

# COURSE APPLICATION

Please indicate the course(s) in which you would like to enroll. You will be sent a letter by mail confirming your enrollment. If you have not received a confirmation letter within 3 days prior to start of course, please contact Boston Reed College.

Course Title \_\_\_\_\_ Location \_\_\_\_\_ Start Date \_\_\_\_\_ M/W, Sat, T/Th

Course Title \_\_\_\_\_ Location \_\_\_\_\_ Start Date \_\_\_\_\_ M/W, Sat, T/Th

Name: Mr/Ms \_\_\_\_\_  
(Please print your name, as you would like it to appear on your certificate)

Address \_\_\_\_\_ City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Pager \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Social Security # \_\_\_\_\_ RN/LVN Lic.# \_\_\_\_\_  
(Required) (last 4 digits)

**Payment Method:** Money Order/Check \_\_\_\_\_ (enclosed) Voc Rehab, PIC, WIA, GAIN \_\_\_\_\_ (if checked, attach a copy of authorization letter)  
Debit/Credit card (please check one) Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_

**Please provide the cardholder's name and address as it appears on the billing statement**

Visa/MasterCard/Discover No. \_\_\_\_\_ Expiration date \_\_\_\_\_ Amount charged \$ \_\_\_\_\_

Card holders name Street Address City State Zip Code

**Auto Debit - Initial Here** \_\_\_\_\_ By Initialing this box I authorize Boston Reed to initiate electronic debit entries using my credit/debit card on the designated due dates.

I authorize Boston Reed to charge my card for enrollment fees for the above student.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

**How did you hear about our courses? Please circle one or more of the following:**

Adult Ed Catalog    Banner    Billboard    Career Fair    Craigslist    Employer    Family    Flyer  
Friend    From a former student    Instructor    Internet    I'm a former student    Movie Theater  
Newspaper (Indicate Newspaper Name \_\_\_\_\_)    One-Stop    Postcard    Radio (Indicate Radio Station \_\_\_\_\_)  
ROP    Valpak    Voc Rehab    Other \_\_\_\_\_

## Referral Rewards Program

If a current or former student has referred you, please provide that student's ID number: \_\_\_\_\_

**This course application is a legally binding agreement. By my signature, I acknowledge that I have read, understand and agree to the terms and conditions contained herein.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Client ID: \_\_\_\_\_ CC/CH/MO Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

# TERMS, CONDITIONS AND STUDENT RESPONSIBILITIES

## Refund Policy and Buyers Right to Cancel

The student has a right to cancel this application and may obtain a refund as follows: A full refund, less the non-refundable application fee will be paid if the student cancels this agreement in writing prior to, or on the first day of instruction. Thereafter, the student may withdraw from the class and receive a pro rata refund, less the application fee, book fee and consumable supplies fees, if he/she has notified Boston Reed College in writing of his or her intent to cancel and has completed 60% of the course or less. The period of a student's attendance will be measured from the first day of instruction through the student's last day of actual attendance. **For example**, (the following fees are ONLY an example) if Mary has paid \$500.00, has completed 60 of the 100 hours of instruction and has notified Boston Reed College in writing of her intent to withdraw, then she would be entitled to a refund of \$120.00 (\$500 less the \$100 application fee, \$50 book fee, \$50 consumable supplies fee, and \$180 for 60 hours of instruction). No refunds will be granted after the completion of 60% or more of the course. If the course is cancelled in its entirety for any reason, the student is entitled to a full refund of all fees. All notices of cancellation, transfer or request for refund by a student must be submitted in writing and sent by U.S. mail, email or fax to Boston Reed College for consideration.

### General Terms and Conditions

**Enrollment:** All enrollments are accepted on a first-come, first-served basis. Early registration is recommended.

**English Language & Math:** During the first class session you will undergo an English language reading and comprehension as well as math assessment. In order to succeed in the course you must have a basic mastery of the English language as well as knowledge of basic mathematical calculations. If you do not pass this assessment you will be asked to leave the course and to contact Boston Reed College for a full refund. You may take a sample prescreening assessment in advance by visiting our website at [www.BostonReedCollege.com/students](http://www.BostonReedCollege.com/students).

**Right to Withhold Certification:** If student is in default of their fee obligations, their certificate may be withheld until fees are paid.

**Course Location:** Course locations are scheduled in advance but may change due to scheduling conflicts. More than one class location may be necessary during the course as classroom space may become limited. If a change is required, you will be notified immediately. These schedule or location changes will not be considered grounds for refunding fees paid.

**Authorized Agent:** All programs offered by or through an adult school or other public education entity are the product and property of that organization. Boston Reed College serves as the authorized agent of these organizations, providing registration, advertising and logistical support. Any inquiries regarding courses listed on this application form should be directed to Boston Reed College for processing and referral.

**Assumption of Risk:** I agree to assume liability and financial responsibility for any injury that I might receive in the classroom or in an externship as an enrolled participant in any of the listed programs. For this reason, Boston Reed College recommends students carry medical insurance.

**Returned Checks:** There will be a \$20.00 charge for each returned check.

**Certificate of Completion:** Keep your address and contact information current with Boston Reed. If your certificate is returned because your address is not current there is a \$20 charge for a replacement. If you lose or otherwise need a additional certificate the charge is \$20. Replacement certificates can be ordered with the document request form found at [www.BostonReed.com/students](http://www.BostonReed.com/students).

**Tuition Transfer:** Tuition is not transferable to other programs.

**Grounds for Dismissal:** Permanent dismissal may be imposed upon any student for any one of the following: 1) disruptive behavior and/or a lack of common courtesy and respect for the instructor and/or his/her fellow students; 2) behavior that could be interpreted as sexual harassment; 3) behavior that could be related to alcohol or drug use; 4) failure to pay fees when due and; 5) breach of student guidelines and; 6) a positive drug test may result in dismissal of the program. If a student is dismissed or expelled after completing more than 60% of instruction, Boston Reed College may charge the student the entire cost of tuition as agreed upon in the enrollment agreement.

**BPPVE:** We are registered and approved with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean that we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form. As of July 1, 2007 Boston Reed College has entered into, and is complying with a voluntary agreement with the Department of Consumer Affairs during the sunset of the BPPVE. More information about the voluntary agreement can be found at [www.bppve.ca.gov](http://www.bppve.ca.gov).

I certify this catalog to be true and correct in content and policy.

*Dana Bernard*