

2017-18

FIRST SLEEP SCHOOL

ENROLLMENT AGREEMENT

POLYSOMNOGRAPHY EDUCATION PROGRAM

Full Legal Name	
Name on Badge	
Street Address	
City, State and Zip	
Primary Phone (Cell)	
Primary Email	
Name of High School / GED	
Date Graduated	
Name of CPR Course	
Certification Date Range*	
<p>*If you currently do not have an active CPR certification by the Red Cross or American Heart Association, please let your school representative know. First Sleep, LLC is an Authorized Provider with the American Red Cross for CPR instruction and can provide this training at a reduced cost for it's students. Optional CPR training is not included in school tuition.</p>	

Please select the statement that most reflects you current position:

I have work experience as a sleep tech and want to take this course to further my career in sleep.

I have experience in a different medical field and want to take this course to help me start a new career in sleep.

I do not have any experience in the medical field and want to take this course to help me start a new career in sleep.

I just graduated high school and want to take this course to help me start a career in the field of sleep medicine.

In your own words, please state what you hope to achieve from taking this 80-Hour Introductory Course into sleep medicine:

Full Legal Name	
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STEP 1 - Choose a "10 Day - 80 Hour" Course Date

Select	Start Date	Finish Date	2018	Course Details
	Saturday, February 17th	Saturday, April 28th	2018	Weekend Only; Saturday - 8:30am - 4:30pm
	Monday, July 9th	Tuesday, July 24th	2018	Weekday, (M-Th - 8:30am-4:30pm)
	Saturday, September 15th	Saturday, November 17th	2018	Weekend Only; Saturday - 8:30am - 4:30pm

STEP 2 - Calculate Tuition (awarded by school director)

\$3,000.00	TUITION - Initial	Includes all textbook and study materials needed to complete the course.
	REM SCHOLARSHIP	Enter amount that your school rep indicated, if any, for previous sleep experience
	NREM SCHOLARSHIP	Enter amount that your school rep indicated, if any, for previous medical/college work
	TUITION - Adjusted	Calculate by subtracting the total amount of scholarships awarded from the initial tuition amount.
	less REFUNDABLE DEPOSIT	A <u>minimum</u> 10% Refundable Deposit is required to secure your seat in the course date you selected above.
	TUITION - Balance	Calculate by subtracting the refundable deposit from the adjusted tuition amount. Please Note: If tuition balance is not paid in full by the final class date the Certificate of Completion will be held until paid, which may impact your Exam Eligibility date with the BRPT.

Deposit Info	Final Payment Info
Enter the Deposit Amount	Enter the Payment Amount
Enter Scheduled Date of Deposit	Enter Scheduled Date of Payment
*Final payment at least 1 week before the first day is appreciated; If you need other payment arrangements, please contact us	
Fax the first two pages to 866-790-2813 or email to larry@firstsleepcenter.com; Or Mail to P.O. Box 862, Aubrey, Texas 76227	
Once received, a confirmation email with an invoice will be sent that allows you to pay by Paypal, credit card or bank transfer.	

STEP 4 - Statement and Signature

SIGNATURE OF STUDENT	DATE
*I acknowledge that I have received a copy of this enrollment agreement and catalog for the course that I am taking.	
*I acknowledge that the cost is subject to change and that no interest will be charged.	
*I acknowledge that if I withdrawal from the course that I may be subject to the cost of textbook and supply fees up to \$335	
SIGNATURE OF SCHOOL REP	DATE
"APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS."	
"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 the amounts paid by the debtor hereunder."	

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001. (Revised 11/13 PS-023R)
