



# EXPRESS

## TRAINING SERVICES, LLC

*"Getting your career on the right track"*

12636 Research Blvd., Suite B102  
 Austin, TX 78759  
 512-501-2754  
 Fax 352-338-1194

Student Enrollment Agreement for  
**Phlebotomy Program**

**ALL SIGNERS MUST RECEIVE AND READ A COPY OF THE ENROLLMENT AGREEMENT AND CATALOG.**

**STUDENT INFORMATION**

Name: \_\_\_\_\_  
           First                                  Middle Initial          Last

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
                                   Number                                  Street

\_\_\_\_\_ City                                  \_\_\_\_\_ St                                  \_\_\_\_\_ Zip                                  \_\_\_\_\_ Phone #

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_  
                                   MM/DD/YYYY

In the event we are unable to contact you at the phone number listed above, please provide two (2) additional contacts:

Name	Relationship	Phone number (include area code)

**PROGRAM INFORMATION**  
 (INSTITUTION ONLY)

Program: Phlebotomy Program

Title: Clock Hours: 80 Credit Hours **N/A**

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Class Time: \_\_\_\_\_ am/pm

Approved and regulated by The Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Effective 9/1/09

Tuition	\$ 371
Registration Fee	\$ 100
Books and Materials	\$ 200
National Exam Fee	\$ 129

**Total Program Cost                    \$800**

CPR must be completed before completion of program. CPR can be taken through Express Training Services, LLC at a cost of \$50 or can be completed elsewhere.

### METHODS OF PAYMENT

[ ] Full payment at time of signing enrollment agreement.

[ ] Registration fee at the time of signing enrollment agreement with balance paid prior to or on class start date

All prices for program are printed herein, and are subject to change at any time. Contracts are not sold to a third party at any time. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

### CANCELLATION AND REFUND POLICY

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 and a tour of the facilities and inspection of the equipment is made by the prospective student.

Refund policy:

1. Refund computations will be based on scheduled clock hours 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 shall be retained by the school.
4. If the student who enters a residence or synchronous distance education course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
  - (a) During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
  - (b) After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
  - (c) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
  - (d) During the second quarter of the course, 50 percent of the remaining tuition and fees;
  - (e) During the third quarter of the course, 10 percent of the remaining tuition and fees; or
  - (f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
5. 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.
6. For residence or synchronous distance education courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
7. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student;
8. 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.

Refund policy for students called to active military service:

1. 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:
    - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be totally consummated within 60 days after the effective date of termination.

**GROUND FOR TERMINATION**

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the brochure and this agreement.

**ACKNOWLEDGEMENT**

This document and the catalog constitute a binding contract between the institution and the student and no further modification or representation except as herein expressed by both parties will be recognized. 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

**DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.**

_____ Signature of Applicant	_____ Date	_____ Signature of Parent/Guardian (If under 18 years of age)	_____ Date
_____ Signature of School Official or Representative		_____ Date	

Paid \$\_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_.  
Owes a balance of \$\_\_\_\_\_, due no later than beginning of class

## Notice of Cancellation

### Student Notice of Cancellation for Phlebotomy Program

Class start date: \_\_\_\_\_ Date cancellation requested: \_\_\_\_\_

Mail completed form (keep bottom half for your records) to:

Express Training Services  
3911 Newberry Rd., Suite B  
Gainesville, FL 32607  
352-338-1193  
Fax 352-338-1194

Send refund (if applicable) to:

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

_____ Signature of Student	_____ Date	_____ Signature of Parent/Guardian <small>(If under 18 years of age)</small>	_____ Date
_____ Signature of School Official	_____ Date		

Office use only:  
Refund issued on \_\_\_\_\_ via check # \_\_\_\_\_

-----Detach here-----

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