**OFFICIAL ENROLLMENT AGREEMENT**

GENTLE TOUCH PHLEBOTOMY EDUCATION, LLC

23300 GREENFIELD RD. SUITE 212

OAK PARK, MI 48237

OFFICE/FAX: (844) GENTLE-7

EMERGENCY: (313) 978-9988

WEBSITE: GTPEDUCATION. ORG

GENTLETOUCH.CWHITE@GMAIL.COM

**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE #’S: H:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_ PROGRAM/COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MO. DAY YR.

PROGRAM START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ANTICIPATED END DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYS/EVENINGS CLASS MEETS: (*circle*) M T W Th F Sat Sun

TIME OF DAY/EVENING CLASS BEGINS: \_\_\_\_\_\_ TIME OF DAY/EVENING CLASS ENDS: \_\_\_\_

NUMBER OF WEEKS: \_\_\_\_6\_\_\_\_\_\_ TOTAL CLOCK HOURS \_\_\_\_96\_\_\_\_

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**TUITION**

THE TOTAL COST OF THE \_\_\_\_700.00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROGRAM

REGISTRATION/DEPOSIT FEE: $ \_\_\_\_350.00\_\_\_\_\_\_\_\_\_\_\_ (*FOR THOSE WHO UTILIZE PAYMENT PLAN) (DEPOSIT GOES TOWARD TOTAL AMOUNT OF TUITION)*

BOOKS: $ \_\_\_\_25.00\_\_\_\_(Rent)\_\_\_\_\_\_\_

UNIFORM: Student must provide their own uniforms

MISC. EXPENSES/SUPPLIES: Laboratory supplies are included in tuition all other materials students must supply themselves

TOTAL COST $ \_\_\_\_\_\_\_\_\_\_700.00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuition may be broken up into (2) two payments. Those who wish to utilize our payment plan must pay a $350.00 deposit upon registration this reserves a student's place in the program and goes towards the full amount of the tuition. It is non-refundable after three (3) elapsed business days .Upon enrollment the second payment of tuition in the amount of $350.00 will be due on the first day of class. Certification of completion will not be issued unless the full payment of the tuition has been paid.

There is an additional $50.00 service fee for make-up clinical time. This must be paid up front at the time of service. There is a $10 per week late fee for late tuition and payment agreements.

**CANCELLATION REFUND POLICY**

Rejection: An applicant rejected by the school may request a refund of all monies paid

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Withdrawal Procedure:

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and return date be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. A student will be determined to be withdrawn from the program if the student misses (3) consecutive instructional days and all of the days are unexcused. The student may enroll in the next available course. If a student forfeits the program more than (2) times the student will have to pay the full amount of tuition for the next program. The student is still responsible for the tuition in its entirety regardless if the student decides to withdrawal or is suspended from the program and or fails to return from their leave of absence.

***“All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than $25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days.” per the Michigan Laws, Rules and Regulations Governing Proprietary Schools, Act 148 of 1943, R 390.564(a)* Students have up to (3) three business days after signing the enrollment contract and payment to request a refund. If no refund is requested after (3) three elapsed business days the school may retain payment.**

**I have read this enrollment agreement in its entirety and agree to the terms and conditions of them**

**Student**

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Representative**

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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