

Enrollment Agreement



Career Learning Institute™

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**THIS ENROLLMENT AGREEMENT AND THE INSTITUTION'S CATALOG
CONSTITUTE A BINDING CONTRACT BETWEEN THE STUDENT
AND THE INSTITUTION**

STEP 1: Complete Personal Information

I hereby apply for enrollment in Career Learning Institute, Inc., hereinafter referred to as "School." A representative has provided me with a catalog and explained the programs and terms of the Enrollment Agreement. I am 18 years or older or have permission from my parent or guardian.

Name _____ Date _____

Address _____

City _____ State/Country _____ Zip _____

Home phone [] _____ Work phone [] _____

Date of birth __ / __ / __ / Social Security # __ - __ / __ - __ / ____

Past or present occupation

Current employer (if any)

Address

City _____ State _____ Zip _____

Name and relationship of closest
relative _____

Address

Home Phone [] _____ Work Phone [] _____

STEP 2. Choose Your Programs and Dates

I hereby apply for admission to the Program indicated below. I agree to follow your training program and upon successful completion of my studies and tuition obligation, I will be awarded a diploma. A non-refundable Application fee for each program is \$15.

**The terms of this Enrollment Agreement are contained on four pages.
Please read all pages.**

Start date: _____ Anticipated graduation date: _____

Program
Title _____

Credit Hours _____ Clock Hours _____ Number of weeks _____

Class Schedule

Tuition \$ _____

Application fee \$ 15.00

Books and Supplies \$ _____

Other Costs \$ _____

Total Program Cost \$ _____

The Nursing Assistant licensing exam is given both in English and Spanish. There are also background screening fees. Fees are set by the Board of Nursing and 3rd party testing centers and are the responsibility of the graduate.

Note: Nursing Assistant graduates must take the State of Florida Board of Nursing Certification test to be licensed to work in Florida.

STEP 3. Calculate Your Tuition and Payment

All prices for programs are as shown. There is no carrying, interest, or service charges connected to any of these programs when the student pays in full. Any financing arrangement with a 3rd party may include interest charges as explained below and on the loan/contract. A registration fee must be paid at the time the Enrollment Agreement is completed in order to ensure a space in class. Payment in full is preferred but payments may be arranged.

There are no uniform costs, but students are expected to wear their own white tops and bottoms. Costs vary but outfits may be purchased for as low as \$30 to \$40.

Please indicate programs and payment plan.

- I am enrolling in the _____ Program and am paying in full. \$ _____
- I am enrolling in the _____ Program and am arranging for a payment plan. Tuition assistance documents attached.

ANNUAL PERCENTAGE RATE % _____	FINANCE CHARGE \$ _____	AMOUNT FINANCED The dollar amount to the credit provided to you or on your behalf \$ _____	TOTAL PAYMENT The amount you will have paid after you have made all the payments scheduled \$ _____	TOTAL SALES TAX The total cost of your purchases or credit including your down payment of \$ _____
YOUR PAYMENT SCHEDULE WILL BE:				
NUMBER OF PAYMENTS _____	AMOUNT OF EACH PAYMENT \$ _____	WHEN PAYMENTS ARE DUE: Beginning on __/__/__ and on the same day each (Check one) ____ Weekly or ____ Monthly Thereafter		

REFUND POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in writing.

2. All monies will be refunded if the applicant is not accepted by the Institute or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation or withdrawal after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund of tuition based on the number of Clock Hours completed of the total published program Clock Hours required.
5. Cancellation after completing 40% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days of termination or receipt of cancellation notice.
8. An applicant who signs up, does not start school, and fails to cancel within (3) business days will receive a refund less the registration fee.

Other Terms and Conditions. A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering school site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply.

The School will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

STEP 4. Read, Sign Your Name, Add Today's Date

Notice to Buyer: Do not sign this Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed Enrollment Agreement. Keep it to protect your legal rights.

_____ I have read the terms and conditions contained in this Enrollment Agreement and understand that this agreement constitutes a binding contract upon written acceptance by the School.

_____ I have received a copy of the current catalog and have read it.

_____ I have received a copy of this Enrollment Agreement, which has been signed by both the school and me as student or my parent or guardian if I am less than 18 years old.

_____ Date _____
STUDENT SIGNATURE (Must be 18 Years Old)

_____ Date _____
PARENT OR GUARDIAN (If less than 18 Years Old)

Accepted by: _____ Date _____
SCHOOL OFFICIAL/TITLE