

HELPING HEART TRAINING CENTER

7960 Baymeadows Way Suite 300

Jacksonville, Florida 32256

904-375-2940

Student Enrollment Agreement

THIS AGREEMENT, TOGETHER WITH THE SCHOOL CATALOG, CONSTITUTES A BINDING CONTRACT BETWEEN THE STUDENT AND THE SCHOOL UPON ACCEPTANCE BY THE SCHOOL

STUDENT INFORMATION

Name: _____

Address: _____

STREET ADDRESS

CITY/STATE

ZIP/POSTAL CODE

Name of Parent/Guardian (if student is under 18): _____

Telephone: (Home) _____ Business or Cellular: _____

E-mail Address: _____

Social Security Number: _____ Date of Birth: _____ Circle One: Male Female

PROGRAM INFORMATION (INSTITUTION ONLY)

Program Title: _____ Clock Hours: _____ Weeks _____

Class Schedule: Full Time Part Time Day Classes Evening Classes

Hours per Week: _____ Start Date: ____/____/____ Anticipated Ending Date: ____/____/____

Tuition	\$ _____
Registration Fee	\$ _____
Books	\$ _____
Materials	\$ _____
Background Check	\$ _____
Total Program Cost	\$ _____

METHODS OF PAYMENT

Full payment at the time of signing the enrollment agreement.

Registration fee at the time of signing the enrollment agreement with balance paid prior program start date.

Registration fee at the time of signing the Enrollment Agreement with balance paid prior to graduation.

NOTE: For schools offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. **(ENTER N/A or LINE THROUGH if not applicable)**

ANNUAL PERCENTAGE RATE % \$	FINANCE CHARGE \$	AMOUNT FINANCED The dollar amount the credit provided to you or on your behalf. \$	TOTAL OF PAYMENT The amount you will have paid after you have made all payments as scheduled. \$	TOTAL SALES PRICE The total cost of your purchase on 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 ____ bi-weekly thereafter		

(Any late fee payments and conditions thereof must be disclosed on the enrollment agreement and in the catalog)

All prices for programs are printed herein. Contracts are not sold to a third party at any time. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

CANCELLATION AND REFUND POLICY

Should the student be terminated or cancel for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee (not to exceed \$150.00) and background fee.

4. A student canceling after attendance has begun through 50% completion of the program will result in a Pro-Rata refund computed based on the numbers of hours completed to the total program hours. There is no refund of the registration fee and background fee after the third business day.
5. Cancellation after completing more than 50% 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 unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the President, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
9. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
10. For a student who does not return from a leave of absence, the termination date is the last date of attendance before the student left on the leave of absence.

GROUND FOR TERMINATION

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

EMPLOYMENT ASSISTANCE

Although placement assistance may be offered, the institution does not guarantee employment. Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on a placement opportunity bulletin board. Placement services are provided free of charge. Nevertheless the school does not guarantee employment.

ACKNOWLEDGEMENT

This document and the catalog constitute a binding contract between the institution and the student and no further modification or representation except as herein expressed by both parties will be recognized.

Graduation Requirements

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student's program and have an overall "C" GPA of 2.5 or greater.

CREDENTIAL AWARDED

Upon satisfactory completion of the program, the student will be awarded a Diploma.

DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

Signature of Applicant

Date

Signature of Parent/Guardian
(If under 18 years of age)

Date

Signature of School Official

Date