

Wyoming Online Enrollment Agreement

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Terms of Agreement:

1. I understand that courses are conducted on an independent study basis and I may continue my enrollment for a period of 12 months. However, for **tuition refund purposes the period of enrollment is 6 months** and the following charges will apply:
 - o If I withdraw within the 6 months of enrolling and have not completed 50% or more of the lesson assignments, I will be charged for the actual lessons completed. For refund calculation purposes, I must provide evidence of the number of lessons completed.
 - o If I fail to notify the school that I am withdrawing within 6 month of enrolling I understand that I shall be charged for the total number of contracted lessons and lesson materials
2. To complete the program, I must clock the required number of instructional hours and complete all required quizzes and final exams.
3. Should I wish to continue the course or program beyond the enrollment period and insurance educational requirements change, I may be required to purchase updated materials and pay additional course and/or material costs.
4. I agree to respect the rights, privileges, and property of others, to not interfere with the school operations, and to not endanger the health, safety, and/or welfare of others.

Cancellation and Refund Policies Distance Education Instruction:

- (1) A student may cancel enrollment by giving written notice to the school within five business days after the date of enrollment or prior to delivery to the student of any lesson materials, whichever occurs later. If cancellation occurs during that five-day period, all monies paid to the school by the student shall be refunded.
- (2) When an enrollment application has been accepted by the school and not canceled under the provisions of section (1) of this rule, the following schedules of maximum charges may be assessed by the school:
 - (a) If termination occurs in the period between the delivery of lesson materials and receipt by the school of the first completed lesson materials, the school may charge an amount equal to 15 percent of the total tuition cost, or \$150, whichever is less; that being established as its registration fee;
 - (b) If termination occurs after receipt by the school of the first completed lesson materials and up to 50 percent of the completed lesson assignments, the student shall be entitled to a pro rata refund of the total tuition cost of the distance learning portion of the program. The school may retain the established registration fee;
 - (c) If termination occurs after receipt by the school of 50 percent or more of the completed lesson assignments, the school may retain 100 percent of the total tuition costs plus the established registration fee; and
 - (d) Calculation of the pro rata refund under subsections (2)(a)-(c) of this rule is determined by dividing the total number of lessons comprising the period of enrollment for which the student has been charged into the total number of such lessons not submitted by the student.

Course Cost	Registration Fee	Course Cost	Registration Fee	Course Cost	Registration Fee
\$35 - \$75	= \$ 5	\$376 - \$475	= \$ 55	\$776 - \$875	= \$ 115

\$76 - \$175	= \$ 10	\$476 - \$575	= \$ 70	\$876 - \$975	= \$ 130
\$176 - \$275	= \$ 25	\$576 - \$675	= \$ 85	\$976 - \$1075	= \$ 145
\$276 - \$375	= \$ 40	\$676 - \$775	= \$ 100		