

Online Course Contract

Course	Start Date	Completion Date	Number of Credits	Cost
		Total amount due:		

Parent's Initials	Student's Initials		
_____	_____	I agree	to pay all online course fees in full and obtain all the required class materials. Students will be enrolled in the course(s) listed above upon receipt of this contract and payment in full.
_____	_____	I understand	that I must notify the principal and administrator in writing one week before withdrawing my child from LBA and/or the online school. I understand that I must pay any remaining fees before withdrawing my child.
_____	_____	I understand	that any refunds are based on the online school policies. These policies are outlined in the school handbook. I may not receive any refunds, if the online school does not offer a refund.
_____	_____	I understand	that transfers from one class to another, even from the full course (1 credit) to the first part of a course (.5 credit) are subject to a \$35 fee for each transfer.
_____	_____	I agree	to pay the \$35 transfer fee for each course, if my child makes course changes. I will pay the fee before the changes are made to the account.

_____	_____	I agree	to set aside at least 10-15 hours per course per week to go through the course materials and complete all the required assignments. Actual time required may vary from course to course or assignment to assignment. I understand that I will need to work on coursework as homework in the evenings and weekends.
_____	_____	I agree	to follow the course schedule created by the online instructor and on-site facilitator. I will complete the weekly homework assignments and quickly makeup any work missed due to absences.
_____	_____	I agree	to work on any unfinished course or “summer school” courses on my own during the summer. I understand that the LBA facilitator will not be available to help me with the coursework or assignment schedules.
_____	_____	I agree	to communicate frequently with the course instructor. I will email the teacher, if I have questions about the assignments and projects. I agree to email the online school’s help desk for technology questions.
_____	_____	I understand	that the courses must be completed within one calendar year once enrolled. Extensions may be given for special circumstances, but additional fees will be assessed.
_____	_____	I understand	and agree to abide by the policies of the online school as outlined in the handbook. I understand that violation of the academic policies could result in suspension or expulsion from the online school.
_____	_____	I understand	that LBA’s policies are still applicable to the online course. I understand that violation of the academic policies could result in suspension or expulsion from LBA, as well as the online school.
_____	_____	I understand	that I must pass the course(s) with a 60% (D) in order for the course(s) to be credited toward graduation requirements.

I have read the above statements and agree to them as a condition for enrolling in the online course(s) listed above.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Teacher Signature: _____

Date: _____