



Liberty High School™

The High School for Adults

A message from the Director

We are so pleased that you decided to explore getting your high school diploma. It's an easy decision, and one that will change your life forever. And now you can complete your high school education with a down payment as low as \$97!

No matter whether you just left high school before graduation or are a mature adult with family responsibilities, we believe everyone will benefit from completing their high school education and earning a high school diploma. Here at Liberty, age is no barrier.

Distance education makes sense for busy adults.

- Your classroom is your own home,
- You select your own hours of study, and
- You set your own pace.

But perhaps most important of all is the security of having greater opportunities in employment and education, and the sense of respect and recognition you will gain from your effort to complete high school and earn your diploma from Liberty High School.

Liberty High School has helped thousands of adults earn their high school diploma at home during the past 25 years.

Our graduates succeeded because they were able to use a home study, self-paced system that's supported by qualified high school teachers that are available to assist students all along the way.

Perhaps this is just the environment for learning and the opportunity to succeed for which you've been waiting.

One of our Enrollment Advisors will call you in a few days to follow up on your interest in earning a high school diploma from Liberty High School, and to answer any further questions you may have. Or, you may call an Advisor now at **1-888-363-5556**.

Whatever you choose to do, we wish you a good life filled with prosperity.

Sincerely,

Paul Zazzaro, School Director

Liberty High School™

20 Technology Drive, Suite 5 • Brattleboro, VT 05301 • (800) 594-5550 • admissions@libertyonline.us

Approved by the Vermont State Board of Education

Better Business Bureau Accredited Member



Liberty High School™

Enrollment Center

20 Technology Drive, Ste 5 • Brattleboro, Vermont 05301
Phone (888) 363-5556 • FAX (802) 246-1406

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 along with your down payment by mail or fax.**

Only Three Forms to Complete

1. **Enrollment Agreement**—Read carefully, choose a program option and a method of payment; sign the agreement and return to Liberty High School along with your down payment.
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.

If you have any questions or need assistance completing the forms, please call your Liberty High School Enrollment Advisor at 1-888-363-5556

Once you complete all three forms, mail or fax them to Liberty High School along with your down payment. We cannot process any enrollment application without the down payment. Please do not send cash in the mail. Checks are to be made payable to **Liberty High School**.

By Mail

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

By FAX

(802) 246-1406

For Credit Card payments only

The Liberty High School Registration Process

The Liberty High School Registration Process all begins once we receive your three enrollment forms along with your down payment by check or credit card.

Only 6 Steps to being fully registered.

1. On the day we receive your three enrollment forms and your down payment, you are assigned a student number, your information is entered into our student database, and a personal call is made to you by our registrar to welcome you as a student to Liberty High School.
2. The Registrar's Office develops a proposed curriculum based on the initial information you provide.
3. **If you register for the Print-Based (by mail) version**, your first course is mailed to you within one business day by USPS Priority Mail along with your *Welcome Packet*, information on how to contact your academic advisor, and a copy of the signed *Enrollment Agreement*. **If you register for the Online version**, your Login ID and Password to access our comprehensive Learning Management System will be sent to you by email along with your *Welcome Packet* and information on how to contact your academic advisor. A copy of the signed *Enrollment Agreement* will be sent by USPS Priority Mail.
4. On the next business day, your *Release of Information Authorization* is mailed to your previous high school(s) to request an official transcript of your high school records.
5. Transcript information is reviewed and verified by the Registrar's Office once received.
6. The Registrar develops your curriculum that is mailed to your home.

Enrollment Agreement

Liberty High School™

20 Technology Drive, Suite 5 • Brattleboro, Vermont 05301 • (800) 594-5550

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

Liberty High School and the above listed 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 on the reverse side of this agreement. The school will instruct in the curriculum listed below in accordance with the regulations of the Vermont State Board of Education.

Liberty High School Diploma Program Tuition: \$1,297

(Check the appropriate option) Online version or Print-Based (by mail) version

Method of Payment

PLAN A I enclose a \$97 down payment and agree to pay \$75 each month for 16 months for a total in tuition payments of \$1,297 with no interest.

PLAN B I enclose \$1,097 with this application, which is the full advanced payment tuition price for the program.

Please charge payments to my MasterCard VISA American Express Discover
Credit Card No. _____ Expiration Date _____
 Charge Full Tuition Charge down payment and all future payments when due.
If paying by check, please make check payable to **Liberty High School**.
All installment payments are due and payable beginning 30 days after the date of this agreement.

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, 11 University Way, 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 be bound by the terms and conditions of this page and on its reverse side.

Student Signature _____ Date _____

Enrollment Agreement—Page Two

Liberty High School™

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Additional 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 educational materials 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 courses to be taken to obtain a Liberty High School diploma is five. 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 is not available, the student must take at least 10 courses 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.
4. Liberty High School agrees to allow the student three 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. **Tuition rebate. If it is determined, by a review of the student's official transcripts, that the student is required only to complete the minimum of five (5) courses to earn a diploma from Liberty High School, the student will receive a tuition rebate of \$150 if the student paid according to Plan A on the reverse side of this agreement, or a reduction to 12 monthly payment of \$75 if the student paid according to Plan B on the reverse side of this agreement.**

I have read and understand the above additional terms and conditions.

Initial _____



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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 _____

Liberty High School

Brattleboro, Vermont

Diploma Name Form

Please print your name in the spaces provided exactly as you would like it to appear on your diploma. For purposes of furthering your education, it is best to use your legal name.

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First Name

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M.I.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

Please use upper case block letters; one letter per space
Example

M	A	R	I	A								
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