****Liberty Tax Service

Institutional Plan

Liberty Tax School teaches the fundamentals of income tax preparation using a Liberty Tax School text book and IRS publications. Classes are held twice a week for ten weeks. In each session, class time includes open discussion, questions and answers, class assignments, and review. The quizzes, midterms and finals are open book. Students learn to look up information using class materials and IRS publications.

Students must pass all exams with a score of 70% or higher.

Students are expected to conduct themselves in a positive and friendly manner and show a positive attitude toward other students, instructors, and towards the property where the course is conducted.

Attendance records are not used for grading purposes. If a student misses a class, he/she would not have a problem catching up. However, if a student misses more than 3 classes, it will be assumed that he/she has dropped out. Such unsatisfactory attendance may result in the student’s dismissal from the course without re-admittance.

Tardiness is defined as arriving for class more than 10 minutes after the scheduled starting time. Arriving late affects the entire class so students are encouraged to be on time.

Liberty Tax Service does not grant leaves of absence.

Certain conduct is not tolerated. Examples include, but are not limited to cursing, spitting, discriminatory conduct, hostile and/or negative behavior that would be harmful to others, disrespect of instructor or other students, or defacing location property. One violation of the student conduct policy may result in termination from the course.

If the student is terminated from the course due to conduct, he/she would not be readmitted for this course. Students may follow the grievance policy stated in the course catalog if they feel they have been aggrieved.

This is a non-credit course so student participation is voluntary. Course completion is not required in order to be considered for employment at one of the Liberty Tax Service locations.