

**ENROLLMENT AGREEMENT**

Lotus Education Institute  
 17700 S. Golden Rd., #230, Golden, CO 80401  
 800-585-7903

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

**General Information**

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

Student's Name \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email \_\_\_\_\_

**Program/Stand Alone Course**

500 hour Professional Massage Therapy Certification Program \_\_\_\_\_yes

Other Program/Course \_\_\_\_\_ Contact Hours \_\_\_\_\_

Start Date \_\_\_\_\_

Estimated Completion \_\_\_\_\_

Full-Time\_\_\_\_ Part-Time\_\_\_\_

**Type of Instruction**

Classroom\_\_\_\_ (If applicable) Distance Education: Correspondence\_\_\_\_ On-line\_\_\_\_

**Admission Requirements**

High school diploma or GED \_\_\_\_\_

For Continuing Education Courses: License \_\_\_\_\_

If applicable : additional required documents \_\_\_\_\_

**Tuition & Fees**

Tuition \$ \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_ (if applicable)

Books/Supplies/Equipment \$ \_\_\_\_\_  
(Non-refundable)

Total Cost of Program \$ \_\_\_\_\_

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

**Schedule of Payments**

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_

Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____

Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____

By signing below, the student agrees to pay Lotus Education Institute the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No.14 dated January 2021. 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 \_\_\_\_\_, 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.

**Student Complaints**

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.

**Refund Policy**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees 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 whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours scheduled. **(if training is offered as distance education: "based on the percentage of number of 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 and will be issued up to 30 days of the same date.

Refund Table

<b>Student is entitled to upon withdrawal/termination*</b>	<b>Refund</b>
Within first 10% of program (Lessons 1-2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3-5)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 6-10)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 11-15)	25% less cancellation charge
After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable]	NO Refund

The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

1. 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.
2. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course 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.
3. 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