

As of January 1, 2019



NAME (Please Print): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: (H) _____ EMAIL: _____

Course Name: _____ Course Number: _____ Course Dates: _____ Course Location: _____

How did you hear about us? _____

FEES: Total Tuition is \$ _____. Includes all materials and is due upon registration unless other arrangements made with provider. Returned checks will incur a \$35 fee. Total payment of the course fee is required prior to attendance of the course.

ATTENDANCE POLICY: 100% attendance is required for entire course in order to receive credit for coursework. Attendance will be taken at the beginning of each session of the course. Any student that is more than 10 minutes late to any class will be required to make up that class day. NO EXCEPTIONS ARE ALLOWED.

REFUND OR TRANSFER POLICY: Refund/cancellation requests will be accepted up to 24 hours before the scheduled class and only 80% of the course fee will be refund. If you do not cancel, you will be charged full tuition. These requests must be made in writing and either postmarked or presented in person 48 hours in advance to COMPS Academy. Refunds will not be processed for persons who have attended any portion of the course. Refunds will be processed without request for any classes cancelled by the academy. Refunds will be made within two weeks of request. If changes are requested within 24 hours prior to class, fee may be transferred to another class.

TESTING POLICY: When an exam is required to receive certificate, the exam will be administered during the class time. A passing grade of 70% is required on each portion of the exams. Should a student fail to achieve a grade of 70% or higher, one makeup examination will be allowed free of charge. Should a student fail the makeup exam, student would be required to pay a \$150 administrative fee and retake the class prior to being eligible for any additional makeup exams. A maximum of two additional retake exams may be taken at the cost of \$30 each. No further retakes will be given under any circumstances.

CERTIFICATE: Upon successful completion of the course, COMPS ACADEMY will maintain the student's information in accordance with the rules of the Department of LLR. A Certificate of Completion will be awarded to each student for safekeeping and record verification.

CANCELLATION: We reserve the right to cancel the course if a minimum number of students do not register. If an emergency warrants the rescheduling of a course, all care will be taken to advise you as soon as possible. In case of cancellation or rescheduling, students will be offered the option of full refund or transfer.

Our courses are offered to anyone over the age of eighteen regardless of race, color, gender, age, national origin, familial status, religion or handicap (Please contact provider as soon as possible if any accommodations are needed).

I acknowledge that I have received a copy of this Enrollment Agreement.

Date

Signature of Student

Signature of Provider

Office Use:

Credit card: Online Authorization _____ Manual Authorization _____ Pay by check: _____