



# ENROLLMENT AGREEMENT

The Coaching and Positive Psychology Institute  
1227 N. Peachtree Pkwy, Suite 166  
Peachtree City, GA 30269  
(404) 592- 5262  
www.cappinstitute.com

**Student Name:** \_\_\_\_\_

Present Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

**Phone (Home):** \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Student I.D. No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## **PROGRAM INFORMATION:**

PROGRAM: **Certified Personal and Executive Coach Program**

Start Date: \_\_\_\_\_ Program Length: \_\_\_\_\_ (Specified in clock hours)

TUITION:

The total cost for the CaPP Certification program:

Tuition: -----	\$3,495
Administration/Registration Fee -----	\$0
Books/Supplies -----	\$0
<b>Total Program Costs -----</b>	<b>\$3,495</b>

\*The minimum registration fee of \$500 deposit must accompany the enrollment agreement to secure a space in the program.

Student Initial \_\_\_\_\_

## **TUITION PAYMENTS:**

1. A minimum payment of \$500 is due with the signing of the enrollment agreement.
2. Balance of tuition options:
  - A. One-time payment of the full registration fee.
  - B. Down payment of \$500 due prior to Orientation, with the balance to be paid in 6 installments in the amount of \$499.16. Tuition is to be paid in full by the end of the program.
3. These options are available to all students

## **CANCELLATION 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 24 hours (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 30 days after receiving the notice of cancellation, the school shall provide a 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than 24 hours after signing an enrollment agreement and making an initial payment, but prior to Orientation, is entitled to a refund of all monies paid.

### **Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - A. Students choosing to withdraw from the school after the commencement of classes is to provide written notice to the Program Manager.
  - B. For a student who is on authorized Leave of Absence, the withdrawal 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 30 days unless special arrangements have been made.
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
  - A. Before the beginning of Orientation, the student is entitled to a refund of 100% of the tuition.
  - B. After the commencement of Orientation, there are no refunds permitted. The student will be able to transfer their registration to another class within one year of the initial registration. The student must incur any additional costs from tuition and program fees if applicable during this time. A transfer fee of \$250 will be assessed.

Student initial \_\_\_\_\_

**Refunds** will be issued within 30 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 30 days of the date the student was scheduled to return from the LOA and did not return.

## **THE STUDENT UNDERSTANDS**

1. The program does not accept credit for previous education, training, work experience (experiential learning), or CLEP.
2. The program does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The program reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The program will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The program reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by program rules
6. Information concerning other programs that may accept the program credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the program catalog could be transferred to another institution. The program does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

Student initial \_\_\_\_\_

**STUDENT ACKNOWLEDGEMENTS:**

1. I hereby acknowledge receipt of the program catalog dated \_\_\_\_\_, which contains information describing classes offered, and equipment/supplies provided. The program 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. Also, I have carefully read and received an exact copy of this enrollment agreement.

\_\_\_\_\_ **Student initials**

3. I understand that the program may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I disrupt the normal activities of the program while enrolled in the program. I understand that my financial obligation to the program must be paid in full before a certificate may be awarded.

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

\_\_\_\_\_ **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 The CaPP Institute.

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.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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Signature of Student

-----  
Date

-----  
Signature of Program Manager

-----  
Date

Student initial \_\_\_\_\_