

**ELMA NAC TRAINING PROGRAM
PRIVATE VOCATIONAL SCHOOL
ENROLLMENT AGREEMENT/CONTRACT**

School Location: 301 Main ST. Elma, WA 98541
Mailing Address: PO BX 1384 McCLEARY, WA 98557
Annette: 360-495-3619/239-5326 Donna 360-482-8509

This Enrollment Agreement, Contract # _____ is between the above-named school and

(Student Name) _____ Date: _____

Address _____

Telephone () _____ Date: _____

The school agrees to provide the following training: Course Title: (Circle training class agreed upon)

- | | | |
|---|----------------------------|------------------|
| 1. Certified Nursing Assistant Training (CNA) | 2. Fundamentals of Care | 3. Gentle Care |
| 4. Dementia Specialty Training | 5. Mental Health Specialty | 6. CPR/First Aid |

Starting Date: _____ Completion Date: _____

Course Consist of _____ Weeks _____ Hrs. per week _____ Total Hrs.

This training will cost:

Registration Fee: \$100.00

Tuition Costs: \$450.00

TOTAL COST FOR THE COURSE \$550.00

Student Manual, Workbook, St. Test Fees & License are extra

Method of Payment: _____ Date Paid: _____

Agreement is Binding:

This agreement will be binding only when it has been fully completed, signed, and dated by the student & an authorized representative of the school prior to the time instruction begins.

Changes in the Agreement:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school & by the student or the student's parent or guardian if he/she is a minor.

Effective Date of acceptance:

I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of the Enrollment Agreement, school catalog, and any other papers I sign. I hereby agree to abide by the conditions set forth herein.

Cancellations/Refunds:

See catalog for refund and cancellation Policy

Cancellation & Refund Policy for Elma NAC Training Programs:

NOTICE TO PROSPECTIVE STUDENT:

- Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding.
- You are entitled to an exact copy of the agreement, school catalog & any other papers you sign. You are required to sign a statement acknowledging receipt of those.
- If you have not started training, you may cancel this contract by providing written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked not later than midnight of the fifth business day (excluding Sundays & holidays) following your signing this contract or the written notice may be hand delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

1. Elma NAC Training Program will refund:

- a. All money paid by the applicant if they are not accepted including when a starting class is canceled by the school
- b. All money if applicant cancels within five business days (excluding Sundays & holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
- c. Elma NAC Training Program will retain a registration fee of ten% of the total tuition cost, or \$100.00, whichever is less if the applicant cancels after the fifth business day after signing the contract or making an initial payment..
- d. If training is terminated after student enters classes a percentage of the registration fee will be retained as follows:

One week	10%
Over one week	25%
25%-50% of Course	50%
Over 50%	100%
- e. The official date of a student's course termination serves as last date of attendance:
 1. When Elma NAC Training Program receives notice of student's intention to discontinue the training program
 2. When the student is terminated for a violation of published school policies which provide for termination
 3. When a student, without notice, fails to attend classes for thirty calendar days
- f. If program is discontinued after training has begun or if the school moves locations we will:
 1. Provide our students prorated refunds of all tuition & fees paid or
 2. Arrange for comparable training at another public or private vocational school. Students must accept this training in writing.
- g. If we, as Elma NAC Training Program, decide to discontinue our program, we will notify the affected students in advance in writing and will include information found under WAC 490-105-210(3)
- h. Students affected must request a refund within ninety days.

Unfair Business Practices:

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor & a written statement notifying all parties that the cancellation & refund policy continues to apply.

Student's Name: _____
(Please Print)

Signature: _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative: _____

Signature: _____

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 Tenth Avenue SW, PO BX 43105, Olympia, WA 98504-3105 (360/753-5673)

Elma NAC Training Program Notice:

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement & a copy must be provided to the enrollee by the school.

ACKNOWLEDGMENT BY ENROLLEE:

1. I understand & accept that any contract for training I enter into with the above named school contains legally binding obligations & responsibilities.
2. I understand & accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays & holidays, following the last date such a contract is signed by the school & myself, provided that I have not entered classes sooner.

Name: _____
(Please Print)

Signed: _____ Date: _____

ACKNOWLEDGMENT BY SCHOOL:

Prior to being enrolled in this school, the applicant whose name & signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities & average starting salaries in his/her chosen occupation.

Signed: _____

Title: _____

Dated this _____ Day of _____, 2008