

# Enrollment Agreement

If name or address is not correct, please make necessary changes.



## Office Administrator Course

510 clock hours, 24 quizzes

**Easy-Pay Tuition**

**0% Financing**

**To Enroll by Phone Call:  
1-800-528-7907**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Please enroll me in your course. I have enclosed my initial payment and will make regular payments as indicated below. The total price of the course shown is for the complete course that prepares me for entry-level work in the field. I will not be billed more than the shipping charges shown, and if I pay in full with this agreement, these charges shall be waived. Upon completion of this basic course and my tuition obligation, you will award me a Nationally Recognized Diploma attesting to my accomplishments. At that time, I will be eligible for your continuing support in my career.

U.S. Career Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. All exams and assignments are conducted through distance education.

Everything I receive with my course of study is mine to keep during my studies and in my work. I may decide how fast I study and proceed with the course at my own pace. Although the course work is designed to be completed in four months, I will have as long as twelve months to finish my training. If my account is current at that time, I will be allowed extra time to finish my course.

During the period of my enrollment, the school will provide full consultation privileges and respond promptly by telephone or in writing to any course-related questions that I submit. If I have any problems that cannot be resolved with the school, I may write the Private Occupational Schools Division of the Department of Higher Education of the State of Colorado, 1380 Lawrence St., Suite 1200, Denver, Colorado 80204-2059. There is a two-year limitation for the Division to be able to take action on a complaint.

This agreement, in addition to the school catalog, my program start date, and the Money-Back Guarantee included with this agreement shall be considered a part of this contract for my protection. If you do not accept my agreement, you will refund all my money promptly.

NOTICE TO BUYER (1) Do not sign this agreement before you read it or if it contains any blank spaces. (2) You are entitled to a completely filled-in copy of this agreement. (3) Under the law, you have the right to pay off in advance the full amount due without penalty.

I have read the truth in lending disclosures at the left and wish to enroll. I understand you will send my first lesson materials by return mail.

It is my responsibility to verify whether or not the clock hours earned from the institution will transfer to other institutions or meet specific state, municipal, and/or employee training requirements.

I have enclosed my check or money order (or made arrangements) for the amount of the down payment and agree to make monthly payments as shown in the column at the left.

My first monthly payment will be due 30 days or more after my enrollment agreement is accepted. Thereafter, each payment will be due on the same day of the month as my first monthly payment.

Postponement of a 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 the 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.

### The U.S. Government requires these TRUTH IN LENDING DISCLOSURES

1. Cash price of this contract .....	\$	887
2. Down Payment to enclose now is .....	\$	5
3. Amount financed is .....	\$	882
4. Annual percentage rate is .....		0%
5. Finance charge is .....	\$	0
6. Total number of payments is .....		18
7. Amount of each monthly payment is .....	\$	49
8. Total payment-dollars you will pay is .....	\$	882
9. Total sale price-including down payment-is .....	\$	887
10. Total shipping and handling .....	\$	16.50



### Payment Options:

- Pay Full Price Now and Save Shipping & Handling Charges.
- Pay Down Payment Now and Make Monthly Automatic Payments by (select one):
  - Credit Card
  - Check (attach a blank check with "void" written on it)
- Pay Down Payment and First Payment Now (payment coupons will be sent to you).

### Payment Method:

- Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Check or Money Order Enclosed
- Check here if you have already enrolled over the phone

Circle the highest grade completed: 9 10 11 12 13 14 15 16 GED higher

Your signature below shows that you have read and understand the terms outlined in this agreement. Your program start date is seven days from the date of this agreement or seven days after enrollment over the phone.

Mailing Address \_\_\_\_\_ Social Security Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Your Signature \_\_\_\_\_ Date \_\_\_\_\_  
If you are under 18 years of age, please have parent or guardian sign here \_\_\_\_\_

NOTICE: 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 AMOUNTS PAID BY DEBTOR HEREUNDER.

For office use only

DT	DN	HN	OT	GF
----	----	----	----	----

Accepted by

*Ann Rohr*  
Ann Rohr, Chief Operating Officer

# Student Protection Policy

We are confident that you will benefit from our program just as thousands of others have. Because of this, we offer the following generous Student Protection Policy:

Students may withdraw from U.S. Career Institute® at any time by notifying us of their intent to cancel. The tuition students owe upon withdrawal is determined by how many of the assignments they have completed, deducting all payments made. Upon cancellation, the amount due to the school or the amount refunded to the student is calculated according to the following schedule:

1. If the student cancels within seven (7) calendar days after receiving the materials, and has not submitted any assignments, the student is entitled to a full refund, upon the school's receipt of the unused materials.
2. If the student cancels after seven (7) calendar days and has not submitted any assignments, the school is entitled to a non-refundable registration charge of 20% of the total tuition, not to exceed \$150.
3. If the student cancels after submitting an assignment, the school is entitled to the above non-refundable registration charge plus a charge calculated according to the following schedule:
  - a. If the student completes up to 10 percent of the assignments, the school is entitled to 10 percent of the refundable tuition.
  - b. If the student completes between 11 and 25 percent of the assignments, the school is entitled to 25 percent of the refundable tuition.
  - c. If the student completes between 26 and 50 percent of the assignments, the school is entitled to 50 percent of the refundable tuition.
  - d. If the student completes between 51 and 75 percent of the assignments, the school is entitled to 75 percent of the refundable tuition.
  - e. If the student completes more than 75 percent of the assignments, the school is entitled to the full tuition.
4. If the student has not completed the program in 12 months, the school is entitled to the full tuition and no refund will be issued.
5. Any refund due will be issued within 30 days of our receipt of notice of cancellation.

INTERNATIONAL STUDENTS: Tuition payment must be in U.S. funds. Students in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or GST.

Read these true stories of just a few of our graduates who are making money in a new career!

Every one of these graduates is an ambitious person just like you who has a wonderful job because they enrolled in one of our courses.

Earns \$1,000.00 in two weeks

**“I made \$1000 in two weeks--I could not have done this without the strenuous training...”** Sincerely, B.A.H.

## Raves About Her Course

The training and skills I received was above and beyond what I had hoped to receive. Thank you for helping me obtain a career and thank you for putting together such a wonderful, professional, enjoyable, reasonably priced, thoroughly complete course. I could go on and on raving about your course...C.S.

## Employer Impressed with Training

I thoroughly enjoyed the course. I have secured a full-time job. My employer is very impressed. I told her how thorough the course was, and she said my training must have been excellent!...E.B.

## Seems “Too Good To Be True”

Through the whole course, I kept thinking, “This is too good to be true, something is going to go wrong.”...I’m real optimistic sometimes. But now that I’ve graduated, I’m so excited I could scream!!! Thanks for making it all possible...K.N.

## Recommends School

I have recommended your school to several people and will continue to do so. I’m just so impressed with everything about it. Everyone is so professional, but at the same time, they take a personal interest in you...L.T.

## Starts Her Own Business

In a few months’ time and with a little sacrifice, my life has changed from a dead-end job to my own independent business...L.M.H.

## Gets Job After Twenty Years

I am writing this letter in appreciation of the excellent job your course has done in preparing me to find employment in the field...after being a stay-at-home mom for almost 20 years. I can’t tell you what a boost to my ego this has been. I thank you from the bottom of my heart...S.B.

## The Money She Makes Is Wonderful

I just wanted to write and let you know how I’ve been doing since graduation in December. I am enjoying my new career a great deal, and I am so thankful that I decided to take the course. The feeling of accomplishment that I have for getting through the course is wonderful. The money I am currently bringing in is wonderful, as well...T.N.

## Appreciates Our Help After Graduation

I just wanted to take the time to write you a quick note and tell you how much I appreciated all that you did for me after I graduated. I feel like you really cared whether I worked or not, and you took the time to go that extra mile for me, even though you didn’t have to. Thank you very much. If I could ever do something for you, please let me know...R.G.

## Gets Paid for Having Fun!

I really enjoy my work. Sometimes I wonder how I manage to get paid for doing something that is so much fun. The training was terrific and so is the field. It’s wonderful...G.M.

## Training Changed Her Life

The training I received...has changed my life. Now I’ve got my own business. I work out of my home. I still get to spend a lot of time with my family, and I’m making good money...D.D.

## Great Support

I received such wonderful support from your staff during the time I was studying, and I want you to know they truly made every effort to help me in every way...M.J.

## Gets the First Job She Applies For

The course itself was very well-rounded, covering every aspect...I landed the first position I applied for...All in all,

I was very satisfied with the course and I want to thank you for your wonderful support through it, as well as your constructive comments and understanding...S.S.



U.S. Career  
Institute®

2001 Lowe Street  
Fort Collins, CO 80525

