

Three Times The Love LLC.
2157 Bemiss Rd, Ste C Valdosta, GA 31602
1-800-619-3195

Enrollment Agreement

Student Information

Student Name: _____ DOB: _____
Address: _____
City/State/ZIP: _____
Phone Number: _____
Emergency Contact: _____
Relationship: _____ Phone Number: _____

Program Information

Program Name: _____ Program Level: Certificate
Program Start Date: _____ Scheduled End Date: _____
Full Time/Part Time: _____ Day/Evening: _____

Class Days: (circle) M T W Th F Sa Su

Schedule Notes: _____

Number of Weeks: _____ Total Clock/Credit Hours: _____
Externship Requirement (Hours/Description): _____

Tuition & Fee Information

Application Fee: _____ Tuition: _____
Registration Fees: _____ Other Costs: _____
Total Cost: _____
Method of Payment: _____

Refund Policy

Please ask the institution's administrator for a withdrawal form. If no withdrawal form is submitted, the institution will file a withdrawal form on the student's behalf. In case of administrative withdrawal, the institution will notify the student that they have been withdrawn. The refund will be calculated from the student's last date of attendance. **Nonrefundable fees other than the application fee are specified in the catalog.**

In case of a withdrawal for any reason the following will be used to calculate student's refund:

- Before the start of class all tuition payments will be refunded entirely, including any deposits. The institution will retain the non-refundable application fee up to \$100.
- After the start of class, all tuition payments will be refunded at a prorated amount, based on the percentage of paid segment completed, should the student withdraw before 50% completion of the course. The institution will retain the non-refundable application fee up to \$100.
- Supply Fees will only be returned if supplies are returned unopened and unused. Nonrefundable fees for goods and/or services provided by third party vendors purchased on behalf of the student are permitted if the institution is not able to reuse the equipment or cancel services.

Once a withdrawal is requested, a refund will be remitted within 45 days. All cases of withdrawal follow procedures above, even in the case of administrative withdrawal/dismissal

Cancellation Policy

All tuition and fees paid, excluding nonrefundable will be fully refunded should a cancellation request be made by the student within 72 hours of signing the enrollment agreement.

If our institution cancels or changes program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, our institution will ensure the following:

- We will make arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program, or;

A refund of all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

See Catalog for further details

Attendance Policy

Attendance will be taken at the beginning of each class meeting, capturing students' name, date and time of arrival and departure. Students are expected to attend all class meetings, as their attendance and participation is vital. Full credit will be earned for perfect attendance. Participation will be evaluated based on the student's engagement in the class, contribution to class discussions, evidence of having completed the readings and maintaining a positive attitude. It is crucial for students to arrive on time and be prepared. Unapproved absence exceeding three occurrences will result in removal from the program and forfeiture of all monies paid. Approved absences (i.e. medical needs) will be given the option to make-up missed coursework or allowed re-admission based on policy. Three instances of tardiness exceeding 15 mins after the start of lecture or 30 mins after the start of Learning Lab or early leave (15 mins prior to the end of lecture or 30 mins prior to the end of lab) will count as one absence.

Career Services

The certification programs at Three Times The Love LLC are designed to prepare students to seek positions in their chosen fields. Our program(s) does not guarantee employment or any level of compensation following graduation. Students who confine their job search to the metropolitan area where their campus is located may limit the employment opportunities available to them. Graduates need to be prepared for a competitive marketplace, which may require relocating to enhance their career endeavors. Although the school does not offer any guarantee of employment, Three Times The Love works with different Staffing, Recruiting and organizations to cultivate employment opportunities and to match job leads with qualified graduates.

Signatures

Student Signature

Institutional Representative Signature

Date

Date