ELLE SAIT LEARNING LLC dba E. S. Learning

106 Straube Center Blvd; Suite F – 108
Pennington NJ 08534
Telephone: 1800-784-5182 Email: gathey@eslearn.org

ENROLLMENT AGREEMENT

Student's Name:	
Address:	
Phone/ Cell Number:	
Start Date:	
Class Schedule:	

Social Security Number:	
Email Address:	
Total Program Hours:	76 Total
End Date:	

There is a non-refundable registration fee of $ 50.00. This fee is not part of tuition. The tuition will cover the entire program. The student is responsible for ___100____Percent of the total tuition payable on or before the first day of class. **All money will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, and before instruction has begun. The only money that will not be refunded will be the registration fee of 50.00**

Fees

Registration Fee: **Non-Refundable**	50.00 (Paid on the First Day)
Administration Fee	25.00 (Paid on the First Day)
Tuition	250.00
Licensing Fees to Board of Nursing	80.00 (Paid on the First Day to the Board of Nursing)
Total	405.00
Extra	This school requires students to be in attendance for 100% percent of the program. **All missed time / days must be made up at the student cost 40.00 per hour / per day.** Paid on that day

The school has received the sum of $_____ on _____, 20_____ with a remaining balance of $_____. This balance is to be paid within _____ installments beginning _____, 20____ and ending on _____ _____, 20____. The school Elle Sait Learning dba E.S. Learning reserves the right to hold All transcripts, documentation and communication of enrollment until student payment is satisfactory. Complaint Resolution Policy Students must submit written complaints to the school director within 3 days of the event. The school director will notify the students, in writing, within 10 business days of written complaints of the procedures that the student and administration will follow when resolving the students' concerns.

Tuition Refund Policy

Tuition refund for Elle Sait Learning dba E. S. Learning School's refund policy is based on attendance in courses/programs exceeding 80 hours but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee, and a portion of the monies paid for books, equipment and tools. **The director Gigi Athey must be notified in writing within five (5) business days of the date of withdrawal**. The school shall adhere to the following refund policy in the event of notification by the student withdraws from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal

Time of Withdrawal	Student's Responsibility
Within three business days of signing this contract	0% of total tuition plus the registration fee **(but before the start of the first class)**
During the first week	10% of total tuition plus the registration fee
Weeks two and three	20% of total tuition plus the registration fee
After three weeks and prior to 25%	45% of total tuition plus the registration fee
After 25% of program and before 50%	70% of total tuition plus the registration fee
After 50% of the program is completed	100% of total tuition plus the registration fee

The following certificate(s)/license(s) and/or professional credential(s) will be available upon completion of the _____ program(s)_____

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and the school's policy regarding absence and makeup as stated in the school catalog will apply. Violation of school rules and regulations may be subject to the student to dismissal.

Elle Sait Learning dba E. S. Learning records the daily attendance of each student in accordance with state guidelines. Records of students' attendance will be kept on file and are available for student review. This school requires students to be in attendance for 100 percent of the program. All missed time / days must be made up at the students' cost 40.00 per hour / per day. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students realize that their absence will extend beyond 20 percent of. The program has the option of requesting an official leave of absence.

Elle Sait Learning dba E.S. Learning post-training placement information is available at www.njtopps.com.In the event of an unannounced school closure, students enrolled at the time

of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student, by signing this contract, acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. The signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above-named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school shall retain a copy of this agreement.

_____

School Director's / Representative Signature

_____

Date

_____

Applicant's Signature

_____

Date