



# ROCKLEDGE INSTITUTE

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

