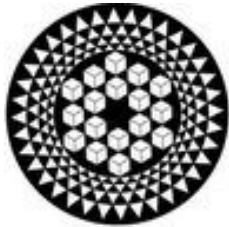


# SAMPLE ENROLLMENT AGREEMENT FOR STUDENTS



## College of the Melissae Center for Sacred Beekeeping 2015 Study Session STUDENT INFORMATION:

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>E-Mail:</b>	

### PROGRAM INFORMATION:

<b>Program:</b>	<i>College of the Melissae Online Sacred Beekeeping Training</i>		
<b>Program Description:</b>	<b>8-Fold Path of Sacred Beekeeping- taught online with bi-monthly live-class sessions, documents, video and audio instruction</b>		
<b>Program Length in Hours/ Months/ Weeks:</b>	<b>Start March 1, 2015, end October 31, 2015</b>		
<b>Days/Evenings Class Meets: (circle availability)</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>M</span> <span>T</span> <span>W</span> <span>TH</span> <span>F</span> <span>Sat</span> <span>Sun</span> </div>		
<b>Time of Day/Evening Class availability:</b>			
<b>Enrollment Date: (when did you pay your fees?)</b>		<b>Start Date:</b>	<b>March 1 (early birds receive first month upon completion of enrollment; live class times/day will be announced Mar 1)</b>
<b>Maximum time to Complete Program:</b>	<b>Nov 30, 2015</b>		

### TUITION:

<b>TERMS OF CONTRACT</b>
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<b>Registration Fee:</b>	<b>\$25</b>	<b>Non-refundable</b>
<b>Tuition Cost:</b>	<b>\$1800/yr</b>	<b>(includes \$150 non-refundable enrollment fee)</b>
<b>Other:</b>	<b>\$40/h r</b>	<b>Private mentoring with instructors (optional)</b>

### **CANCELLATION AND REFUND POLICIES (OAR 581-045-0036)**

Cancellation: A student may cancel enrollment by giving written 30 days notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee (CoM calls it the enrollment fee.) Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;

Withdrawal Procedure: Tuition refunds will be determined as follows: If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged monthly. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, and the enrollment fee.

If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

Proportion of Total Program Taught by Withdrawal Date	Pro-rated Tuition Refund
Up to 50%	X% of tuition (calculated at \$200/mo, including 30-day notice)
51%	No Refund

**Advanced Deposits:** Per OAR 581-045-0008, Advanced Deposits, "Prior to the beginning of classes, no private career school shall *require* from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees.

For programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered, the school can require payment of all tuition.

The College of the Melissae does not require payment in full to begin our course. We have divided our year into two terms: Mar 1- Jun 30 and July 1- October 31. The first term is \$1000.00 the second term is \$800.00 Payments will be due on or before Mar 1 and on or before July 1, unless other arrangements have been made. Early enrollment with entire tuition paid entitles students to a discount which reduces total tuition rate.

**Scholarship Recipients:**

All scholarship students will be required to pay registration fee and \$150 enrollment fee on or before Mar 1, 2015.

Scholarship Awards will be in-house and therefore deducted from repayment in case of student cancellation.

Scholarship recipients will need to maintain 60% attendance and 60% monthly course completion to retain right to scholarship.

**Monthly Payments:**

(By arrangement with Laura Bee, Director: laurafergusonabc@gmail.com)

Students will send post-dated checks for tuition payment in advance of term tuition deadline to:

College of the Melissae

address available when student completes enrollment

**NOTICE TO STUDENT/BUYER:**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school Orientation documents constitute the entire agreement between the student and the school.
5. The school reserves the right to reschedule the program meeting times when the number of students available is too small.
6. The school reserves the right to terminate a student's' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.

**STUDENT ACKNOWLEDGMENTS:**

1. I hereby acknowledge receipt of the school's program dated \_\_\_\_\_, which contains information describing programs offered. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.  
\_\_\_\_\_ Student initials
2. I hereby acknowledge receipt of a list of the equipment and supplies I will need to purchase separately.  
\_\_\_\_\_ Student initials
3. I have carefully read and received an exact copy of this enrollment agreement.  
\_\_\_\_\_ Student initials
4. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in this document. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school program documents and that my financial obligation to the school must be paid in full before a certificate may be awarded.  
\_\_\_\_\_ Student initials

## **CONTRACT ACCEPTANCE**

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract and that the enrollment agreement constitutes a binding contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2015

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School

\_\_\_\_\_  
Official Date

## **REPRESENTATIVE'S CERTIFICATION:**

I hereby certify that \_\_\_\_\_ (student's name) has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in *College of the Melissae Online Sacred Beekeeping Training Program* at The College of the Melissae, as described in the school Orientation documents.

I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_  
Laura Ferguson, Director College of the Melissae

\_\_\_\_\_  
Date

College of the Melissae prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the College of the Melissae; Center for Sacred Beekeeping.