



Legend College Preparatory

CEEB code: 054732

Address: 21050 McClellan Rd, Cupertino, CA 95014

Fully Accredited by the Accrediting Commission For Schools, Western Association of Schools and Colleges (WASC)

The following sections contain our policies, for Summer 2018, regarding each area of concern. If you have any questions, feel free to reach out to us at office@legendcp.com. Policies may be subject to change before the start of summer, so please keep apprised of any changes that might occur.

Attendance, Workload, & Pace

Ten-credit academic courses require consistent attendance for scheduled instructional hours. Because courses move at an accelerated pace, students should be prepared to invest a considerable amount of time to complete all readings, writings, assignments, and group discussion preparation through guided learning and/or independent studies. Additionally, students must be present for the final on the last day of each semester. Legend does not encourage dropping classes frivolously. Our teaching goal is to enable a student to succeed, and we strive to use different teaching methods to fit different learning styles. It is our belief that learning often comes from perseverance. Therefore, **before you decide to enroll, make sure you can commit to completing the course in its entirety and that you are able to handle any scheduling conflicts in advance.**

Make-up Sessions

Parents may plan make-up sessions if absences are needed due to minor schedule conflicts. You may reference the table below for fees required of for make-up sessions. (Please refer to Attendance, Workload, & Pace section for expectations in these areas.)

No. of Weeks Missed	Make-up Hours Needed	Division 1 Course	Division 2/Pre-AP	AP Course
1	3	\$150	\$165	\$180
2	6	\$300	\$330	\$360

Make-up Sessions are usually scheduled for Fridays, as teachers' schedules tend to be very packed on Mondays through Thursdays. If you plan on being absent more than twice and are not able to devote any Fridays to make-up sessions, then we suggest enrolling only if your student is very academically disciplined and is able to self-study what he or she will miss.



Enrollment

Online enrollment at <http://legendcp.com/enroll-18-summer> begins on February 5, 2017. Please be sure to provide thorough and accurate information when registering your student, as transcripts are extracted from these data fields.

Friday Clinics

Free optional Clinics are drop-in sessions available on Friday mornings, where teachers are available to answer questions. We encourage students to participate and take the advantage of this resource as much as possible and parents to take this into considerations when they plan for the summer.

Test Retakes

In all classes, students have the option to retake tests to achieve the best results. For those who take this option, final grades would be calculated based on the higher score between regular final and retake. That is, there is no loss on the students if they want to attempt higher. However, we also want to ask students to try their absolute best to do well in the regular final and see this retake option just as a back-up. The dates of Retake Finals are listed below:

- Session I: 8/9/2018, Time TBD
- Session II: 8/24/2018, 4:00 PM
- Personalized schedule request is available at \$150. All retakes must be completed by 8/24, 2018.

Students who decide to participate must submit an online request by 7/26 for Session I and 8/17 for SessionII.

Transcripts & Report Cards

Upon completion of the summer course, each student will receive an unofficial transcript and may make request for a formal transcript with letter grades for his/her summer course. Continuing students will have a transcript showing all course work at Legend. Official transcripts incur a fee of \$10 each and request could be made by filling out the [Transcript Request Form](#).

All students will receive a report card at the end of their coursework, once grades are submitted.



Application and Student Record

For formal student record purposes, new students are required to fill out a packet of **student application and record**. Parents will receive this form in digital format via email once when the students have enrolled. If you do not receive it in a week, please reach out to office@legendcp.com to make a request.

Change of Schedule, Withdrawals, & Refunds

The amount of refundable tuition will decrease as the first day of class draws closer. In the event of withdrawal:

30+ days before 06/11/2018: Full refund less \$150 processing fee

29-14 days before 06/11/2018: 75% tuition

13-1 day(s) before 06/11/2018: 50% tuition

After the first or second class meeting: 25% tuition

After the third class meeting: No refunds

If you wish to claim **credit** towards the tuition of another class, we will credit your account as follows:

14+ days before the start of Summer Session, 06/11/2018: 100% credit

13-1 day(s) before 06/11/2018: 75% credit

After the first or second class meeting: 50% credit

Between the third and fourth class meeting: 25% credit

After the fourth class: No tuition credited

The refund timeline is based on the first day of the Summer Session I, 06/11/2018 for both session I and II, with the understanding that the date of the class meetings of the 2 sessions differ.