



# 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 in nonrefundable administrative fees 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, the school or college may retain not more than \$100 in nonrefundable administrative fees 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.<sup>1</sup>
5. Refunds for books, tools, or other supplies should 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.
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.*

**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.

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.

**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
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_____ Signature of School Official or Representative	_____ Date
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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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