



## Direct Support Professional Advanced Training in Human Services Enrollment Agreement

### Personal Information

<b>Legal Name:</b> Last/Family      First      Middle/Maiden			<b>Social Security Number:</b> ____ - ____ - _____
<b>Permanent Mailing Address:</b> (include street & number, city, state, and zip) <b>Correspondence will be mailed to this address.</b>			
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Cell Phone:</b>	<b>Email Address:</b>
<b>Date of birth:</b> ____/____/____ Month Day Year	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Nation of Citizenship:</b> <input type="checkbox"/> United States <input type="checkbox"/> Other: _____	<b>Immigration Status:</b> <input type="checkbox"/> Permanent Resident Alien (copy required) <input type="checkbox"/> Refugee (copy required) <input type="checkbox"/> Visa Type (copy required) _____
<b>Voluntary response is requested for federal regulation. This information will not be utilized in a discriminatory manner. (please check one only)</b> <input type="checkbox"/> American Indian or Native Alaskan <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black (non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> White (non-Hispanic)			
<b>Indicate Session You are Applying For (including anticipated ending dates):</b> <input type="checkbox"/> <b>Working Professionals Track: Session I</b> (February 2017 – January 2018 )			

**Enrollment Period:** The enrollment period for the program is seven (7) weeks for the Accelerated Track or ten (10) months for the Working Professionals Track. In the event of cancellation or termination from the program, the enrollee is entitled to a refund based upon the approved Refund Policy.

**Employment Assistance:** Assistance with job placement and employability skills development occurs through Arc Works, a division of Arc Broward. However, we do not guarantee employment at this time.

### Class times:

**Accelerated Track: 9 a.m. until 5 p.m., Monday through Friday.**

**Working Professionals Track: 9 a.m. and run until 5 p.m., every other Wednesday.**

**All classes take place at:**  
Arc Broward  
10250 NW 53rd Street  
Sunrise, Florida 33351

**Course Tuition:** \$2,000 (including all materials) plus the Level Two Background Screening Fee is \$55 (payable directly to Statutory Fingerprinting by the student and is non-refundable) – for total fees of \$2,055.

**Methods of Payment include Cash, Check, Credit/Debit Card (Please mark below)**

- Submission of signed enrollment agreement with balance paid upon acceptance.
- Submission of signed enrollment agreement with balance paid prior to graduation by a payment plan (plan to be attached).
- Submission of signed enrollment agreement with other funding source: \_\_\_\_\_

**NOTE:** For School offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. **(N/A, if not applicable or line through)**

ANNUAL PERCENTAGE RATE  %	FINANCE CHARGE  \$	Amount Financed The dollar amount the credit provided to you or on your behalf.  \$	Total of Payment The amount you will have paid after you have made all payments as scheduled.  \$	Total Sales Price The total cost of your purchase on credit including your down payment of  \$
YOUR PAYMENT SCHEDULE WILL BE:				
Number of Payments	Amount of each payment	When payments are due		
	\$	Beginning on ___/___/___ and on the same day each (check one) ___ weekly or ___ bi-weekly thereafter		

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

**Financial Assistance**

Students are responsible for payment of the full amount of tuition and fees charged by Arc Educates. Financial assistance and flexible payment plans are available to students who are eligible and qualify. Our admissions staff can assist you in determining your eligibility and which types of financial assistance or payment plans may be available to you.

Arc Educates, at its sole discretion, may approve a monthly payment plan. With this agreement on file, students will be required to make an initial payment by the registration payment deadline and will have the option of paying the balance in additional consecutive monthly payments. Current and subsequent schedule of payments shall be binding on the student and made part of this agreement. Monthly payments are due on or before scheduled due dates or in full upon receipt of financial assistance, whichever comes first.

**Program Withdrawal and Cancellation**

Students who wish to cancel or withdraw may do so in person, verbally by phone, or via written means to the attention of the Arc Educates Director. The date of withdrawal will be the date that we receive the student's request to withdraw. A reasonable amount of time will be permitted before determining that a student has withdrawn from the program of at least fifteen (15) program days.

## Refunds and Cancellations

In accordance with paragraph 6E-1.0032(60(i)), F.A.C., and other applicable federal and state requirements as well as ACCET guidelines, the refund policy and procedures are as follows:

### **CANCELLATION AND REFUND POLICY**

Arc Educates has established a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations.

This program is licensed by the State of Florida which mandates a cancellation and refund policy. This policy ensures that we demonstrate compliance with that policy as well as with any unique requirements of ACCET's policy. As such, we compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student. The Enrollment Agreement includes language related to this and informs students that a comparison will be made and the policy that is most beneficial to the student will be used.

Students must verify and attest in writing that they understand the content of the enrollment documents (including enrollment agreements and catalogs, as applicable) are to be provided in a language students understand. Arc Educates does not require written notification of cancellation or withdrawal. In addition, we do not require notification of cancellation or withdrawal in person as a condition for making refunds, nor charge any penalty for failure to notify the institution in writing.

This implementation of Arc Broward's Refund policy ensures that we demonstrate compliance with both ACCET and state guidelines. As such, we compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

Arc Educates treat students fairly and equitably relative to tuition, other charges, and refunds. In no event shall a student be treated differently with respect to charges and refunds based on the source of funding or the timing of disbursements or payments.

#### **In accordance with ACCET's Cancellation and Refund Policy, Document 30:**

- a. Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.

d. After fifty percent (50%) of the period of financial obligation is completed by the student, Arc Educates may retain the full tuition for that period.

**In accordance with the State of Florida’s Licensure Refund Regulations, paragraph 6E-1.0032(60(i), F.A.C., the refund policy is as follows:**

- a. Cancellation after attendance has begun, but prior to fifty percent (50%) completion of the program, will result in a Pro Rata refund computed and based upon the number of hours completed to the total program hours. The number of hours completed will be based upon the last day of program attendance (LDA).
- b. Cancellation after completing fifty percent (50%) of the program will result in no refund. In calculating the refund due to a student, the last date of actual attendance (LDA) by the student is used in the calculation unless earlier written notice is received.

**Refunds Due to Extenuating Circumstances**

When a student is required to withdraw from all courses because of documented circumstances determined by the Arc Educates staff to be exceptional and beyond the control of the student, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations.

**By signing below, you acknowledge that you have read, understood, completed, and received a copy of this Enrollment Agreement which becomes legal and binding once signed by both parties.**

\_\_\_\_\_  
**Signature of Enrollee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Authorized Arc Educates Representative**

\_\_\_\_\_  
**Date Received**



10250 NW 53rd  
Street  
Sunrise, Florida  
33351

**DSPATHS  
Acknowledgement of Receipt of Student Handbook**

Arc Educates' DSPATHS Student Handbook contains important information about Arc Educates and the DSPATHS Certificate program. I understand that I should consult the Director of Arc Educates regarding any questions not answered in the handbook.

Since the information, policies, and other academic and fee payment activities described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of Arc Educates' DSPATHS Certificate Program Student Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Arc Educates representative. I understand that this form will be retained in my student file.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name – Printed  
**School Copy**



10250 NW 53rd  
Street  
Sunrise, Florida  
33351

**DSPATHS  
Acknowledgement of Receipt of Student Handbook**

Arc Educates' DSPATHS Student Handbook contains important information about Arc Educates and the DSPATHS Certificate program. I understand that I should consult the Director of Arc Educates regarding any questions not answered in the handbook.

Since the information, policies, and other academic and fee payment activities described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of Arc Educates' DSPATHS Certificate Program Student Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Arc Educates representative. I understand that this form will be retained in my student file.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name – Printed  
**Student Copy**