



## Haven Learning Center

**P. O. Box 790**

**Cedar Park, Texas 78630**

Feel free to contact us any time during business hours.

**Monday - Thursday 9:00 AM to 6:00 PM C. S. T.**

**Saturday 9:00 AM to 1:00 PM C.S.T.**

**San Antonio Area** 1.210.568.9940

**Call toll free** 1.800.418.4302

email: <mailto:haveninfo@havenhomeschool.com>

<http://www.havenhomeschool.com/>

## Enrollment Check-list



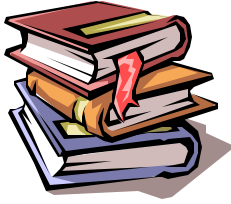
- If the student is still currently enrolled in another school, you need to make sure that you withdraw them. This will usually require the parent or guardian's physical presence. Bring in all textbooks and pay any fees owed. This will avoid unwanted absences showing up on the student's transcript or delays in transcript release.
- Complete and return the Enrollment Form. Be sure that both the student and the parent responsible for paying tuition signs and dates the form. **Enclose payment for enrollment fee.** (Enrollment fee varies depending upon which program you are enrolling in. Please refer to the enclosed "Explanation of Costs" for pricing information.) Haven accepts check, money orders and credit cards. Make check payable to Haven Learning Center. Always include the student's name on checks. If you know how many courses you will be ordering, you may at this time include payment.

Call Haven for an exact price quote.

**San Antonio Area 1.210.568.9940**  
**Call toll free 1.800.418.4302**

- Complete and return the Transcript Request Form. This form requires a parent or guardian's signature.
- Include a **copy** of the student's last report card (or transcript) if available.
- We highly advise that you include a photo of student for a Student I. D. Card. A snapshot will do. Please make sure that the student's head in the photograph fits within the frame provided on the Enrollment Form.
- If you would like Student Progress Reports sent to addresses **other** than that of the student's, be sure to check the appropriate box on the Enrollment Form. A progress report is automatically sent, at no extra charge, to the student's home address after the completion of every course.
- Each enrolling student must complete and return the Diagnostic Evaluation and Student Profile. (It will be sent to you upon receiving your completed enrollment form.) Be sure that student's name is printed on the front sheet of these evaluations.

## Explanation of Costs



### Overview

#### Enrollment (Registration Fee)

Enrollment fees in all programs are due at the time of enrollment. All enrollment fees are non-refundable. You may pay your enrollment fee in one of two ways:

- Include your check or money order with your Registration Packet and mail in to Haven Learning Center.
- **Visa, MasterCard, Discover or American Express** credit cards are accepted. Fill out the appropriate information on the Enrollment Form in your Registration Packet and mail in to Haven Learning Center with the rest of the Registration Packet.

#### Enrollment Costs

##### Umbrella School

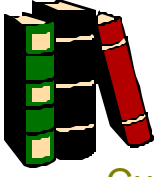
- Plan A - \$ 99.99
  - *One-time fee.*
  - *Materials purchased separately*
- Plan B - \$199.99
  - *Fee good for 1 year from date of purchase. 12 course limit on preparation of weekly lesson plans.*
  - *Materials purchased separately*

##### Haven School Programs

- Haven Middle School - \$159.99
  - *These two programs offer a one-time enrollment fee, good for as long as the student is enrolled in Haven Learning Center*
- Haven High School - \$159.99
  - *Materials purchased separately*

**NEED HELP? CALL (TOLL FREE) 1-800-418-4302  
OR IN SAN ANTONIO 1-210-568-9940**

## Explanation of Costs



### Curriculum (Materials Fees)

Your Haven Learning Center curriculum will be tailored to fit your learning style, interests, abilities and needs. You may choose from used or new textbooks, workbooks, videocassette tapes and CD-ROM (computer courses). Payments for textbooks, workbooks, and videocassette tapes are due at the time of purchase. You may pay by check, money order or credit card. Computer courses ordered on CD-ROM may be financed – subject to credit approval. We buy back used materials in good condition. Tax and shipping charges are additional. You do not need to be enrolled in any of Haven Learning Center's Programs to order Haven curriculum.

If you are not fully satisfied with your purchases in any way, you have three weeks (21 days) from the date of receipt of materials to obtain a full refund less a \$15.00 restocking charge. Materials **must** be returned to us in the same fine condition that you received them. Shipping costs, as well as bank fees charged to our account for credit card purchases are non-refundable.

### Course Fees

Students enrolled in the Haven Middle School and High School Programs will also be ordering courses from Haven Learning Center. The fee for each course ordered from Haven Learning Center is \$150.00. Each course fee is due at the time of purchase. We generally ship course and materials within two days of receipt of payment.\*\* You may pay for course fees in one of the following ways:



**Visa, MasterCard, Discover or American Express.** You can give your charge card information to your counselor when you choose your courses.



You may mail in your check or money order payment after your phone consultation with your Haven counselor. For your convenience, we will hold courses and materials requested for seven days to avoid any materials suddenly becoming out of stock. Your courses are shipped after payment is received.

\*Unpaid balances due may result in suspension and/or termination of all services, including grading of schoolwork, verification of enrollment and release of transcripts.

\*\*Sometimes delays are experienced due to book availability, shipping problems or an unusually high period of incoming orders. Students should allow two-weeks during the months of August, September and January.

# Haven Learning Center Enrollment Form

Student Information					
<b>Name</b>					
	Last	First		m.i.	Nickname
<b>Mailing Address</b>	Street				
				Apt. #	
	City				
	State		Zip	Country	
<b>Personal Information</b>	Date of birth			Grade	Sex
	Age				
<b>Contact information</b>	Home Phone				
	Alternate Phone Number				
	Fax Number				
	Email Address				
<b>Which Haven Learning Center program are you enrolling in?</b> (Please check one.)					Attach photo For I.D. Card
<input type="checkbox"/> Haven Umbrella program PLAN A					
<input type="checkbox"/> Haven Umbrella program PLAN B					
<input type="checkbox"/> Haven Correspondence Middle School					
<input type="checkbox"/> Haven Correspondence High School					

Parent Information		Check here if you want progress reports sent to this address. <input type="checkbox"/>			
<b>Name</b>	Last	First		m.i.	Parent <input type="checkbox"/>
					Guardian <input type="checkbox"/>
<b>Mailing Address</b>	Street				
				Apt. #	
	City		Country		
	State	Zip			
<b>Personal Information</b>	Occupation				
	Employer				
<b>Contact information</b>	Home Phone				
	Alternate Phone Number				
	Fax Number				
	Email Address				

I accept responsibility for all book charges, tuitions, and fees incurred by the above named student. I understand and agree to the duties expected of me in order to help this student succeed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Form of payment	
If paying by Check or Money Order, please make payment to:	<b style="color: green;">Haven Learning Center</b> PO Box 790 Cedar Park, Texas 78630
To pay by credit card, call 1-800-418-4302, or make payments securely online through <i>Paypa!</i>	

# Transcript Request Form



Student Name	Last		First	Middle
	Address			
Street		City		State
City		State		Zip
Student Information	Phone		Date of Birth	
	Email address			

Dear Sir or Madam;

The above named student has enrolled in Haven Learning Center. Please forward to us all records regarding this student.

Thank you.

Sincerely,

Holly Landes  
Director

I hereby authorize the forwarding of all school records for the above named student to **Haven Learning Center**.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

## Previous School Information

School Name				
Address	Street			
	City		State	Zip
Phone	Fax			

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