

School Name and Address

This Enrollment Agreement, Contract # _____, is between ABC Yoga Therapy and the assigned below.

Student's Name _____

Address _____

Telephone (____) _____ Social Security # _____

email _____

The school agrees to provide the following training:

ABC Therapy Therapist Training Program Starting Date: _____ Completion Date: _____

The cost of this training will include the following:

Non-Refundable Application Fee: \$ XXX

Tuition: \$ XXXX

Accommodations Fee: \$ XXXX

Note: The accommodations fee for [Site Name and Address of the residential retreat center] must be paid 30 days prior to each residency. Please make checks out to the [Site Name].

TOTAL COST FOR THE PROGRAM (tuition + application fee + accommodations fee for Site Name x 4): \$ XXXX

Down payment due by Mo/Day/Year: \$ XXX

Monthly payment: \$ XXX

Note: this applies only unless other arrangements have been made—see Promissory Note below.

Agreement is Binding

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

Changes in the Agreement

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

Cancellation and Refund Policy for Resident Training Programs

1. The school must refund all money paid if the applicant is not accepted. This includes instances when a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

Percentage of training completion:	Percentage of the tuition cost the school may keep:
One week or up to 10%, whichever is less	10%
More than one week or between 10% and 25%, whichever is less	25%
25% through 50%	50%
More than 50%	100%

7. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance, according to one of the following criterion:
 - (a) When the school receives notice of the student’s intention to discontinue the training program.
 - (b) When the student is terminated for a violation of a published school policy which provides for termination.
 - (c) When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student’s official termination date.

Discontinued Programs

If the school discontinues instruction in any program after students enter training, including circumstances in which the school changes its location, students must be notified in writing of such events and are entitled to a pro-rated refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

Termination by the School

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students’ work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Cancellation of Classes

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

Notice to Buyer

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

Cancellation of Contract

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract, which notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

Unfair Business Practices:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Effective Date of Acceptance

I certify that (1) I have read and understand the cancellation and refund policy and the complaint procedure; (2) I have received a copy of the school catalog or brochure; and (3) I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign. I hereby agree to abide by the conditions set forth herein.

Student's Name _____ Date _____

Signature _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Name of Authorized School Representative _____ Date _____

Signature _____

**PROMISSORY NOTE
ABC Therapist Training**

I, _____, will be taking the Therapist Training Program through ABC School. The training begins on [Mo/Day/Year] and ends on [Mo/Day/Year]. I owe and promise to pay a total of [\$ XXXX] to be paid as follows:

A deposit of [\$ XXX] is due by [Mo/Day/Year]. The balance may be paid off monthly, at a minimum of [\$ XXX] per month over the next two years. Greater amounts, including the full balance, may be paid at any time. The entire balance must be paid in full by [Mo/Day/Year].

I recognize that additional fees of [\$ XXXX] per residency are due for accommodations at [Site Name] (residential rates may vary according to [\$ XXXX] fees), and that I am responsible for paying those in full 30 days prior to each residential training.

(Checks can be made out to [Site Name] and sent directly to the [Site Name], or I can arrange for payment by credit card with the [Site Name] staff.)

I am responsible for all transportation arrangements to and from the residencies and for procuring all reading materials necessary for the training, other than those provided by the program.

Please initial and fill out the following:

_____ I will write a check each month for [\$ XXX] (or other agreed upon amount)

_____ I agree to pay quarterly amounts of [\$ XXX]

_____ I will pay in full as of [Mo/Day/Year].

Payment in full by [Mo/Day/Year] constitutes a 10% discount making the total [\$ XXX].

Signature: _____ Date: _____
Name _____
Address _____
Phone _____ Email _____