

ENROLLMENT AGREEMENT FOR PRE-LICENSING COURSE

Helten Institute of Real Estate Development

DATE _____

Location Address: _____

720-600-4733

www.HIREDSchools.com

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

General Information

Student's Name _____ Address _____
Street City State Zip

Home Phone _____ Business Phone _____

Program/Stand Alone Course

Program/Course _____

Start Date _____ Estimated Completion _____ Days _____ Evenings _____

Type of Instruction

Classroom _____ Distance Education: Correspondence _____

Admission Requirements

High school diploma or GED

Tuition and Fees

Tuition \$ _____

Registration Fee \$ _____ (If applicable)

Books/Supplies \$ _____
(Non-refundable)

Total Cost of Program \$ _____

Method of Payment

Cash _____ Check _____ Credit Card _____

By signing below, the student agrees to pay Helten Institute of Real Estate Development ("school") the total stated tuition and fees. The School agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No 1, Dated September 2016 ("Catalog"). Payment of all monies due shall be the 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 Certificate of Completion 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.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.colorado.gov/dpos>, 303-862-3001. There is a two year statute of limitations for the Division to take action on a student complaint (from students last day of attendance)

Refund Policy

Students not accepted to the school are entitled to all monies 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 a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of the number of lessons completed, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table for Pre-Licensing ONLY

Student is entitled to upon withdrawal/ termination	Refund
Within first 10% of Program (lesson 1-2)	90% less cancellation charge
After 10% but within first 25% of program (Lesson 3-4)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 5-6)	50% less cancellation charge
After 50% but within first 75% of program (Lesson 7)	25% less cancellation charge
After 75% (Lesson 8) If paid in full, cancellation charge is not applicable	No Refund

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 written 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 unexcused leave of absence, the effective date of termination for a student on an extended leave of absence or 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 and fees paid if the school discontinues a Program/Stand Alone course 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 (no previous credits accepted at

school) shall not impact the refund policy.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG. (Volume No. 1, Dated September 2016)

Student Signature

Date

School's Approved In-State Agent Date