

*Thank you for applying to MNOHS as a student paying tuition!*

**INTRODUCTION AND INSTRUCTIONS - Please print and return all signature forms**

Students who do not qualify for Minnesota state education aid may enroll in Minnesota Online High School (MNOHS) as tuition-paying students as long as there is space in the requested courses. You do not qualify for state aid if you meet any of these criteria:

- are not a Minnesota resident or not physically living in the state of Minnesota
- plan to attend MNOHS in addition to full-time enrollment elsewhere
- plan to be home schooled while you attend MNOHS
- are enrolled in a private school

This document has two purposes:

- **Tuition** – It describes the cost of courses, method of payment and refund and withdrawal policies and procedures for tuition paying students. *Tuition must be paid before a student can be enrolled in any courses.*
- **Tuition - Learning Support Agreement (T-LSA)** - The T-LSA confirms that both teachers and students are taking their commitment to the learning process seriously and making the work of learning a priority.

**Instructions:**

1. Read the Tuition information, including policies and procedures
2. Read the Tuition Learning Support Agreement (T-LSA) below.
3. Sign the T-LSA in the space provided. (If applicant is 18 years or younger, a parent/guardian must also sign.)

*Please note:* Your signature (and that of your parent or guardian) confirms that you have read the Learning Support Agreement and the MNOHS handbooks. It also confirms that you accept these terms and wish to enroll at MNOHS.

If you are age 18 or older, we would like your permission to communicate with a parent or guardian about your enrollment and progress.

Make sure to print out the Student and Parent Handbooks and school policies. Keep them in a notebook or folder as a convenient reference and reminder.

Thank you,

*The MNOHS Administration and Faculty*

### **TUITION 2016-2017**

A tuition agreement must be completed for each 16-week semester (Fall, Spring, Summer).

- Tuition is \$488.00 for each semester course (0.5 credits).  
*Each semester is divided into two, 8-week quarters.*
- Tuition for full-time enrollment is \$2440.00 for five semester-long courses (2.5 credits).
- Students taking four or more courses may be enrolled in an advisory course (0.125 credits per quarter or 0.25 per semester). There is no additional cost for advisory.

### **HOW TO PAY**

Tuition may be paid in whole or in installments (upon prior arrangement with the Enrollment Manager). MNOHS accepts credit card payment through PayPal as well as personal checks and international wires.

- To establish a payment plan, or to pay by credit card or PayPal, please contact Sarah Bayrd, MNOHS Enrollment Manager: [s.bayrd@mail.mnohs.org](mailto:s.bayrd@mail.mnohs.org) or 1-800-764-8166 x137.

### **REFUND POLICY AND PROCEDURE**

Tuition must be paid before a student can enroll in any courses. If the student officially withdraws from a course on or before the quarter's Drop/Add Deadline, the quarterly tuition will be refunded for the quarter with the exception of a \$25 fee per course administrative fee.

**Tuition will not be refunded past a quarter's Drop/Add deadline.** These dates are posted on the MNOHS calendar: <http://www.mnohs.org/calendar>

### **HOW TO WITHDRAW**

1. The payee (listed on the last page) must notify their assigned MNOHS counselor, in writing, of the wish to withdraw.
2. The payee must complete a withdrawal form. (The counselor will send the form.)

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To proceed with enrolling in the Minnesota Online High School, please complete the following tasks:

1. Read both the Student and Parent Handbooks: <http://www.mnohs.org/policies>.
2. Complete this Tuition and Learning Support Agreement (T-LSA).
3. Submit both the T-LSA and your tuition before the close of enrollment window.

**LEARNING SUPPORT AGREEMENT (LSA):**

This Agreement is designed to help you understand the expectations of Minnesota Online High School students and make your experience at MNOHS successful and satisfying. The Student Handbook outlines requirements and expectations for students and for teachers. The Parent Handbook gives suggestions to parents / guardians about how to support their online learner.

Before completing this document, please refer to the MNOHS Student and Parent Handbooks and school policies:  
<http://www.mnohs.org/policies>.

I have read and understand the complete contents of the MNOHS Student and Parent Handbooks and school policies. By signing this Learning Support Agreement, I agree and understand that:

- I am expected to work in each course between 60 and 90 minutes each school day, or 5-8 hours per week;
- I am expected to contact my teachers through e-mail, phone, or text messaging if I do not understand an assignment;
- The primary means for communicating with teachers is through e-mail, Collaborate room (webinar), texting, or phone calls. I will login to my MNOHS e-mail account at least once every school day;
- I will participate in synchronous (real time) communications with other students, teachers, staff, and guests through MNOHS webinar, chat rooms, and other systems;
- Attendance is defined as “making continuous progress.” Failure to submit assignments of sufficient quality to earn credit will count as not attending school. Non-attendance could result in a referral to my county’s truancy officer;
- Failure to complete orientation activities will impact my ability to successfully complete my courses;
- MNOHS has policies governing academic honesty, acceptable/appropriate use of MNOHS systems and technologies, and other expectations of students. I will act according to these policies. See <http://www.mnohs.org/policies>;
- In certain courses, for example, art, media arts, and science, I may need to provide a fully refundable deposit for equipment or materials (or provide my own that meet course requirements) in order to successfully complete the course;
- All course software and systems provided by MNOHS are for educational use only. I will not use them for personal use;
- MNOHS collects student “directory information” for the purpose of maintaining public records. It also includes the name, address and telephone number of the student’s parent(s). Directory information DOES NOT include personally identifiable data. For more information, please see MNOHS Policy 515 – Pupil Record Protection;
- Parents and eligible students have the right to inspect and review the student’s education records, and to request that inaccurate records be changed. They also have the right to consent to and refuse to share student information. They have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and regulations. They have the right to be informed about rights under the federal law; and the right to obtain a copy of this policy.

If you have any questions about any of these statements, please contact Elissa Raffa, Executive Director: [e.raffa@mail.mnohs.org](mailto:e.raffa@mail.mnohs.org) or 1-800-764-8166 x103.

**Please sign the form on the next page. Send the signed form and tuition (if paying by check) to:**

<b>Email:</b>	<b>Fax:</b>	<b>Postal Mail:</b>
<p><i>Please write the student’s name and the words “Registration Packet” in the subject line.</i></p> <p>studentrecords@mail.mnohs.org</p>	<p><i>Please write the student’s name and the words “Registration Packet” in the subject line</i></p> <p>toll free: 1-866-586-2870</p>	<p><i>Please write ATTN to the student’s name and the words “Registration Packet”</i></p> <p>Minnesota Online High School 2314 University Ave W. Ste. 10 St. Paul, MN 55114 - 1863</p>

