



2345 E. Thomas Rd., Suite 290
 Phoenix, AZ 85016
 Phone (602) 354-4330 FAX (602) 354-5225
 www.srhousing.org

Enrollment Agreement

Student Name (Last, First, Middle)

Social Security Number

- -

DOB: _____

Mailing Address _____

Apt # _____

City _____

State _____

Zip Code _____

Home Phone _____

Cell Phone _____

E-mail Address: _____

Program of Study _____

Enrollment Request

	Program or Course Title	Start Date	End Date	Clock Hours
1.				
2.				
3.				
4.				

ASHI Program and Course Offerings

Caregiver Program – 62 Clock Hours (Total of all Courses)

Supervisory Care Course – 20 Clock Hours

Personal Care Course – 30 Clock Hours

Directed Care Course - 12 Clock Hours

Manager Program – 8 Clock Hours

Manager Test-Prep – 3 Clock Hours

All programs are offered many times throughout the year. For a full list of course offering, times and descriptions please refer to the Course Catalog.

Payment Method

Check Visa MC AMEX

Tuition Total: _____

Card Number: _____ Exp. Date: _____

Cardholder's Name: _____ Signature: _____

Cardholder's Billing Address: _____ Zip Code _____

Tuition

Arizona Senior Housing Institute’s Tuition costs are all inclusive and include: books or manuals, all classroom fees, supplies, and of course first class training by caring and knowledgeable instructors. ASHI does not currently offer payment plans and tuition is due in full by the first day of class (Cash, Cashier’s Check, Money Order or CC). We do not accept Personal Checks. We are sorry for the inconvenience.

Assisted Living Caregiver	Total Program Cost: \$250.00
Assisted Living Manager	Total Program Cost: \$120.00
Manager Test Prep	Total Course Cost: \$50.00
Manager Test Prep Flash Cards	Total Course Cost: \$50.00

Cancellation and Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less a fee of \$20.

Refund after the commencement of classes: No refund will be given after the commencement of class.

Special Cases - In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair.

Holder in Due Course Statement:

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 the debtor.

Student Grievances Procedure

This grievance procedure can be found in the Course Catalog as well as the enrollment agreement.

Instructional Grievance Process

A student, who feels he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

Steps for students to take:

1. Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved.
2. If the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Director of the Institute. The Director must resolve the complaint, in writing within five (5) days, excluding Saturday, Sunday and State and Federal holidays.
3. If the student complaint cannot be resolved after exhausting the Institute's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post Secondary Education. The student must contact the State Board for further details. The State Board address is:
1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: 602-542-5709
Website: www.ppse.az.gov

The Student Understands:

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules.
6. Information concerning other Schools that may accept the Institute's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

Student Acknowledgements:

1. I hereby acknowledge receipt of the School's course catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The School's course catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
_____Students Initials
2. Also, 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 requirement or if I disrupt the normal activities of the Institute. While enrolled in the Institute, I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the Institute must be paid in full before a certificate may be awarded.

_____Students Initials

4. I also understand that this institution does no guarantee job placement to graduates upon program/course completion or upon graduation.

_____Students Initials

I, _____, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Arizona Senior Housing Institute.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20 _____

Signature of Student

Date

Signature of School Official

Date

Representative's certification: I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: _____

Date: _____