



1225 Florida Avenue S. Suite C
Rockledge, FL 32955
321-301-4439 (telephone)

Student Enrollment Agreement

THIS AGREEMENT, TOGETHER WITH THE SCHOOL CATALOG, CONSTITUTES A BINDING CONTRACT BETWEEN THE STUDENT AND THE SCHOOL UPON ACCEPTANCE BY THE SCHOOL.

READ APPLICATION THOROUGHLY BEFORE ANSWERING QUESTIONS

Student Information

Name: _____

Address: _____
STREET ADDRESS CITY/STATE ZIP/POSTAL CODE

Name of Parent/Guardian (if student is under 18): _____

Telephone: (Home) _____ (Business or Cellular): _____

Social Security Number: _____ Date of Birth: _____ Circle One: Male Female

Program Information (School Only)

Program Title: _____ Length: _____ Clock Hours: _____

Class Schedule: () Full Time () Part Time () Day Classes () Evening Classes

Hours per Week: _____ Start Date: ___/___/___ Anticipated Ending Date: ___/___/___

Tuition	\$ _____
Registration Fee	\$ _____
Books & Materials	\$ _____
Other Costs	\$ _____
Total Program Price	\$ _____

This agreement constitutes a binding Contract between the Student and Rockledge Institute.

Methods of Payment

Full payment at time of signing enrollment agreement.

Registration fee at the time of signing enrollment agreement with balance paid prior to starting date

Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

NOTE: (N/A, if not applicable or line through)

ANNUAL PERCENTAGE RATE %	FINANCE CHARGE \$	Amount Financed The dollar amount the credit provided to you or on your behalf. \$	Total of Payment The amount you will have paid after you have made all payments as scheduled. \$	Total Sales Price The total cost of your purchase on credit including your down payment of \$
YOUR PAYMENT SCHEDULE WILL BE:				
Number of Payments	Amount of each payment	When payments are due		
	\$	Beginning on ___/___/___ and on the same day each (check one) ___ weekly or ___ bi-weekly thereafter		

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee of \$100.00.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
8. The definition of Enrollment Time is considered to be from the first day of physical attendance to

the last day of physical attendance.

9. In the event the program is cancelled, a refund of all monies paid will be returned to the sources from which they were originally received. (Unless arrangements have been made for the program to be completed.)

10. Costs of supplies and materials that have been used by the student will not be refunded. The cost of the purchased student kit will not be refunded.

GROUNDS FOR TERMINATION

I agree to comply with the rules and policies and understand that Rockledge Institute shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that Rockledge Institute reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

GRADUATION REQUIREMENTS

I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to Rockledge Institute.

EMPLOYMENT ASSISTANCE

I understand that Rockledge Institute has not made and will not make any guarantees of employment or salary upon my graduation. Rockledge Institute will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

ACKNOWLEDGEMENT

This contract contains the entire agreement between Rockledge Institute and myself, and no further modification or representation except as herein expressed in writing will be recognized.

NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

Signature of Applicant

Date

Signature of Parent/Guardian

Date

Signature of School Official

Date