



### Maryland Enrollment Agreement

**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.

#### Course Completion Requirements

A certificate of completion for the course is awarded upon successful completion of the program pending the following graduation requirements are met:

1. Complete the coursework according to its terms and conditions
2. Achieve a minimum 70% on the final examination
3. Satisfy all financial obligations to the school

#### Job Placement and Assistance

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

#### Technical-System Requirements

The course is delivered through a proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers for both PCs and MACs (Chrome, Firefox, Internet Explorer, and Safari). Additionally, courses are compatible with iPad and Android tablets. An internet connection is required (high speed is recommended but not required).

#### Course Cost

Standard Course Price\* .....Current Retail Price

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

#### 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](mailto:support@theceshop.com) for refund or credit hour requests. Partial credit is not given for any course.

The course must be paid in full prior to commencement of the course. After the published cancellation period, refunds will be made according to the following schedule:

Proportion of Total Course or Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%refund
10% up to but not including 20%	80%refund
20% up to but not including 30%	60%refund
30% up to but not including 40%	40%refund
40% up to 50%	20%refund
More than 50%	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 60 days from the date of withdrawal or termination.
3. All refunds due will be paid within 60 days of the student's last day of attendance.



**Expiration Date of Course**

The CE Shop's pre-licensing course in Maryland will expire 6 months after the date of purchase. The student will be granted one 30-day extension at no charge. The CE Shop will charge the student 20% of the current retail price of the course per month for additional extensions. Students will be able to extend their course 5 times before they reach the 12-month limit. If the student has not completed the course within 12 months of enrollment, The CE Shop will allow students to purchase a new course at a 50% discount from the current retail price of the new course. Each individual course will have an expiration date listed in the student's account.

**Acknowledgments:**

I have received a current copy of the CE Shop catalog. 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 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 Maryland 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"; B) entering the last four digits of student's Social Security Number; and C) 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.

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