

# Colorado Coaching and Hypnotherapy Training Institute

200 Lincoln St. Longmont, CO 80501

(303) 776-6103 [www.ColoradoCoaching.net](http://www.ColoradoCoaching.net)

Approved and regulated by the Colorado Department of Higher Education,

Division of Private Occupational School Board

## Enrollment Agreement

Student's Name \_\_\_\_\_ Date of Birth (Day and Mo.) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email address \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

How did you hear of the school? \_\_\_\_\_

Program/Course Data: Hypnotic Coaching for Hypnotherapists - 127 Total Hours

Start Date: 10/17/10 Completion: 3/13/10 Type of Instruction: Classroom with reading and practice required outside of class.

### Tuition and Fees:

1. \$200 School Administration Fee: waved
2. Tuition: \$2550 All Books/Materials included

### Schedule of Payments (interest is waved for 2010-2011)

Deposit \$500 \_\_\_\_\_ School Administration Fee \$200 Waved

Date: 10/17/10 \$341.67 \_\_\_\_\_ Date: 11/13/10 \$341.67 \_\_\_\_\_ Date: 12/15/10 \$341.67 \_\_\_\_\_

Date: 1/15/11 \$341.67 \_\_\_\_\_ Date: 2/12/11 \$341.67 \_\_\_\_\_ Date: 3/13/11 \$341.67 \_\_\_\_\_

Methods of payment accepted: Cash, check, MC/Visa

By signing below, the student agrees to pay Colorado Coaching and Hypnotherapy Training Institute, hereinafter referred to as the school, the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of Catalogue Volume 11 2010-2011. 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 Diploma as a **Master Certified Hypnotic-Coach**

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

**Postponement of Start Date:** Postponement of a starting 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 the 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.

**Refund Policy:** Students not accepted by the school and students who cancel this contract by notifying the school within three business days will receive a full refund. If student chooses to cancel this contract after the three days but before the start of classes, they are entitled to a full refund of all tuition paid minus the School Administration fee of \$200 (if paid) and the \$150 cancellation fee. In the case of students withdrawing after commencement of classes, the school retains the School Administration fee of \$200 (if paid) and the \$150 cancellation fee plus a percentage of tuition which is based on the percentage of contact hours attended, as described in the table below. If course is discontinued by school, student will receive a full refund. The refund is based on the last date of recorded attendance. The student will retain the books.

*REFUND TABLE*

<i>Student is entitled to upon withdrawal/termination</i>	<i>Refund</i>
Within first 10% of program	90%
After 10% but within first 25% of program	75%
After 25% but within first 50% of program	50%
After 50% but within first 75% of program	25%
After 75%	No refund

**And the School Administration fee of \$200 (if paid) and the \$150 cancellation fee**

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this Contract.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
  - 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 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 and 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. Complaints, which cannot be resolved by direct negotiation between the student and the school may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education 1380 Lawrence St., Suite 1200, Denver, CO 80204 303-894-2960 or online at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos). There is a two year limitation on the Division taking action on student complaints.
5. The policy for granting credit shall not impact the refund policy

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND CURRENT SCHOOL CATALOGUE Volume XI 2010-2011

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
School's Licensed Agent Date

For Credit Cards: Billing name and address on the card.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Master Card/Visa # \_\_\_\_\_

Expiration Date \_\_\_\_\_ (code) \_\_\_\_\_