

PHONE: 904-491-6233
FAX: 951-346-5089
WWW.OGBURN.ORG



1411 S. 14TH STREET, UNIT H
OR
P.O. Box 290
FERNANDINA BEACH, FL 32035

"A SACS ACCREDITED DISTANCE EDUCATION 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
- ◆ Transcript services
- ◆ Grading services
- ◆ Curriculum
- ◆ Diploma awarded upon completion of program

If you have questions, please contact us at the school. If no one is in the office when you call, please leave a message and your call will be returned by the next evening.

You can succeed in home study and we can help you achieve your goals.

Brandy Carvalho

Brandy Carvalho

Brandy Carvalho, Executive Director

Minnie Ogburn

Minnie Ogburn

Minnie Ogburn, Instructional Program Director

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About Us:

The Ogburn School, Inc. was founded in 1997 as Ogburn Home School Systems, 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. This move demonstrates the long-term commitment we have towards our students who desire an alternative approach to a non-traditional learning environment.

Accreditation:

The school achieved accreditation from the Commission on International and Trans-Regional Accreditation (CITA) and the Southern Association of Colleges and Schools (SACS) in 2005, and is one of the first distance education schools in Florida to achieve this status. In 2010 the school achieved accreditation by Advanc-Ed and SACS/CASI, who continue the work of CITA. In 2014, the school achieved international accreditation through Accreditation International (Ai), the National Council on Private School Accreditation (NCPSA) and the Middle States Association - Commission on Elementary and Secondary Schools (MSA-CESS). These accreditations demonstrate the commitment the school has to serving students worldwide.

Mission

The mission of The Ogburn School 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 students to grow academically and personally in a unique educational environment that encourages individuality while promoting academic rigor.

Statement of Values

At The Ogburn School we value:

- Creative educational options unique to each individual 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)
- 3 credits Social Studies (4 required Social Studies courses)
- 1 credit Life Management or its equivalent
- 1 credit Personal Financial Literacy
- 1 credit Physical Education or its equivalent
- 1 credit Career Research & Decision Making (available only to seniors)
- 5 credits Electives

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

Grades 3-10: 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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While other courses may transfer in, The Ogburn School offers the following courses to meet the graduation requirements:

English Language Arts (4)	Science (4)
English 1 (required)	Earth Science (required)
English 2 (required)	Biology (required)
English 3 (required)	Environmental Science (required)
English 4 (required)	Anatomy
Contemporary Literature	Ecology
Journalism 1 & 2	Chemistry
	Mathematics (4)
Social Studies (4)	Algebra 1 (required)
World History (required)	Algebra II
American History (required)	Geometry (required)
American Government (required)	Math for College Readiness (required)
Economics w/ Financial Literacy (required)	Special Topics in Math
Global Studies	Trigonometry
Psychology	
Sociology	Community & Volunteer Service
	Service Learning 1 & 2
Personal Health/Life Management (3)	
Life Management (required)	World Languages
Outdoor Education (required)	Spanish 1 & 2
Personal Financial Literacy (required)	American Sign Language 1 & 2
Fine Arts (1)	Career Readiness (1)
Art History	Career Res.& Decision Making (required)
Humanities	Workplace Essentials
Creative Photography	Work Experience

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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:

(951)346-5089

Ogburn School, Inc.

Attn: Records

If mailing a hard copy of the transcripts, please forward to;

1411 S. 14th Street, Unit H

Fernandina Beach, FL 32034

If emailing please send to:

Admin@ogburn.org

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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: _____ Ethnicity: _____

e-mail address: _____

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: _____

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**** 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.***

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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**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.*

Credit card payments: To pay by credit card, please include a copy of the front and back of credit card and a copy of identification with picture. If the credit card is not in your name you must also include the identification of the cardholder.

Check one: ☐ Am Exp. ☐ Master Card ☐ Visa ☐ Discover

Indicate the payment plan:

☐ **Monthly Installment Plan #1**

\$450 first payment, with 10 monthly installments of \$150 each = \$1950

☐ **Monthly Installment Plan #2**

\$250 first payment, with 10 monthly installments of \$170 each = \$1950

☐ **Three Payment Option: \$495 / \$650 / \$650 = \$1795**

- *Second payment is due in 30 days.*
- *Third payment is due in 60 days.*

☐ **Two Payment Option: \$845 / \$845 = \$1690**

- *Second payment is due in 30 days.*

☐ **Full Payment paid in advance: \$1495**

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Name of Student: _____

Amount to be charged: _____

Credit Card Number: _____

Security Code: _____ (last three digits of the number on the back of card)

Name as appears on card:

(Print): _____

Cardholder Signature:

Exp. Date: _____ **Zip code of the address on the card:** _____



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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.
- * Students pay postage on materials sent to the school. The school pays postage on materials sent to students.
- * 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 a digital or photocopies of all lessons in case of loss during shipment or technology outage.
- * 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) and includes access to 4 courses in elementary/middle grades and 6 courses in high school grades.
- * Tuition for one semester is based on a 5 months or completion of assigned courses (whichever comes first) and includes access to six (6) semester courses or equivalent in high school and four (4) semester courses or equivalent in elementary/middle grades.

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*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.

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 – 2018

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

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

Full Grade Level

Monthly Installment Plan #1

\$450 first payment, with 10 monthly installments of \$150 each = \$1950

Monthly Installment Plan #2

\$250 first payment, with 10 monthly installments of \$170 each = \$1950

Three Payment Option: \$495 / \$650 / \$650 = \$1795

- *Second payment is due in 30 days.*
- *Third payment is due in 60 days.*

Two Payment Option: \$845 / \$845 = \$1690

- *Second payment is due in 30 days.*

Full Payment paid in advance: \$1495

Spanish Language: \$50 per course

Honors Courses: \$50 per course

Note: An academic year is 6 credits or 10 months for grades 9-12, and 5 courses or 10 months for grades K-8, whichever comes first. Registration fees are non-refundable. Credit cards, debit cards, and money orders only.

Credit Recovery - \$150 per 0.5 credit, \$300 per credit (payable in advance)

Program includes online texts, study guides, grading services, and transcript preparation for transfer to student's designated school. Student should contact the receiving institution regarding credit transfer, subject, and course number needed for enrollment.

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Enrollment Checklist:

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

- ___ Enrollment agreement pages 5-11 completed and submitted to the Ogburn School.
- ___ Transcript request or sealed official transcript
- ___ Tuition payment
(Money order, certified check, VISA, Master Card,
Discover, or American Express credit card, or a master card or VISA debit card)

A credit card form is provided on page 9.

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 Advanc-ED and Southern Association of Colleges and Schools (SACS), Accreditation International (Ai) and Middle States Association-Commission on Elementary and Secondary Schools (MSA-CESS) 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.