

**ENROLLMENT AGREEMENT - For previously enrolled students.  
Instructor Education Programs  
Continuing Education**

Lotus Education Institute  
112 E. Hillside, PO Box 1614, Basalt, CO 81621  
970-279-1988  
fax: 970-274-0421

*Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board*

**General Information**

**Date** \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_

Name to Appear on Certificate \_\_\_\_\_

Birthday \_\_\_\_\_ Emergency Contact Name & Ph# \_\_\_\_\_

**Program/Stand Alone Course**

Program/Course \_\_\_\_\_

Start Date \_\_\_\_\_ Estimated Completion \_\_\_\_\_

**Foundations of Effective Instruction**

Tuition \$750  
Deposit \$150 non-refundable

*\*(Deposit is applied towards the total tuition cost. All fees are included in the deposit. After deposit is paid, the balance remaining would be \$600.)*

*Students may pay for each course individually. Receive a 10% discount for paying the total cost of the program (\$675).*

**Continuing Education Courses**

Tuition \$200  
Deposit \$150 non-refundable

*\*(Deposit is applied towards the total tuition cost. All fees are included in the deposit. After deposit is paid, the balance remaining would be \$50.)*

**Additional Required Expenses (Estimated)**

Textbooks \$150 - \$300

**Total Additional Required Estimated Expenses: \$100-300**

**Method of Payment** (cash/check #/credit card)

**Payment plans may be arranged upon request.**

*The cost of credit is included in the price quoted for the goods and services.*

By signing below, the student agrees to pay *Lotus Education Institute* the total stated tuition for the program and/or Stand-Alone Course noted at the beginning of this agreement. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. 1 Dated August 2013.

Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

**Postponement of starting date**, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student; and,
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

**Complaints**, which cannot be resolved by direct negotiation between the student and the school, may be filed online with the Division of Private Occupational Schools of the Colorado Department of Higher Education, at [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos), 303/866-2723. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school."

### Refund Policy

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition, which is based on the percentage of contact hours attended and number of distance education lessons completed in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program or course	90% less cancellation charge
After 10% but within first 25% of program or course	75% less cancellation charge
After 25% but within first 50% of program or course	50% less cancellation charge
After 50% but within first 75% of program or course	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.

- c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

Lotus Education Institute—Enrollment Agreement

2

- 3. The student will receive a full refund of tuition paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- 4. The policy for granting credit for previous training shall not impact the refund policy.

***I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School's Approved In-state Agent

\_\_\_\_\_  
Date

**BACKGROUND AND PREVIOUS EXPERIENCE**

Lotus Education Institute

*In addition to the **Enrollment Agreement**, we would like to learn more about you and your background. Please answer the following questions and attach the necessary documentation to support each question.*

Which courses have you previously take with Lotus Education Institute?

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2. What are your current goals for taking additional courses with Lotus Education Institute?

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*Thank you for applying to the Lotus Education Institute! We look forward to reviewing your application and hopefully seeing you in a program soon.*

