

1. If enrollment cancellation is requested within five (5) days of signing the enrollment agreement, the school will issue a refund in full.
2. If enrollment cancellation is requested after five (5) days of signing the enrollment agreement, and before the school receives the first lesson assignment submitted for grading, Liberty 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 of signing the enrollment agreement, and after one or more lesson assignments have been submitted to the school for grading, Liberty 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 Liberty 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 Liberty 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 Liberty 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 Liberty for the full tuition cost of the program.
4. A student enrolled in the high school diploma program has two (2) years from the original date of acceptance to complete his or her program. This contract will cease to be in effect after two years from the original date of acceptance. No requests for refunds will be considered thereafter.
5. 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 by Liberty High School.

By my signature, I agree to the conditions of both sides of this agreement, I also verify that I have read and received a copy of the agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_



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Phone (800) 594.5550 • FAX (802) 246-1406

## Release of Information Authorization

I, \_\_\_\_\_ hereby authorize

(Your previous school) \_\_\_\_\_

to release to Liberty High School my high school transcript. This information is being requested to establish credit for previous academic achievement toward programs offered by Liberty High School.

This release of information will remain in effect during my participation in the educational programs of Liberty High School. The transfer and use of this information will be done in a manner that adheres to all codes and procedures governing confidential records and their transfer from one agency to another.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Name while attending this school \_\_\_\_\_

Current Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

**PLEASE RETURN THIS FORM IMMEDIATELY.  
IF YOU HAVE ATTENDED MORE THEN ONE HIGH SCHOOL PLEASE FILL OUT AN  
ADDITIONAL FORM**



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## *DISCLAIMER*

We have been successful in getting our students into colleges, training programs and armed services. (Please check to see our list of successful graduates) However, colleges and/or employers establish their own admissions policies. These policies vary from school to school. Military acceptance hinges on a variety of factors from region to region, even day to day.

\*\*\*\*\*

I \_\_\_\_\_ understand that you (Liberty High School) cannot guarantee acceptance into a college, training program or the armed services of the United States.

**NO SCHOOL** can guarantee acceptance.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date Representative

\_\_\_\_\_  
Date

Thank You,

Liberty High School

**PLEASE RETURN THIS FORM IMMEDIATELY.**



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## HONOR CODE

As an approved school by the Vermont State Board of Education, all of our students are required to sign an honor code form stating that the work will be done by the student who has signed up for the diploma program.

We recognize that a student may seek help and so encourage that student to consult our tutors, as well as solicit opinions from others. This is a normal and acceptable practice. However, the tests and workbook materials sent in must be the work of the student whose signature is below.

I, \_\_\_\_\_ attest that the work I submit to Liberty High School will be my own.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM IMMEDIATELY.**

