



STUDENT ENROLLMENT AGREEMENT

SCHOOL INFORMATION

Institute for Chemical Dependency Studies (ICDS)
 1235 North Loop West, Ste. 701, Houston, TX 77008
 Toll Free: 866-523-2669 - Direct: 512-246-6007

STUDENT INFORMATION

Last Name:		First Name:	
Mailing Address:		City/State/Zip:	
Phone:		Mobile:	
E-mail Address:			
Social Security Number:			
Date of Birth:			
Emergency Contact Name:			
Emergency Contact Phone:			

COURSE and COURSE COST

Course Name:	Licensed Chemical Dependency Counselor Training		
Course Length:	570 Contact Hours (270 Training/300 Practicum)		
Tuition:	\$3,875.00	Administration Fee:	\$100.00
Books:	To be purchased by the student	Shipping Fee for Distance Learning Students (non-refundable):	\$25.00
Practicum**:	\$650.00	Individual Course Fee:	\$600.00

TOTAL COST CLASSROOM & DISTANCE LEARNING: \$4,000.00

The billing policy of the Institute for Chemical Dependency Studies for both classroom and distance learning curriculum is that payment must be made via cash, money order, cashier's check, or credit card. All accounts must be paid in full in order to receive transcripts. No interest is charged for students who pay through our in-house payment plans. Interest is not applicable for DARS Purchase Orders, Department of Defense and other approved methods as determined by ICDS.

** Practicum fee is charged separately if not enrolled in entire course. If enrolled in entire course, it is included in the tuition fee.

METHOD OF PAYMENT (check one)

Money Order	Cashier Check	Cash	Credit Card
If Other, please indicate here:			

PAYMENT PLAN (select deposit and plan option #1, #2 or #3)

Deposit Deposit - Required \$750.00 upon enrollment which is applied to tuition.	Payment Plan 1 100% payment of full balance upon enrollment.	Payment Plan 2 50% upon enrollment and 50% upon completion of all courses.	Payment Plan 3 Six equal installments to be paid monthly over a six-month period until the balance is paid.
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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. 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.
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.

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.

TITLE 38 UNITED STATES CODE SECTION 3679(E) FACILITY COMPLIANCE FOR COVERED VETERANS

ICDS permits any covered individual to attend or participate in the course(s) of education during the period beginning on the date the covered individual provides to the facility a valid VA authorization, such as a VAF 28-1905 form for VR&E beneficiaries, and ending on the earlier of the following dates:

- 1. The date on which tuition/fees (T&F) payment from the VA is made to the facility.
- 2. Ninety (90) days after the date the facility submits a valid T&F invoice to the VA following receipt of the VA authorization.

ICDS will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries or other institutional facilities; or require any covered individual to borrow additional funds due to delayed T&F payment from the VA under Chapter 31 VR&E.

ACKNOWLEDGMENTS

- 1. I hereby acknowledge receipt of the school's catalog and Enrollment Agreement, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
Student Initials _____
- 2. I have carefully read and received an exact copy of this Enrollment Agreement.
Student Initials _____
- 3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed in this Enrollment Agreement.
Student Initials _____

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, ICDS will provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.
Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy can file a formal complaint with the Texas Workforce Commission, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with the Texas Workforce Commission can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us>. Students can also contact TWC by phone: 512-936-3100. Students should reference the school number when filing a grievance with the Texas Workforce Commission.
Student Initials _____

8. I, by signing this Enrollment Agreement, acknowledge that I have read this Enrollment Agreement, understand the terms and conditions, and agree to the conditions outlined in this Enrollment Agreement. It is further understood that this Enrollment Agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the Director. The student and the school will retain a copy of this Enrollment Agreement.
Student Initials _____

9. This Enrollment Agreement is a legally binding instrument and is only binding when the Enrollment Agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this document before signing.
Student Initials _____

10. The student is entitled to an exact copy of this Enrollment Agreement and any disclosure pages you sign.
Student Initials _____

11. This Enrollment Agreement and the school catalog constitute the entire agreement between the student and the school.
Student Initials _____

12. Any changes in this Enrollment Agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of this Enrollment Agreement are not subject to amendment or modification by oral agreement.
Student Initials _____

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

SIGNATURES

I have received a copy of this Enrollment Agreement and current school catalog.	Student Signature:
	Date:
Signature of Authorized School Official	
Printed Name of Authorized School Official	

