

# ENROLLMENT AGREEMENT



## LEARNING TREE USA

13650 Dulles Technology Drive, Suite 175  
Herndon, VA 20171 888-843-8733

### STUDENT INFORMATION

Student Name:
Address:
Telephone (Home):
Telephone (Cell):
E-mail:

### PROGRAM INFORMATION

Program:
Start Date:
Program Length:

### TUITION

Tuition:	Other:
Books/Supplies/Materials:	Total Program Costs:

*Program course materials are included in the cost of Tuition. The Other cost associated with the program is a required project management subscription.*

### TUITION PAYMENTS

1. A payment of \_\_\_\_\_ is due with signing of the enrollment agreement.
2. Balance of tuition option \_\_\_\_\_  
Down payment of \_\_\_\_\_ due \_\_\_\_\_ weeks prior to class, with the balance to be paid in four (4) installments in the amount of \_\_\_\_\_ with no interest charge. Tuition to be paid in full no later than one (1) year from the execution of this Agreement.
3. These options are available to all students.
4. Learning Tree USA will invoice Students through its sister affiliate Learning Tree International. This is for ease of billing and use of existing infrastructure. For further clarity this Agreement is with Learning Tree USA, but the Student will be invoiced by Learning Tree International.

### STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 45 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 14 calendar days.
  - D. All refunds will be issued within 45 days of the determination of the withdrawal date.
  
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.
  - B. After the commencement of classes, the tuition refund **will** be determined as follows:
    - (1) A student who enters school but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
    - (2) A student who enters a school but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
    - (3) A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not entitled to a refund.

The percentage of completion is determined by dividing the student's total attendance in the program from the student's start date to the student's last day of attendance, by the total period of the program.

**Other fees:** these costs as specified on the enrollment agreement are not refundable.

**Refunds** will be issued within 45 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 45 days of the date the student was scheduled to return from the LOA and did not return.

### THE STUDENT UNDERSTANDS:

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules.
6. The transferability of credentials earned is at the sole decision of the receiving institution.
7. The School has grievance policy to resolve student grievances.
8. This document does not constitute a binding agreement until accepted in writing by all parties.

### STUDENT ACKNOWLEDGEMENTS

1. I hereby acknowledge receipt of the School's catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The school catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

Student initials

2. I have carefully read and received an exact copy of this enrollment agreement.

Student initials

3. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. While enrolled in the School, I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a certificate may be awarded.

4. I also understand that this institution does not guarantee job placement upon program/course completion.

Student's initials

5. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9 th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing.

Student initials

### CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Learning Tree USA.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signature:
Name:
Date:

Representative's Certification: I hereby certify that

has been in communication and in my judgment, meets all requirements for acceptance as a student

in the \_\_\_\_\_ (program name)

at Learning Tree USA, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official:
Date:

Learning Tree USA is certified to operate in the Commonwealth of Virginia by:

**State Council of Higher Education for Virginia (SCHEV)**  
**101 N. 14th Street, 10th Floor, James Monroe Building**  
**Richmond, VA 23219**  
**Phone: 804-225-2600**