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Lakewood, CO 80215

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www.cpeducation.net

Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board

ENROLLMENT AGREEMENT

Student Name _____

Student Address _____
Street City State Zip

Appraisal License # _____

Home Ph () _____ Work Ph () _____ Fax # () _____

E-mail address (not provided to 3rd parties) _____

I do not want email notifications of classes and other related offerings or information.

Program/Course Name _____

Hours of Classroom Instruction _____ Start Date _____

****Please check schedule on our web site for class times****

Tuition \$ _____ Books/Supplies \$ _____ (non-refundable)

Other Fees \$ _____ Other Expenses \$ _____

Total \$ _____

Note: For CE-108 7-hour USPAP Update Class - The Appraisal Foundation requires that students in this course must have a current USPAP book “available for their individual use” in the classroom. Students without one may purchase one at the door from CPE at a cost of \$40.

Method of Payment: All tuition and book/supplies fees must be paid no later than the beginning of the first class session of any program or course. Payment must be made in cash, personal or business check, VISA or Mastercard. Indicate method of payment below.

Cash Check # _____

Visa/MC Card # _____ Exp date _____

Name on card _____

Billing address on credit card: _____
Street City State Zip

Refund Policy: A student shall be entitled to refunds as follows:

- A full refund of tuition and fees if the school does not accept the student.
- A full refund of tuition and fees paid if the student withdraws within three days after signing this enrollment agreement or making an initial payment, provided that the student has not commenced training.
- A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same, except that this provision shall not apply in the event that the school ceases operation.
- In the event the student terminates his or her enrollment after three days of signing this enrollment agreement, after three days of making an initial payment, or after commencing training, the school shall be entitled to retain a cancellation charge not to exceed one hundred fifty dollars or twenty-five percent of the agreement, whichever is less (“Cancellation Charge”). The student shall not be entitled to any refund for books, tools, and supplies. The balance of any prepaid unearned tuition and fees, after subtracting the Cancellation Charge (“Refund Amount”), shall be paid to the student no later than thirty days following the termination date in accordance with the following:
 - For termination within the first ten percent of the program or course, ninety percent of the Refund Amount.
 - For termination after ten percent of the program or course but within the first twenty-five percent of the program or course, seventy-five percent of the Refund Amount.
 - For termination after twenty-five percent of the program or course but within the first fifty percent of the program or course, fifty percent of the Refund Amount.
 - For termination after fifty percent of the program or course but within the first seventy-five percent of the program or course, twenty-five percent of the Refund Amount.
 - If the student has completed seventy-five percent of the program or course and has entered the final twenty-five percent, the student shall not be entitled to any refund and shall be obligated for the full price of the program or course, which shall be the maximum obligation.
 - The percentages set forth above shall be calculated by dividing the number of classroom hours, which have been taught by the total number of hours in the program or course.
 - The date of termination shall be either: a) the date on which the school receives notice of the student’s intention to discontinue the program or course, or b) the date on which the student violates published school policy that provides for termination.
- The school’s policy for granting credit for previous training will not impact the refund policy.

Postponement of Starting Date: Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or the student, and:
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Student Complaints: Students are encouraged to bring any complaints to the course instructor. If the student is not satisfied with the instructor’s resolution, the student should then bring the complaint to the Resident Director. If a student complaint cannot be resolved between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at www.highered.colorado.gov/dpos or by requesting a complaint form at (303) 866-2723.

By signing below, the student acknowledges receiving a copy of the school’s current catalog (available on our website @ www.cpeducation.net) and a copy of this signed enrollment agreement.

****Please check schedule on our web site for class times****

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Student’s Signature

Date

CPE Authorized Signature

Date