



ENROLLMENT AGREEMENT

4525 Northpark Drive, Suite 100
 Colorado Springs, CO 80918
 (719) 266-8181

*Approved and Regulated by the Colorado Department of Higher Education,
 Private Occupational School Board*

General Information

Date _____

Student's Name _____ Address _____
Street City State Zip

Home Phone _____ Bus. Phone _____

Cell Phone _____ E-mail Address _____

Program: Collaborative Conflict Management Internship Collaborative Mediator® Certification

Course _____ # Contact Hours _____ Part-Time _____

Start Date _____ Estimated Completion _____ Days _____ Evenings _____

Type of Instruction

Classroom _____ (If applicable) Distance Education: Correspondence _____ On-line _____

Tuition & Fees

Tuition \$ _____

Books/Supplies/Equipment \$ _____
(Non-refundable)

Total Cost of Program \$ _____

Method of Payment (cash/check #/credit card)

Cash Received _____ Check # _____ School Receipt # _____

Credit/Bank Card Type: Visa MasterCard American Express

Card Number (16 digits) _____ Card Authorization Code (3digits) _____

Card Expiration Date: _____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Schedule of Payments

Deposit \$ _____ Date _____ BALANCE DUE \$ _____

Date Due _____ \$ _____	Recd _____	Date Due _____ \$ _____	Recd _____
Date Due _____ \$ _____	Recd _____	Date Due _____ \$ _____	Recd _____
Date Due _____ \$ _____	Recd _____	Date Due _____ \$ _____	Recd _____
Date Due _____ \$ _____	Recd _____	Date Due _____ Date _____	Recd _____
Date Due _____ \$ _____	Recd _____	Date Due _____ \$ _____	Recd _____
Date Due _____ \$ _____	Recd _____	Date Due _____ Date _____	Recd _____

The cost of credit is included in the price quoted for the goods and services.

By signing below, the student agrees to pay *Phoenix Strategies Inc.* the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. _____ Dated _____. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award a "PSI Document of Course Completion" which denotes the total number of contact hours and/or equivalent Continuing Education Credits (CEUs) to the student.

In the case of the Phoenix Strategies Inc., Collaborative Mediator ® Certification, students will be awarded a "PSI Certificate of Collaborative Mediation ®," upon documented successful completion of all academic, skill, internship/externship requirements and when all financial obligations to the school have been met.

The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

Postponement of Start Date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student; and,
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed online with the Division of Private Occupational Schools of the Colorado Department of Higher Education, at highered.colorado.gov/dpos, (303) 866-2723. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school."

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.

Student Signature

Date

School's Approved In-state Agent

Date