



**Intellectual**  
POINT

# OPEN ENROLLMENT FORM

## Student Information

STUDENT NAME: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SOCIAL SECURITY # (Required for reporting purposes only): \_\_\_\_\_ DOB: \_\_\_\_\_  
MM/DD/YYYY

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**(FOR OFFICE USE ONLY – TO BE FILLED OUT BY INTELLECTUAL POINT)**  
**PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_\_ PROGRAM: \_\_\_\_\_  
MM/DD/YYYY

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ TOTAL WKS: \_\_\_\_\_ CLOCK HRS: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

STATUS:  FULL-TIME  PART-TIME MODALITY:  IN-PERSON  ONLINE/VIRTUAL

CLASS SCHEDULE: (circle) M T W Th F Sat Sun  DAY  EVENING

CLASS TIMES: \_\_\_\_\_  
HH:MM- HH:MM (NOTATE ANY VARIATIONS)

**THE TOTAL DIRECT COST\* OF THE PROGRAM:**

TUITION: \$ \_\_\_\_\_

BOOKS/SUPPLIES: \$ \_\_\_\_\_

EXAM\* FEES: \$ \_\_\_\_\_

MISC. EXPENSES: \$ \_\_\_\_\_

**TOTAL PROGRAM** \$ \_\_\_\_\_

\*Vender Certification Exams are not included in the Program Direct Costs.

## **Cancellation Refund Policy<sup>1</sup>**

### **SCHOOL RIGHT TO CANCEL**

Intellectual Point does everything possible to ensure a scheduled program commences as scheduled. Instructors are available in the event the primary instructor is unable to conduct a session or instruct a program as scheduled. In circumstances where Intellectual Point must cancel or reschedule a program, each student is provided the opportunity to enroll in the next scheduled class or receive a full-tuition refund from the program. Intellectual Point reserves the right to cancel or reschedule classes at any time per operational needs. Students will be notified within one week prior to the class start date in the event the class is cancelled.

### **Rejections**

While Intellectual Point is an open enrollment school, we reserve the right to reject an enrollment with just cause. Students may be rejected based on providing false information during enrollment, refusal to comply with requests or documentation during the enrollment process, or violation of the student conduct policy during enrollment, while attending, or post enrollment, or as a result of a debt from prior enrollment with Intellectual Point.

### **STUDENT RIGHT TO CANCEL & WITHDRAWAL REFUND POLICY**

An Applicant's enrollment is considered cancelled if notification occurs prior to the first day of class. Cancellations have different financial implications based on the timeline:

#### **Three-Day Cancellation and Seven Days Prior to Class Start**

Any student who provides written notice of cancellation within three (3) days of the execution of this enrollment form, excluding weekends, holidays, and seven days prior to the scheduled commencement of class is entitled to a refund of all money received.

#### **Cancellation within Seven Days Prior to Start**

Aside specific policies outlined below for agency funding, the cancellation policy is as follows, once a student has enrolled:

- Following the cancellation period, a student applicant may cancel their enrollment agreement, by written notice, at any time prior to the first day of the session for which the application was made. When cancellation is requested under these circumstances, the school will refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less.
- After the start of the class, the proration of tuition & fees is charged in proration of the class. For a four-day class, as an example, tuition and fees are charged at 25% after the 1st day, 50% after the 2nd day, 75% after the 3rd day, and 100% after the 4th class day.
- For pathway enrollments, tuition & fee charges are prorated as follows 25% after the first week, 50% after the 2nd week, 75% after the 3rd week, and 100% after the fourth week of the pathway.

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<sup>1</sup>Relevant sections extracted from the School Catalog, refer to the School Catalog for the complete policy.

## **NOTICE TO STUDENT:**

1. Do not sign this agreement until you have read it, or if there are any sections not completed.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by an authorized official at Intellectual Point.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the Intellectual Point catalog constitute the entire agreement between the student and the school.
5. Although Intellectual Point provides Career Services as outlined in the Catalog, this does not guarantee job placement to graduates upon program completion.
6. Intellectual Point reserves the right to reschedule the program start date if the student enrollment scheduled to start is too small.
7. Intellectual Point reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by the established standards of conduct.
8. If a beneficiary of veteran education benefits fails to meet eligibility requirements, or is determined to have benefits retroactively removed, the student is eligible to pay out of pocket. It is understood that the student would then be subject to those financial terms and conditions, as outlined in the catalog.
9. The school does not guarantee transferability of credits to a college, university, or other institution. Instead, the receiving institution decides on credit comparability, appropriateness, or applicability and whether credits should be accepted.

## STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the current Intellectual Point catalog and my program information and understand the expectations for successful completion.
2. I understand and have complied with all admissions requirements for enrollment at Intellectual Point.
3. I have carefully read and received an exact copy of this enrollment agreement.
4. I understand that Intellectual Point may terminate my enrollment if I fail to comply with the Attendance, Academic, Financial Requirements, or Standards of Conduct as outlined in the School Catalog. While enrolled in school, I understand that I must maintain satisfactory academic progress and attendance requirements as described in the catalog, and that my financial obligation to the school must be paid in full before a certificate of completion may be awarded.
5. I understand that intellectual Point does not guarantee job placement to graduates upon program completion.
6. I understand and have reviewed the complaint policy as outlined in the school catalog and understand that should I not be able to resolve the grievance with Intellectual Point, I can file with the State Council of Higher Education for Virginia (SCHEV).

\_\_\_\_\_  
Student Initials

\_\_\_\_\_  
Student Initials

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Student Initials

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Student Initials

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Student Initials

\_\_\_\_\_  
Student Initials

## CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. Furthermore, I understand and agree that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the student's written agreement and the School Official. I also understand that if I default on this agreement, I will be responsible for paying any collection fees or attorney fees incurred by Intellectual Point.

My signature below signifies that I have read and understand all aspects of this agreement and recognize any legal responsibilities regarding this contract.

\_\_\_\_\_  
Student Signature (Parent/Guardian Signature if under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

## SCHOOL CERTIFICATION

I hereby confirm that this student has met with a member of Intellectual Point and has met all requirements for acceptance into the selected program, as described in the school catalog. I further certify that no written or verbal agreements or promises other than those appearing in this agreement have been made with the student.

\_\_\_\_\_  
Brian Lamont Lewis-Hardy, MA, Senior Vice President, Compliance and Accreditation

\_\_\_\_\_  
Date

# CREDIT CARD PAYMENT AUTHORIZATION FORM/TRUTH IN LENDING STATEMENT

**COMPLETE AND SIGN THIS FORM TO AUTHORIZE INTELLECTUAL POINT TO CHARGE PAYMENTS TO YOUR CREDIT CARD LISTED BELOW.**

\_\_\_\_\_ I give permission for Intellectual Point to debit my account for the amount(s) indicated on or after the dates as reflected  
Initial Here below. (This is permission for a single transaction or transactions complying with a preapproved payment plan with Intellectual Point.)

\_\_\_\_\_ I understand that if I have concerns, I am to consult with Intellectual Point. Failure to comply with the payment  
Initial Here arrangement as outlined below will result in an additional 10% late fee for every 30 days the payment is unresolved.

**Please complete the information below:**

I, \_\_\_\_\_ authorize Intellectual Point to charge my credit card account indicated  
Full Name below the following payment(s)

COURSE/PROGRAM		COURSE/PROGRAM DATES MM/DD/YY – MM/DD/YY		TOTAL AMOUNT DUE	
SPECIFY THE DATE ANDD AMOUNT FOR WHICH YOUR PAYMENTS WILL BE MADE					
_/_/___	_/_/___	_/_/___	_/_/___	_/_/___	_/_/___
\$	\$	\$	\$	\$	\$
OTHER PAYMENT DETAILS: (please note if any payments will be made by check or cash)					

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Account Type:     Visa     MasterCard     AMEX     Discover

Cardholder Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVV2 (3digit number on back of Visa/MC, 4 digits on front of AMEX): \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

I authorize the Intellectual Point to charge the credit card indicated on this authorization form according to the terms and conditions as outlined above. This payment authorization is for the goods/services referenced above, for the indicated amount only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company so as long as the transaction corresponds to the terms indicated on this form.