

The Education Institute for Early Intervention (EIEI), Inc
Enrollment Agreement Form for ALL Programs
(Effective 1/5/2020)

252 Melrose Ave
Lansdowne, PA 19050
267-415-6724

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ APPLICATION ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM CHOICE / COURSE NAME/ DIPLOMA RECEIVED: _____

Early Childhood Education Inclusion Associate (ECEIA) _____

NUMBER OF WEEKS: 44 (11 Months) TOTAL CLOCK HOURS & CREDITS (750hrs 35.7 credits):

School Age Inclusion Associate (SAIA) _____

NUMBER OF WEEKS: 44 (11 Months) TOTAL CLOCK HOURS & CREDITS (732hrs 33.7 credits):

SPECIALIZATION: _____

ADMISSION DOCUMENTS TO PROGRAM: _____

ADMISSION DOCUMENTS (CONT): _____

MISSING DOCUMENTATION: _____

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

PART-TIME (DAY) SATURDAY EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W R Sa

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

WINTER 2nd Monday in JANUARY _____ WAIT LIST _____
 SPRING 2nd Monday in APRIL _____ WAIT LIST _____
 FALL 2nd Monday in OCTOBER _____ WAIT LIST _____

CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

TUITION & FEES FOR ALL PROGRAMS

1. Application Fee	\$0
2. Registration Fee (Non-Refundable)	\$50
3. Tuition	\$2500
4. Books/Equipment Fee	\$250
5. Graduation Fee	\$50
6. Deferred Billing	\$50
7. National Certification Fee	\$500
8. Transcript	\$12
9. School ID Card	\$10/per card
10. Liability Insurance	\$50

TOTAL COST FOR COURSE: \$ _____ \$3472.00 _____

PAYMENT TERMS

The Education Institute for Early Intervention (EIED), Inc invoices students in January, March, May, and July. Electronic checks and credit card payments are accepted. Credit card payments will be assessed a 3.75% service fee. The institute accepts Visa, American Express, Discover, and Master Card for tuition payment. Certified

checks, money order, should be made payable to The Education Institute for Early Intervention (EIEI), Inc at 252 Melrose Ave. Lansdowne, PA 19050 with the student's identification number clearly indicated on the face of the check. The Education Institute for Early Intervention (EIEI), Inc offers a deferred payment plans. There is an additional charge of \$50.00 to use deferment plans. Deferment plans allows the students to make 4 equal payments in January, March, May, and July.

REFUND / WITHDRAWAL POLICY

The Education Institute for Early Intervention (EIEI), Inc refund policy is in accordance with the State Board of Private Licensed Schools guidelines. Students are not required to request a withdrawal in writing per state guidelines, however EIEI strongly encourages putting request in writing for time stamps and documentation purposes. Refunds are processed based on their last day of attendance. Refunds are made within 30 days of the last day of attendance. If the student is on a payment plan the refund is based on the portion that has been paid to the school.

The following tables describes the Refund Policy:

- Up to 5 days after signing the enrollment agreement but before classes begin= 100% (including registration fee)
- After 5 days and before classes=100% (NO registration refund).
- If the student withdrawals before completing 7 days the school will refund 75% of the tuition paid.
- If a student withdrawals after 7 days but before 25% of the term, the school will refund 55% of tuition. If a student withdrawals after completing 25% but before completing 50%, the school will refund 30% of tuition.
- If the student withdrawals after completing 50% there will be no refund

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student. All terms and conditions of this agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of hours to another school, college, or university. Coursework is not likely to transfer.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate/withdrawal my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. To graduate, students must pass all required courses and have a cumulative average of a C (GPA 2.00) or better for all their courses.

Student Initials _____

5. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

6. Students are required to have a computer and/or access to a computer to complete assignments, be fully engaged in coursework, and research evidence based strategies to improve the practice. Computers are available at the school during non-instructional hours on designated days as outlined in the school's operational hours.

Student Initials _____

7. I understand that the school does not guarantee transferability of hours and that in most cases, hours or coursework are not likely to transfer to another institution.

Student Initials _____

- 8. I understand that the school does not guarantee job placement to graduates upon program completion.**

Student Initials _____

9. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Board of Private License Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333 For questions, call 717.783.8228 or e-mail ra-pls@pa.gov.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. Any questions, comments, and concerns should be addressed to the Chief Executive Officer (CEO) Dr. Essence Allen-Presley at eallen7@gmail.com. It is further understood 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. The student and the school will retain a copy of this agreement.

Student's Signature

Date

EIEI's Representative Signature

Date

