



# ADULT CLASSROOM

## Enrollment Contract

( )  
School/Branch#

\_\_\_\_\_  
Name of School

(713) 468-1313  
Area Code Phone Number

\_\_\_\_\_  
Classroom Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Date of Class** \_\_\_\_\_ **FROM** 8:30 **TO** 3:30  
(AM/PM) (AM/PM)

### CLASSROOM INSTRUCTION

Number of Lessons 1 Length of Course 6 HRS. Length of Lesson 6 HRS. Cost per Lesson \$ 149.00 Course Rate \$ 149.00

Classroom Instruction begins on \_\_\_\_\_ at 8:30 o'clock A.M. All Classroom instruction must be completed by \_\_\_\_\_

### ATTENDANCE POLICY:

A student must attend the complete 6 clock-hour course including all phases of the approved school curriculum and final exam in order to receive a certificate of completion. **Any time missed must be made up.**

### GRADING AND PROGRESS POLICY:

Mastery is a prerequisite to awarding a grade of 70 or above. Evidence of mastery shall be determined by one of more of the following methods: unit tests, written assignments, skills performance checklist, and comprehensive examinations of knowledge and skills.

### RULES OF OPERATION AND CONDUCT:

A student or prospective student may be dismissed or barred from the class for tardiness, drunkenness or consumption of alcohol on the premises; rude, vulgar or disruptive behavior in the classroom; carrying firearms, or smoking in the classroom; or being generally inattentive (sleeping, reading, etc.) during class. Students terminated for violating rules of conduct may be readmitted at the discretion of the director.

### CANCELLATION POLICY:

A full refund will be made to any student who cancels the enrollment contract before midnight of the third day excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed by the prospective student, unless the student has successfully completed the course or received a failing grade on the course examination.

### REFUND POLICY: All tuition and fees paid are due and refundable when:

1. the course of instruction is discontinued by the school, preventing a student from completing the course, or
2. the enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representation made by an owner or employee of the school.

**All refunds will be completed within 30 days after the effective date of enrollment termination.**

### STUDENT ACKNOWLEDGMENT

- I have been furnished a copy of the school tuition schedule; cancellation and refund policy; and school regulations pertaining to absence, grading policy, progress, and rules of operation and conduct.
- This agreement constitutes the entire contract between the school and the student and no verbal assurances or promises not contained herein shall bind the school or the student.
- Any grievances not resolved by the school, may be forwarded to: Texas Education Agency, 1701 North Congress Avenue, Austin, TX 78702, (512) 936-6777.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Printed Name of School Representative

\_\_\_\_\_  
Date