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## Colorado Course Enrollment Form

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Course Title: \_\_\_\_\_  
Course Date: \_\_\_\_\_  
State Cert#/Expiration Date (Refresher Course only) \_\_\_\_\_

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

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_  
Street City State Zip Code

Home Address: \_\_\_\_\_  
Street City State Zip Code

How did you hear about us? \_\_\_\_\_

Contact if student is unavailable: \_\_\_\_\_  
Name Phone Number

PAYMENT (TUITION) AMOUNT: \_\_\_\_\_ PAYMENT METHOD (please circle): Check Credit Card Cash

Visa/MasterCard Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Name as it Appears on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO [DenverAdmin@ghp1.com](mailto:DenverAdmin@ghp1.com), FAX TO (303) 574-0061, OR CALL TO RESERVE YOUR SPOT AND BRING THIS FORM WITH YOU TO CLASS.**

- **Note: Payment for all classes must be made on or before the day of class by check or credit card. A cancellation fee of 25% of the tuition cost will be charged if student does not cancel at least 24 hours prior to the start of class.**
- For all asbestos refresher courses, student has 1 year from the date of the certificate expiration to be eligible for a refresher course. **Student is responsible for determining eligibility.**
- The Asbestos Inspector Refresher and AMS Refresher courses are from 8 a.m. to 12 p.m. The Management Planner Refresher Course is from 1 p.m. to 4:30 p.m. All other courses are from 8 a.m. to 4:30 p.m. If you need any additional information, please call (303) 574-0082, ext 201 or e-mail [DenverAdmin@ghp1.com](mailto:DenverAdmin@ghp1.com).
- In the event of course cancellation by Gobbell Hays Partners, Inc., tuition/fees will be fully refunded.
- Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of monies paid.
- GHP is located one mile North of I-70 on Havana St., in the Stapleton Center. The Address is 10500 East 54<sup>th</sup> Ave., Suite J, Denver, CO 80239. Havana St. is a north – south street with I-70 access located between the I-225 and I-270 intersections.
- Approved and regulated by the Private Occupational School Board, Colorado Department of Higher Education.

By signing below, the student agrees to pay Gobbell Hays Partners, Inc., hereafter referred to as the school, the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the 2015 Catalog. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the certificate to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student, and;
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### Refund Policy

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours on the last date of recorded attendance.

#### Refund Table

Student is entitled to upon withdrawal/termination	<i>Refund</i>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fess paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed online with the Division of Private Occupational Schools of the Colorado Department of Higher Education at [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos), or at (303) 866-2723  
There is a two-year limitation on the Division taking action on student complaints.
5. The policy for granting credit for previous training shall not impact the refund policy.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School's Licensed Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Printed)