

# Enrollment Agreement

Kaplan Continuing Education Certificates

Kaplan University is part of Kaplan Higher Education Corp., which is a part of Kaplan, Inc., a subsidiary of The Washington Post Company.

**Admissions:** 6600 North Andrews Avenue, Suite 400  
Fort Lauderdale, FL 33309

**Tel:** 866.458.2007 (Toll Free)

**Website:** kaplansolutions.com

**Email:** corporateaccounts@kaplan.edu

## 1 Fill In Enrollment Information

**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 nonrefundable 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.)

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

#### TERMS AND CONDITIONS

- 1. ACCEPTANCE:** If accepted by Kaplan University, all terms and conditions outlined herein shall become binding; a signed copy of this Enrollment Agreement will be available to the student.
- 2. TUITION:** Tuition is payable in full or in monthly installments 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 accessing the Internet-based program and for all fees related thereto including appropriate computer equipment and an online Internet Service Provider. Tuition does not include the cost of textbooks, software, or other required course materials. Kaplan University may sell, assign, or transfer the Enrollment Agreement at any time to third parties. Cost of credit is included in the price for goods and services. 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 up to and including terminating access to any online program. Upon such cancellation, the balance of tuition owed for the program will become due and payable immediately, and the student will not be entitled to any refund unless the default is corrected within 15 calendar days of notice from Kaplan University. Bookkeeping fees of \$10.00 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 is due within 30 days of acceptance of student 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 Kaplan University prior to a certificate being awarded.
- 5. PROGRESS:** A student must obtain satisfactory grades on quizzes and course exams to be considered maintaining satisfactory progress in the program, including obtaining a pass (70 percent) on the exam at the end of each course. A certificate is awarded upon program completion when the student satisfactorily completes each of the courses in the program, or preapproved transfer curriculum, and satisfies all payment obligations to Kaplan University. The faculty will assist the student in maintaining satisfactory progress. Students requiring additional time will be charged a monthly extension fee of \$50.00 beginning in the month following the end of the program's maximum completion time. Refer to the Pricing Addendum for maximum time allowed for each program.
- 6. ENTRANCE:** Students must be at least 18 years of age, pass the Kaplan University admissions application process, and satisfy all program prerequisite and prior knowledge requirements to enter the program. Students should refer to the Pricing Addendum for program-specific entrance requirements.
- 7. PROGRAM START DATE:** The date students are deemed to have started their program of study is when the four-day period for rescinding the Enrollment Agreement has passed, they have met the entrance requirements, and a proper tuition payment has been made.
- 8. INSTRUCTION:** The student will be responsible for the cost and acquisition of all textbooks and other required course materials. Students can purchase required textbooks and/or course packs independently or through the Kaplan University online student store. Kaplan University will provide the online course materials. A faculty member will answer student questions and reasonably assist the student with his or her studies while enrolled in the program.
- 9. COURSE VERSION:** To ensure the currency and efficacy of curriculum, courses in a 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/or course packs, 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, nor does it guarantee satisfaction of any state, national, or professional licensure or certification requirements.
- 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 of the program tuition is required. All instruction is conducted in English.
- 12. REFUNDS:** Kaplan University will make refunds to students withdrawing from the 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 four business days after midnight of the day on which the Enrollment Agreement was signed. (2) After this four-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 \$395.00. (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 \$395.00 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 retain 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 sole discretion of the Dean for insufficient progress, nonpayment of fees, or failure to comply with the terms of the Enrollment Agreement.

#### HOLDER IN DUE COURSE STATEMENT

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

I have read the terms and conditions contained in the Enrollment Agreement and understand that this Agreement constitutes a binding contract upon acceptance by Kaplan University. 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 fourth (4th) calendar day after the date you sign this Enrollment Agreement. By signing this Enrollment Agreement, I hereby agree to its terms and conditions.

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

# 4 Choose Your Program and Track (If Applicable)

## PRICING ADDENDUM

Prices effective as of January 2011

Payment Options*				
Program Name	Maximum Completion Time (Months)	Education/Credential Prerequisite	<input type="checkbox"/> Pay in Full	<input type="checkbox"/> Payment Plan
<b>BUSINESS AND FINANCE</b>				
<b>Executive Business Management Certificate</b>				
<input type="checkbox"/> General Management	12	Bachelor's	\$3,310.00	Payment Plan N
<input type="checkbox"/> Corporate Finance	12	Bachelor's	3,310.00	Payment Plan N
<input type="checkbox"/> Marketing	12	Bachelor's	3,310.00	Payment Plan N
<input type="checkbox"/> International Business	12	Bachelor's	3,310.00	Payment Plan N
<input type="checkbox"/> Certificate in Financial Planning	12	HS/GED	2,980.00	Payment Plan J
<input type="checkbox"/> Executive Coaching Certificate	12	HS/GED	3,310.00	Payment Plan N
<b>Project Management Certificate</b>				
<input type="checkbox"/> Business	6	HS/GED	3,310.00	Payment Plan N
<input type="checkbox"/> Construction	6	HS/GED	3,480.00	Payment Plan P
<input type="checkbox"/> Information Technology	6	HS/GED	3,480.00	Payment Plan P
<input type="checkbox"/> Risk Management Certificate	12	Associate's	3,310.00	Payment Plan N
<b>Six Sigma Certificate</b>				
<input type="checkbox"/> Black Belt	12	Associate's	3,650.00	Payment Plan Q
<input type="checkbox"/> Green Belt	6	Associate's	2,375.00	Payment Plan D
<input type="checkbox"/> Transfer Green-to-Black Belt	9	Associate's+ Green Belt	2,800.00	Payment Plan H
<b>Lean Six Sigma Green Belt Certificate</b>				
<input type="checkbox"/> Business	6	Associate's	2,800.00	Payment Plan H
<input type="checkbox"/> Health Care	6	Associate's	2,800.00	Payment Plan H
<input type="checkbox"/> Call Center	6	Associate's	2,800.00	Payment Plan H
<b>Environmental Sustainability Certificate</b>				
<input type="checkbox"/> Business	6	HS/GED	2,715.00	Payment Plan G
<input type="checkbox"/> Project Management	6	HS/GED	3,480.00	Payment Plan P
<input type="checkbox"/> Lean Six Sigma Green Belt	6	Associate's	3,400.00	Payment Plan P
<input type="checkbox"/> Combined Project Management / Lean Six Sigma Green Belt	9	Associate's	3,755.00	Payment Plan R
*Tuition for this program does not include textbooks, software, or other required course materials. The student is wholly responsible for paying the tuition balance plus any interest, and for coordinating tuition reimbursement with his/her employer.				

## PRICING ADDENDUM

Prices effective as of January 2011

Payment Options*				
Program Name	Maximum Completion Time (Months)	Education/Credential Prerequisite	<input type="checkbox"/> Pay in Full	<input type="checkbox"/> Payment Plan
<b>HEALTH CARE</b>				
<input type="checkbox"/> Case Management Certificate	12	Health care license	\$3,395.00	Payment Plan O
<input type="checkbox"/> Dental Office Management Certificate	6	HS/GED	3,140.00	Payment Plan L
<input type="checkbox"/> Forensic Nursing Certificate	12	RN license	3,310.00	Payment Plan N
<input type="checkbox"/> Geriatric Care Management Certificate	12	Health care license	3,395.00	Payment Plan O
<input type="checkbox"/> Legal Nurse Consulting Certificate	12	RN license	3,310.00	Payment Plan N
<input type="checkbox"/> Life Care Planning Certificate	12	Health care license	3,480.00	Payment Plan P
<input type="checkbox"/> Medical Billing Certificate	12	HS/GED	3,140.00	Payment Plan L
<input type="checkbox"/> Medical Coding Certificate	12	HS/GED	3,225.00	Payment Plan M
<input type="checkbox"/> Advanced Medical Coding Certificate	12	At least 2 years of medical coding experience <sup>†</sup>	3,310.00	Payment Plan N
<input type="checkbox"/> Medical Office Management Certificate	12	HS/GED	3,140.00	Payment Plan M
<input type="checkbox"/> Medical Transcription Certificate	6	HS/GED	3,140.00	Payment Plan L
<input type="checkbox"/> Pharmacy Technician Certificate	12	HS/GED	3,140.00	Payment Plan L
<input type="checkbox"/> Veterinary Assistant Certificate	12	HS/GED	3,140.00	Payment Plan L
<p><small>*Tuition for this program does not include textbooks, software, or other required course materials. The student is wholly responsible for paying the tuition balance plus any interest, and for coordinating tuition reimbursement with his/her employer.</small></p> <p><small><sup>†</sup>Employer will need to provide documentation that the student has the requisite work experience.</small></p>				

## PRICING ADDENDUM

Prices effective as of January 2011

Payment Options*				
Program Name	Maximum Completion Time (Months)	Education/Credential Prerequisite	<input type="checkbox"/> Pay in Full	<input type="checkbox"/> Payment Plan
<b>INFORMATION TECHNOLOGY</b>				
<input type="checkbox"/> <b>Certified Information Systems Security Professional Certificate (CISSP)</b>	6	HS/GED	\$3,480.00	Payment Plan P
<input type="checkbox"/> <b>Cisco Certified Design Associate (CCDA) Certificate</b>	6	HS/GED + CCNA	3,055.00	Payment Plan K
<input type="checkbox"/> <b>Cisco Certified Design Professional (CCDP) Certificate</b>	6	HS/GED + CCNA + CCDA	3,055.00	Payment Plan K
<input type="checkbox"/> <b>Cisco Certified Entry Networking Technician (CCENT) Certificate</b>	6	HS/GED	2,460.00	Payment Plan E
<input type="checkbox"/> <b>Cisco Certified Network Associate (CCNA) Certificate</b>	6	HS/GED	3,055.00	Payment Plan K
<input type="checkbox"/> <b>Cisco Certified Network Associate (CCNA) Certificate (with prior CCENT)</b>	6	HS/GED + CCENT	2,460.00	Payment Plan E
<input type="checkbox"/> <b>Cisco Certified Network Professional (CCNP) Certificate</b>	6	HS/GED + CCNA	3,310.00	Payment Plan N
<input type="checkbox"/> <b>CompTIA Complete Program (4 Certificates)</b>	9	HS/GED	2,545.00	Payment Plan F
<b>CompTIA Individual Certificates</b>				
<input type="checkbox"/> A+ Certificate	2	HS/GED	845.00	Pay in Full
<input type="checkbox"/> Network+ Certificate	2	A+	845.00	Pay in Full
<input type="checkbox"/> Server+ Certificate	2	A+	845.00	Pay in Full
<input type="checkbox"/> Security+ Certificate	2	A+	845.00	Pay in Full
<input type="checkbox"/> Bundle any 2 CompTIA Certificates	4	HS/GED + A+	1,610.00	Payment Plan B
<input type="checkbox"/> Bundle any 3 CompTIA Certificates	6	HS/GED + A+	2,290.00	Payment Plan C
<input type="checkbox"/> <b>eCommerce Certificate</b>	6	HS/GED	3,480.00	Payment Plan P
<b>MCITP Windows Server 2008 Administration Certificate</b>	6	HS/GED	3,140.00	Payment Plan L
<input type="checkbox"/> Server Administrator	6	HS/GED	3,480.00	Payment Plan P
<input type="checkbox"/> Enterprise Administrator	6	HS/GED + MCITP server	3,140.00	Payment Plan L
<input type="checkbox"/> Enterprise Administrator (with prior MCITP Server)				

\*Tuition for this program does not include textbooks, software, or other required course materials. The student is wholly responsible for paying the tuition balance plus any interest, and for coordinating tuition reimbursement with his/her employer.

## PRICING ADDENDUM

Prices effective as of January 2011

Payment Options*				
Program Name	Maximum Completion Time (Months)	Education/Credential Prerequisite	<input type="checkbox"/> Pay in Full	<input type="checkbox"/> Payment Plan
<b>MCITP MS SQL Server 2008 Database Administration Certificate</b> <input type="checkbox"/> Database Administrator <input type="checkbox"/> Database Developer <input type="checkbox"/> Business Intelligence Developer	6 6 6	HS/GED HS/GED HS/GED	\$2,970.00 2,970.00 2,970.00	Payment Plan I Payment Plan I Payment Plan I
<b>Web Design and Development Certificate</b> <input type="checkbox"/> Web Development Foundations <input type="checkbox"/> Website Developer <input type="checkbox"/> Web Application Developer	6 9 9	HS/GED HS/GED HS/GED	2,970.00 3,395.00 3,395.00	Payment Plan I Payment Plan O Payment Plan O

\*Tuition for this program does not include textbooks, software, or other required course materials. The student is wholly responsible for paying the tuition balance plus any interest, and for coordinating tuition reimbursement with his/her employer.

## Payment Plans

Refer to Pricing Addendum for payment plan options for your program and track.

TRUTH IN LENDING DISCLOSURE								
PLAN	TUITION	DOWN PAYMENT	BALANCE AMOUNT FINANCED	ANNUAL PERCENTAGE RATE	FINANCE CHARGE	DEFERRED PAYMENT PRICE	NUMBER OF PAYMENTS	AMOUNT OF MONTHLY PAYMENTS
A	\$845.00	\$845.00	\$-	0%	\$-	\$845.00	1	\$-
B	1,610.00	325.00	1,285.00	0%	-	1,610.00	12	107.08
C	2,290.00	325.00	1,965.00	0%	-	2,290.00	12	163.75
D	2,375.00	325.00	2,050.00	0%	-	2,375.00	12	170.83
E	2,460.00	325.00	2,135.00	0%	-	2,460.00	12	177.92
F	2,545.00	325.00	2,220.00	0%	-	2,545.00	12	185.00
G	2,715.00	325.00	2,390.00	0%	-	2,715.00	12	199.17
H	2,800.00	325.00	2,475.00	0%	-	2,800.00	12	206.25
I	2,970.00	325.00	2,645.00	0%	-	2,970.00	12	220.42
J	2,980.00	325.00	2,655.00	0%	-	2,980.00	12	221.25
K	3,055.00	325.00	2,730.00	0%	-	3,055.00	12	227.50
L	3,140.00	325.00	2,815.00	0%	-	3,140.00	12	234.58
M	3,225.00	325.00	2,900.00	0%	-	3,225.00	12	241.67
N	3,310.00	325.00	2,985.00	0%	-	3,310.00	12	248.75
O	3,395.00	325.00	3,070.00	0%	-	3,395.00	12	255.83
P	3,480.00	325.00	3,155.00	0%	-	3,480.00	12	262.92
Q	3,650.00	325.00	3,325.00	0%	-	3,650.00	12	277.08
R	3,735.00	325.00	3,410.00	0%	-	3,735.00	12	284.17