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Tel: 866.458.2007 (Toll Free)
Fax: 888.737.0723 (Toll Free)

Website: www.kaplancontinuingeducation.com
Email: infoKCE@kaplan.edu

1 Fill In Enrollment Information

To: Office of the Registrar

I hereby apply for admission to a Kaplan Continuing Education certificate program. I agree to follow your online, independent study plan, and upon satisfactory completion of my program and tuition obligation, I will be awarded a certificate.

NAME: _____ CONTROL#: _____

ADDRESS: _____
 (Street)

(City) (State) (Zip) (Country)

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____ DATE OF BIRTH: _____

SOCIAL SECURITY#: _____ MOTHER'S MAIDEN NAME: _____

EDUCATION: (check one) ___ High School ___ Graduate Equivalent Month/Year of Graduation: _____

NAME OF HIGH SCHOOL OR ISSUING AGENCY: _____

ADDRESS OF HIGH SCHOOL OR AGENCY: _____
 (Street)

(City) (State) (Zip) (Country)

COLLEGE DEGREE? Yes No; If Yes, Associate's Bachelor's Master's Doctoral, and please provide:

NAME OF COLLEGE OR UNIVERSITY: _____

ADDRESS OF COLLEGE OR UNIVERSITY: _____
 (Street)

(City) (State) (Zip) (Country)

CURRENT EMPLOYER: _____

EMPLOYER'S ADDRESS: _____
 (Street)

(City) (State) (Zip) (Country)

NAME OF AND RELATIONSHIP TO CLOSEST RELATIVE: _____

ADDRESS OF CLOSEST RELATIVE: _____
 (Street)

(City) (State) (Zip) (Country)

If you require reasonable accommodation under the Americans With Disabilities Act, please contact the Disabilities Coordinator at 954.515.4420.

2 Submit Payment With This Agreement

Please see the subsequent pages of this form to choose your program and tuition payment plan option.

My down payment (including registration fee) in the amount of \$ _____ is enclosed.

I am paying by: (check one) ___ Credit Card ___ Bank Card ___ Check ___ Money Order

My credit/bank card number (if applicable) is: _____ Exp. Date: _____

My signature (only if using a credit or bank card): _____ Today's Date: _____

(Please Note: If you are using a bank card, please check with your bank regarding limitations.)

The terms of this agreement are contained on each page. PLEASE READ THEM ALL AND INITIAL THE BOX ON THE RIGHT.

Initials

3 Read, Sign Your Name, Add Today's Date

TERMS AND CONDITIONS

1. ACCEPTANCE: If accepted by Kaplan University, a signed copy of this Enrollment Agreement will be returned to the student along with an Enrollment Confirmation Notice. **2. TUITION:** Tuition is payable in full or monthly according to the payment plan selected by the student on this Enrollment Agreement. Tuition is payable in U.S. funds, by check on a U.S. bank, credit card, bank card, or money order. All prices for the certificate programs are printed or filled in on this Enrollment Agreement. The Internet enrollee understands that he/she is solely responsible for all fees related to accessing the Internet program including appropriate computer equipment and an online Internet Service Provider. Tuition does not include the cost of textbooks and materials. Enrollment Agreements may be sold to third parties at any time. Cost of credit can be found in the truth in lending disclosure. If the student fails to make any scheduled tuition payment within 10 calendar days of its due date, Kaplan University reserves the right to cancel this agreement. Upon such cancellation, the balance of tuition owed for the program will become due and payable immediately. Bookkeeping fees of \$25.00 are due for each returned check, and a \$5.00 late fee is charged for any tuition paid more than 10 days late. **3. FIRST TUITION PAYMENT:** The first payment of tuition under deferred payment plans B through I is due within 30 days of acceptance by Kaplan University. **4. CERTIFICATE:** A certificate is awarded upon program completion when the student satisfactorily completes and passes every unit quiz and course exam and satisfies payment obligation. Students must be free of any financial obligation to the school prior to a certificate being awarded. **5. PROGRESS:** A certificate is awarded when a student satisfactorily completes each of the courses in the program and satisfies payment obligation. Students must maintain a satisfactory grade on quizzes and exams. The faculty will assist the student in maintaining satisfactory progress. The student is allowed up to six months to complete the MCTS and MCPD (Web and Windows) programs and 12 months to complete the MCPD Enterprise Application program (six months if already MCTS certified). The student is allowed up to 12 months to complete the MCSE program (six months if already MCSA certified) and up to six months to complete the MCSA program. The student is allowed up to six months to complete the CISSP and Cisco programs. Students requiring additional time will be charged a monthly extension fee of \$50.00. The monthly extension fee is in addition to the monthly tuition/interest. **6. ENTRANCE:** At a minimum, students must be 18 years of age, possess either a high school diploma or a G.E.D. equivalency, and pass the Kaplan University admissions application process to enter a Kaplan Continuing Education certificate program. For all Microsoft certificates, Kaplan University strongly recommends students have experience with desktop and network operating systems. Students are responsible for meeting all Microsoft requirements for the MCPD, MCSA, MCSE, and MCTS exams; (ISC)² requirements for the CISSP exam; and Cisco requirements for all Cisco certification exams. Students enrolling in the CCNP or CCDA certificate program must possess and submit proof of CCNA certification. Students enrolling in the CCDP certificate program must possess and submit proof of CCNA and CCDA certification. Existing CCENT certification holders enrolling in the CCNA certificate program must possess and submit proof of CCENT certification. For the CISSP certificate, Kaplan University requires a minimum of four years of full-time IS security professional work experience. For Cisco certificates, Kaplan requires students have experience with network components, including LANs and WANs. Existing MCSA certification holders enrolling in the MCSE certificate program must submit proof of MCSA certification. Existing MCTS Windows Applications certification holders enrolling in MCPD Windows Developer must submit proof of MCTS Windows Applications certification. Existing MCTS Web, Windows and Distributed Applications certification holders enrolling in MCPD Enterprise Application Developer must submit proof of MCTS Web, Windows and Distributed Applications certification. **7. PROGRAM START DATE:** The date students are deemed to have started their program of study is when the five-day period for rescinding the contract has passed, they have met the entrance requirements, and a down payment or tuition payment in full has been made. **8. INSTRUCTION:** The student will be responsible for the cost and acquisition of all textbooks and materials unless otherwise stated. Students can purchase required textbooks and materials independently or through the Kaplan University online student store unless otherwise stated. Kaplan University will provide the online course materials. A faculty member will answer student questions and assist the student with his or her studies while enrolled in the program. **9. COURSE VERSION:** To ensure the currency and efficacy of the program's curriculum, courses in the program may be periodically updated. Kaplan University's academic administration may close a version of a course following no less than 90 days notice to the student. Students being transferred to a new version of a course following such notice may be required to repeat coursework and may be required to purchase updated textbooks and materials, if applicable. **10. EMPLOYMENT:** Kaplan University will assist each graduate with job placement skills development. However, Kaplan University does not guarantee job placement or employment. **11. FOREIGN STUDENTS:** Students in foreign countries or U.S. territories will assume payment of customs duties and any difference in exchange rate and additional postage. Payment in full is required. All instruction is conducted in English. **12. REFUNDS:** Kaplan University will make refunds to students withdrawing from a certificate program pursuant to the following Tuition Refund Policy: (1) All monies will be refunded if the student is not accepted by Kaplan University, or if the student cancels within five calendar days after midnight of the day on which the Enrollment Agreement was signed. (2) After this five-day period and up to and including the first 30 days of enrollment in the program, withdrawal will result in a refund of all monies paid, with the exception of the nonrefundable registration fee of \$595.00. (3) Tuition is based upon the deferred payment price. (a) Once the first 30 days of enrollment in the program have passed and up to and including the first 60 days of enrollment in the program, upon withdrawal, Kaplan University is entitled to the \$595.00 registration fee and tuition charge as follows: 50% of the tuition minus the registration fee. (b) Once more than 60 days of enrollment in the program have passed, upon withdrawal, Kaplan University is entitled to the full tuition. Notice of the student's intention to cancel/withdraw must be made in writing. No refunds can be made after the published time allowed for the completion of the program. A student can be dismissed at the discretion of the Dean of Information Technology for insufficient progress, nonpayment of fees, or failure to comply with the terms of the Enrollment Agreement.

I have read the terms and conditions contained in the Enrollment Agreement and understand that this Agreement constitutes a binding contract upon acceptance by the school. **NOTICE TO STUDENT (BUYER):** (1) Do not sign this Agreement before you read it or if it contains any blank space. (2) You are entitled to a completed copy of this Agreement; and if accepted, such a copy will be mailed to you. (3) Under the law you have the right to pay off, without penalty, in advance, the full amount due. (4) You may cancel this transaction at any time prior to midnight of the fifth (5th) calendar day after the date you sign this Agreement. By signing this Agreement, I hereby agree to its terms and conditions.

SIGNATURE: _____

TODAY'S DATE: _____

4 Choose Your Program and Payment Plan

Microsoft Certified Systems Administrator (MCSA) Certificate

- A. Pay in Full \$2,885.00
- D. (\$595.00 deposit; \$2,885.00 plus interest)

Microsoft Certified Systems Engineer (MCSE) Certificate

- A. Pay in Full \$3,395.00
- E. (\$595.00 deposit; \$3,395.00 plus interest)

Microsoft Certified Systems Engineer (MCSE) Certificate

Existing MCSA Certification Holders Only

- A. Pay in Full \$2,885.00
- D. (\$595.00 deposit; \$2,885.00 plus interest)

Microsoft Certified Technology Specialist (MCTS) Certificate

Choose a Track:

- Web Applications
- Windows Applications
- Distributed Applications
- A. Pay in Full \$2,885.00
- D. (\$595.00 deposit; \$2,885.00 plus interest)

Microsoft Certified Technology Specialist (MCTS) Certificate

- Vista Configuration
 - A. Pay in Full \$2,460.00
 - C. (\$595.00 deposit; \$2,460.00 plus interest)

Microsoft Certified Professional Developer (MCPD) Certificate

Choose a Track:

- Web Developer
- Windows Developer
- Enterprise Application Developer
- A. Pay in Full \$3,140.00
- B. (\$595.00 deposit; \$3,140.00 plus interest)

Microsoft Certified Professional Developer (MCPD) Certificate

Existing MCTS Certification Holders Only

Choose a Track:

- Web Developer
- Windows Developer
- Enterprise Application Developer
- A. Pay in Full \$2,460.00
- C. (\$595.00 deposit; \$2,460.00 plus interest)

Cisco Certified Design Associate (CCDA) Certificate

- A. Pay in Full \$2,715.00
- F. (\$595.00 deposit; \$2,715.00 plus interest)

Cisco Certified Design Professional (CCDP) Certificate

- A. Pay in Full \$2,715.00
- F. (\$595.00 deposit; \$2,715.00 plus interest)

Cisco Certified Entry Networking Technician (CCENT) Certificate

- A. Pay in Full \$2,120.00
- H. (\$595.00 deposit; \$2,120.00 plus interest)

Cisco Certified Network Associate (CCNA) Certificate

- A. Pay in Full \$2,715.00
- F. (\$595.00 deposit; \$2,715.00 plus interest)

Cisco Certified Network Professional (CCNP) Certificate

- A. Pay in Full \$2,970.00
- G. (\$595.00 deposit; \$2,970.00 plus interest)

Cisco Certified Network Associate (CCNA) Certificate

Existing CCENT Certification Holders Only

- A. Pay in Full \$2,120.00
- H. (\$595.00 deposit; \$2,120.00 plus interest)

Certified Information Systems Security Professional (CISSP) Certificate

- A. Pay in Full \$3,140.00
- B. (\$595.00 deposit; \$3,140.00 plus interest)

TRUTH IN LENDING DISCLOSURE—KAPLAN CONTINUING EDUCATION CERTIFICATES

	DISCOUNTED TUITION*	DOWN PAYMENT	BALANCE AMOUNT FINANCED	ANNUAL % RATE	FINANCE CHARGE	DEFERRED PAYMENT PRICE	NUMBER OF PAYMENTS	AMOUNT OF MONTHLY PAYMENTS	TOTAL OF DEFERRED PAYMENTS
B	\$3,140.00	\$595.00	\$2,545.00	7.00%	\$143.36	\$3,283.36	18	\$149.35	\$2,688.36
C	2,460.00	595.00	1,865.00	7.00%	105.05	2,565.05	18	109.45	1,970.05
D	2,885.00	595.00	2,290.00	7.00%	129.00	3,014.00	18	134.39	2,419.00
E	3,395.00	595.00	2,800.00	7.00%	157.72	3,552.72	18	164.32	2,957.72
F	2,715.00	595.00	2,120.00	7.00%	119.42	2,834.42	18	124.41	2,239.42
G	2,970.00	595.00	2,375.00	7.00%	133.78	3,103.78	18	139.38	2,508.78
H	2,120.00	595.00	1,525.00	7.00%	85.90	2,205.90	18	89.49	1,610.90

I PLAN I APPLIES TO THOSE GRANTED TUITION CREDIT INTO THE KAPLAN CONTINUING EDUCATION CERTIFICATES.

A KAPLAN UNIVERSITY OFFICIAL WILL ASSIST YOU IN COMPLETING PLAN I.

* Tuition for each program does not include textbooks and materials.

FOR SCHOOL USE ONLY—DO NOT FILL IN

Date: _____ Student #: _____ Accepted by: _____
 Admissions Advisor: _____ LS: _____

The terms of this agreement are contained on each page. PLEASE READ THEM ALL.