

**Home Study Enrollment Agreement: Continuing Education**

Advantage School of Real Estate  
416 S E Birdie Cir., Cedaredge, CO 81413  
( 970 ) 856 - 3109 or 866 - 856 - 3505 [cathypercefull@att.net](mailto:cathypercefull@att.net)

Approved and Reg. by the CO Dept of Higher Education, Private Occupational School Board

**General Information** **Date** \_\_\_\_\_

Student's Name \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Program/Course** \_\_\_\_\_

Total Course Hrs 4 Start Date \_\_\_\_\_ Completion Date by School \_\_\_\_\_

**Tuition & Fees:**

Tuition \$ 40.00 including materials and due upon enrollment

Total Cost of Program \$ 40.00

VISA/MC \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

By Signing below, the student agrees to pay Advantage School of Real Estate, hereinafter called the School, the total stated tuition and fees. The School agrees to provide the occupational training in accordance with the provisions of Catalogue # 1 Vol 1 Dated 2009 ( the catalogue ). Payment of all monies due shall be 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 by both parties.

**Refund Policy:** Students not accepted to the school and 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 or 25% of the contract price which ever 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 lessons, as described in the table below. The refund is based on the last date of recorded attendance.

#### Refund Table:

Student is entitled to upon withdrawal/termination refund

Within first 10% of program, 90% less cancellation charge

After 10% but within first 25% of program, 75% less cancellation charge

After 25% but within first 50% of program, 50% less cancellation charge

After 50% but within first 75% of program, 25% less cancellation charge

After 75% ( if paid in full, cancellation charge is not applicable ) NO REFUND

#### Our refund policy

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 received 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 and 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. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, Colorado 80202, (303)866-2723. There is a two year limitation on the division taking action on student complaints. Complaints may also be filed online at [higherred.colorado.gov/dpos](http://higherred.colorado.gov/dpos).
5. The policy for granting credit for previous training shall not impact the refund policy.

**NO REFUND on opened CD material or on textbooks which have been written in.**

Should the student have to postpone completing a course due to a hardship, for example health problems, the student needs to immediately contact the School allowing for a possible extension to be granted.

**By signing below, the student says they have received a copy of the School enrollment agreement ( signed by both parties) and catalogue.**

_____	_____
Signature of Student	For Advantage School of RE
Date: _____	_____