

National Cat Groomers School

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www.nationalcatgroomers.com

Student Enrollment Agreement

Student Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Are you a current member of the NCGIA? Yes _____ No _____ Memb #: _____

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Course Hours:

Date course begins: _____ Date course ends: _____

All school course sessions are two weeks long. The course hours run Monday through Friday 8:30am - 3:00pm each day with a half hour lunch break.

Total course hours: 60

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Cost:

Tuition	\$1784.00
Curriculum Materials	\$546.00*
Tool Kit (REQUIRED)	\$130.00
CPR/First Aid	<u>\$100.00</u>

Total cost: \$2560.00**

* Credit will be given for materials already purchased.

** Certification exams are an additional fee. See Certification publication for more information.

Payment Options:

A signed Student Enrollment Agreement, Hold Harmless Agreement, Student Responsibility Agreement, and a \$600.00 deposit is required to reserve attendance for a course session. Payment in full is due no later than 45 days prior to the course session start date.

Tuition payments can be made by these methods:

- Check or Money Order made payable to NCGIA, Inc.
- Credit Card (Visa, MC, or Discover) information provided below or paid by phone to the NCGIA office 864-271-7430.
- Online via the NCGIA website www.nationalcatgroomers.com

Cancellation and Refund Policy:

The cancellation/refund policy is as follows:

A full refund will be given for monies paid for tuition, CPR/First Aid, and tool kit if cancellation is within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of receipt of signed enrollment agreement by the school or if the student is not accepted by the institution. Refunds for books and curriculum materials will only be given if all books and curriculum materials are returned in new condition, without damage of any kind.

Cancellation must be presented in writing to the National Cat Groomers School office by fax, email, or standard mail service.

A prorated refund, less a \$100 administrative fee, of monies paid for tuition will be refunded if a student withdraws during the first week of the two-week course session and up to the end of the teaching day on the sixth day of the course (this is equal to 60% of the course session). No refunds for tuition will be given after 60% of the course session has been completed.

No refunds will be given for the Pet CPR/First Aid course beyond the 72 hour cancellation period from date of enrollment, as the school is required to make pre-payment to the American Red Cross for this course.

Once the course has begun, no refunds will be given to students for monies paid for curriculum materials and tool kits as they will have been used.

A prorated refund, less a \$100 administrative fee, of monies paid for tuition only will be given for students who must withdraw from the course session beyond 60% of the course duration due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of the program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active duty military service.

Refunds shall be paid within forty days after the effective date of termination.

Disclosures:

Enrollment in the National Cat Groomers School or completion of the program does not guarantee employment.

The National Cat Groomers School makes no claim or guarantee that credit earned will transfer to another institution.

Enrollment:

\$2560.00 Tuition Package

Write in the amount of credit for any Curriculum items that you already have:

_____ Ultimate Cat Groomer Encyclopedia	(deduct \$80.00)
_____ Study Packets BCG__ HA__ TH__ BM__	(deduct \$44.00 ea)
_____ DVDs HKK__ CWM__ KFC__ TCC__	(deduct \$42.50 ea)
_____ Flash Cards Color__ Breeds__	(deduct \$40.00 ea)
_____ Breed Poster	(deduct \$40.00)
_____ or All of the Above	(deduct \$546.00)

_____ Adjusted Tuition Total

Add the amount for any optional CFMG™ or CFCG™ certification exams you wish to take during the course:

_____ Written Exams BCG__ HA__ TH__ BM__	(add \$65.00 ea)
_____ Practical Exams LHFC__ SHFC__ CC__ LCS__ LCV__	(add \$65.00ea)

_____ Tuition & Exam Total

_____ Less Deposit Paid (if applicable)

_____ Total Due

___ Payment today is for full balance due

___ Payment today is for Deposit ONLY (\$600.00)

Method of Payment:

_____ Check or Money Order

_____ Visa, MC, Discover (provide information below or call office.)

_____ Online (www.nationalcatgroomers.com)

Credit Card #: _____

Expiration: _____ 3 Digit Code: _____

Signature: _____ Date: _____

I, _____, acknowledge receipt of a copy of the Student Catalogue, Student Instructions, and a copy of this Student Enrollment Agreement.

(student signature)

(date)