

TERMS AND CONDITIONS FOR ENROLLMENT AT LIBERTY HIGH SCHOOL
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TERMS AND CONDITIONS FOR ENROLLMENT AT LIBERTY HIGH SCHOOL

Contractual Agreement and Enrollment

Upon the execution of the registration form, executed either in tangible print or by way of digital submission, the undersigned student, or the student's legal guardian where the student has not reached the age of majority, hereby enters into a legally binding contract (hereinafter referred to as the "Enrollment Contract") with Liberty High School ("the School"), situated in Ontario, Canada. This Enrollment Contract shall govern the entirety of the student's course of study at the School, inclusive of any additional courses that may be selected subsequent to the initial enrollment. The student is obligated to furnish the School with a current and complete transcript evidencing the fulfillment of all prerequisites for the courses for which they have enrolled. In the absence of such documentation, the courses in question shall be deemed as non-credit bearing learning opportunities. The School reserves the express right to alter, rescind, or amend any registered courses should the student fail to satisfy the requisite prerequisites. By the act of registration, the student hereby certifies that all information provided in the course of registration is truthful and accurate to the best of their knowledge and belief.

Withdrawal from Courses

A student is entitled to withdraw from a course within a one-week period following the date of registration, contingent upon the provision of a written notice of cancellation to the School's administrative office. In circumstances where the student is a minor, such written notice must be accompanied by the consent of the parent or legal guardian. The initiation of a formal withdrawal request shall activate the withdrawal procedure, subsequent to which an amended receipt will be provided to reflect any potential eligibility for refund. Non-attendance does not constitute a formal withdrawal, and as such, the student remains financially responsible for the fees associated with all courses for which they are registered.

Refund Policy for Domestic Students

Refunds of course fees may be requested up to and including the date of the first scheduled class session. No requests for refunds will be entertained following this deadline. The student and their respective family shall remain liable for any outstanding fees, which are due irrespective of the student's level of participation or attendance in the course(s). To initiate a refund, presentation of the original payment receipt is required. Should the School effect any alterations to the course schedule, refunds, where applicable, shall be pro-rated based on the remaining instructional hours of the affected course.

Conditions Applicable to All Refunds

The School will retain a non-refundable administration fee of \$100.00 CAD per course from any refund processed.

Refunds shall be remitted directly to the student via cheque or may be credited back to the original method of payment, such as a credit/debit card or PayPal account, utilized at the time of payment.

Transfer and Retake Policy

Students may be granted the opportunity to transfer or retake courses under certain stipulated conditions. Any decision to waive associated fees will be made at the sole discretion of the School, predicated upon the student's financial account being fully reconciled and in good standing.

Refund Policy for International Students

International student fee refunds are granted solely based on visa refusal, with official embassy documentation required as evidence of such refusal. In the event of a visa denial, the School retains a non-refundable administrative fee of \$500.00 CAD. The following items are explicitly non-refundable: guardian fees, legal representation fees, visa application fees, assessment fees, and any expenses incurred for courses or homestay arrangements already commenced.

No Refund Upon Visa Grant and Arrival in Canada

It is imperative to note that once an international student has received a visa and has traveled to Canada, no refunds will be provided under any circumstances. This policy is in place to affirm the commitment and resources that Liberty High School allocates to prepare for the student's education and stay.

The student and their family are advised to carefully consider their commitment prior to accepting a place at Liberty High School and commencing the visa application process.

By enrolling at Liberty High School and accepting the terms of this policy, the student, or their parent or guardian if the student is under the age of majority, acknowledges their understanding of and agreement with these conditions. This refund policy is an integral part of the contractual agreement between the student and Liberty High School upon enrollment.

Refund Policy for Online Courses

Refunds for online course fees are permissible solely prior to the dissemination of the welcome package or course materials, or before the student has accessed the online learning platform.

Tutoring Sessions

Tutoring sessions require advance payment and must be scheduled on School premises. A minimum of 24 hours' notice is required for the cancellation or rescheduling of a tutoring session. Failure to provide timely notice will result in the student being charged for the scheduled session in its entirety.

Textbook Policy

Students have the option to acquire textbooks from the School's recommended vendors or directly through the School. Textbooks returned in a condition deemed acceptable by the School are eligible for participation in the School's textbook buy-back program.

General Policies

Liberty High School prides itself on fostering an educational ethos of excellence and personal development. Students are expected to adhere to standards of punctuality, accountability, and respect. The School promotes an affirmative learning environment through the collaborative endeavors of teachers, students, and their families.

Assignment and Evaluation Policies

Assignments constitute an integral component of the student evaluation process and must be submitted in accordance with the prescribed deadlines. In specific cases, extensions may be granted at the discretion of the instructing teacher.

Full Disclosure Policy

Courses at the Grade 11 and 12 levels are subject to the Ontario Ministry of Education's Full Disclosure Policy and will be duly recorded on the Ontario Student Transcript as per the stipulated guidelines.

Access to School Services

Students enrolled at Liberty High School are accorded access to a multitude of services, including but not limited to, computing resources earmarked for educational applications.

Student Responsibilities

Students are required to maintain regular attendance and uphold academic integrity. The School strictly

prohibits any form of abuse, bullying, or discrimination.

Attendance Policy

Consistent attendance is imperative for academic achievement. Unauthorized absences may invoke serious repercussions, including but not limited to academic sanctions.

This document is a concise delineation of the terms and conditions associated with enrollment at Liberty High School. For the comprehensive and legally enforceable terms, students and guardians are advised to consult the complete document provided by the School upon the commencement of the enrollment process. Please consult the School's official website at www.libertyhigh.ca for the most current policy information.