



ENROLLMENT AGREEMENT

Enrollee's Name: (last) _____ (first) _____ (MI) _____.

Home Address: _____

Telephone: _____ Social Security Number _____

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

Program Name: Assisted Living Aide- Certificate **Start Date:** _____

Program Length: 94 Clock Hours. This program is normally completed in 5 calendar weeks (full-time).

Tuition and Fees for Current Term

Registration fees	\$ 45.00	<i>Due with application</i>
Equipment/ books/ study material fees	-	(included in tuition)
Tuition: HHA-100: Home Health Aide Training	\$ 330.00	Due prior to start of the course
Clinical site fee (if applicable/ see- "g")*	\$ 50.00	Due prior to start of practical training, if needed
Tuition: ALA-200: Assisted Living Services	\$ 100.00	Due prior to start of the course
TOTAL PROGRAM COST PER CURRENT TUITION AND FEE RATES: \$ 475.00 + \$50.00* (when applicable)		

- a. Registration fees must be paid along with the application and enrollment agreement.
- b. Admission shall only be confirmed after all required paperwork has been completed.
- c. Tuition and fees are payable for one quarter, semester or school term only. Tuition must be paid prior to start of classes, or as per a Toledo Career Institute (school) approved payment plan.
- d. Student must undertake the State of Ohio Student Consumer Information online course at his/ her own expense and submit a proof of completion to the school prior to start of classes.
- e. If student requires additional hours (beyond the regular offerings of the program) to make-up missed classes, or to improve academic performance, the student will pay a fee of \$25 per hour with a minimum of 4 hours. The required amount of additional hours will be based upon an individualized plan developed by the student and the instructor.
- f. Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.
- g. Certain clinical sites may charge an additional fee* of \$50 payable directly to them. If the 24-hour practical training (usually spread over a minimum of 4 days or more) is from one of these sites, the student will be responsible to pay the site fees in full prior to beginning the practical training component.

Cancellation and Settlement Policy

This enrollment agreement may be cancelled within five calendar days after the date of signing provided the institute is notified of the cancellation in writing (via certified mail or in person). If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 94 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (i) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (ii) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (iii) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (iv) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (v) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity. Fee for the State of Ohio Student Consumer Information Course is non-refundable.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

I acknowledge that I have received a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement.

Applicant's Signature: _____ **Date:** _____

Parent or Guardian (if applicable): _____ **Date:** _____

School Representative: _____ **Date:** _____

MAILING ADDRESS: TCI- ADMISSIONS. 1440 S. BYRNE RD. TOLEDO, OH 43614