



5670 Greenwood Plaza Blvd., Suite 420
Greenwood Village, CO 80111

Colorado Enrollment Agreement

Course Title: _____ **Course Length:** _____

Name: _____ **Student E-mail:** _____

Address: _____

Telephone: _____ **Cell Phone:** _____

Course Schedule (day/time of week class meets): Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

Entrance Requirements

The CE Shop practices open enrollment. Students are notified through the company’s Terms and Conditions, at the time of purchase, that there may be other/additional requirements students will need to meet in order to apply for licensure with the state.

Course Cost

Standard Course Tuition Price*.....\$459

*The CE Shop reserves the right to adjust the course cost at any time before purchase.

Payment Plan

First Payment:	Due Today	33.33%
Second Payment:	Due 30 days from first payment	33.33%
Third Payment:	Due 30 days from second payment	33.34%
	Total:	100%

The following terms and conditions apply to payment plans. The customer agrees:

1. That The CE Shop is authorized to charge my credit card for the payments due on my account as the payments become due (in 30-day intervals);
2. That The CE Shop is entitled to suspend my course in the event that I miss a payment for any reason and that the account will stay suspended until any past due payment(s) are received;
3. That I am not entitled to receive my Certificate of Completion for the course until The CE Shop has been paid in full for the course; and
4. That The CE Shop is entitled to charge my credit card an administrative fee of \$9.99 per payment made under the Payment Plan. Under no circumstances am I entitled to a refund of any Administrative Fees paid.

Cancellation and Refund Policy

The CE Shop is committed to student satisfaction. If for any reason you are unsatisfied, The CE Shop will refund the purchase of any course(s), as long as the request for the refund is submitted before the course expires, within 30 days of purchase, and the course(s) is not more than 50% completed. Please contact our office at 1- 888-827-0777 or support@theceshop.com for refund or credit hour requests. Partial credit is not given for any course.



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Unless students are utilizing The CE Shop payment plan, the course must be paid in full prior to commencement of the course. After the published cancellation period (as stated above), refunds will be made according to the following schedule:

<i>Student is entitled to upon withdrawal/termination:</i>	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. Students are requested to notify the Director or designated school official if they are withdrawing from the school. Students are encouraged but not required, to request withdrawal in writing.
2. Refunds are based on the last date of attendance. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 30 days from the date of withdrawal or termination.
3. All refunds due will be paid within 30 days of the student’s last day of attendance.
4. If a student is not accepted by the school, a full refund will be issued.
5. The school will provide a full refund if education service is discontinued by the school, except if the school ceases operation.

Expiration Date of Course

The CE Shop’s Pre-Licensing courses expire one year after the date of purchase. The CE Shop will allow students to purchase a new course at a 50% discount of the current retail price of the new course. Each individual course will have an expiration date listed in the student’s account.

Job Placement and Assistance

The CE Shop does not assist students with job placement and does not guarantee job placement or salary amounts upon completion of this program.

Acknowledgments:

I have received a current copy of The CE Shop Catalog (Dated May 14, 2019). I have read the requirements and policies stated in the Catalog for entrance, grading, attendance, conduct, leave of absence, withdrawal and completion. I have also read, received and agree to this Enrollment Agreement. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that The CE Shop has the right to withdraw me from the program if I do not meet course requirements, standards of academic progress, or abide by the student conduct policy.

Student is advised to print and keep copies of the following: A) this Enrollment Agreement; B) the Colorado Pre- Licensing Catalog; and C) the financial terms and conditions of purchasing this course.

This agreement is not valid until acceptance by the student. Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our Terms and Conditions"; and B) clicking "Submit Order" on the course check out page.

The CE Shop is considered to have signed this Enrollment Agreement upon the student’s acceptance of the terms and conditions of this agreement. A signed copy of the fully executed Enrollment Agreement will be emailed to the student with



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the course purchase receipt.

This contract may only be changed with the written consent of both the Student and an Authorized School Official.

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board. Complaints may be filed online with the Division of Private Occupational Schools higherred.colorado.gov/dpos; 303-862-3001. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

Student Signature	Date	Signature of Authorized School Official	Date
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