

AMERICAN DREAM Real Estate School



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Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

General Information

Date _____

Student's Name _____ Address _____

Home Phone _____ Cell Phone _____ EMAIL _____

Last 4 digits of SSN _____

Program/Stand Alone Course

Program/Course _____ Full-Time ___ Part-Time ___

Start Date _____ Estimated Completion _____ Days ___ Evenings ___

Type of Instruction

Classroom ___ (If applicable) Distance Education: Correspondence ___ On-line ___

Tuition & Fees

Tuition \$ _____

Registration Fee \$ _____ (if applicable)

Books/Supplies/Equipment \$ _____

(Non-refundable)

Total Cost of Program \$ _____

Method of Payment (cash/check #/credit card) card # _____

Schedule of payment not allowed

By signing below, the student agrees to pay ADRES ("school") the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog. 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 the completion Certificate/Diploma to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

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.

Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed online with appropriate authority.

Time-Out Limits

Course management is performed by learning management system and certified by ARELLO to assure appropriate time on subject. Students will be allocated a term to complete course with term extension available.

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Refund Policy Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended (if training is offered as distance education: "based on the percentage of number of lessons completed")* in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table	Student is entitled to upon withdrawal/termination	
Within first 10% of program	(Lessons 1)	90% less cancellation charge
After 10% but within first 25% of program	(Lessons 2)	75% less cancellation charge
After 25% but within first 50% of program	(Lessons 3)	50% less cancellation charge
After 50% but within first 75% of program	(Lessons 4)	25% less cancellation charge
After 75% (Lesson5)	[if paid in full, cancellation charge is not applicable]	NO Refund

*Note to School: References to "Lessons" in this Sample are examples of "required statements" to use in your Refund Policy when the program(s) and/or standalone course(s) are offered via DISTANCE EDUCATION. The school must determine the Number of Lessons applicable for the percentage breakdowns for each distance ed program and/or course offered.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - 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 of the 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 & 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. The policy for granting credit for previous training shall not impact the refund policy.

Attendance/Tardiness Requirements

Established and monitored on a course by course basis; measured by the learning management system.

Make-up Procedure

Online courses allow for continuous access; therefore make-up is not applicable.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.

 Student Signature Date School's Approved Director Date

 Parent signature (student under 18) Date