



## **Texas Enrollment Agreement**

**Course Schedule (day/time of week class meets):** Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

### **Course Completion Requirements**

A certificate of completion for the course is awarded upon successful completion of the program pending the following graduation requirements are met:

1. Complete the coursework according to its terms and conditions
2. Achieve a minimum 70% on the final examination
3. Satisfy all financial obligations to the school
4. Students failing the end-of-course examination must wait at least 3 calendar days from the date of the original examination to retest. Within 90 days of the original examination, a student may retest a maximum of one time. Otherwise, students failing the end-of-course examination must repeat the course prior to being eligible to take the end-of-course examination again.

### **Job Placement and Assistance**

The CE Shop, Inc. does not assist students with job placement and does not guarantee job placement or salary amounts upon completion of this program.

### **Technical-System Requirements**

The course is delivered through a proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers for both PCs and MACs (Chrome, Firefox, Internet Explorer, and Safari). Additionally, courses are compatible with iPad and Android tablets. An internet connection is required (high speed is recommended but not required).

### **Course Cost**

Standard Course Price is the cost of the course, as published on The CE Shop website at the time of purchase. The CE Shop reserves the right to adjust the course cost at any time before purchase.

### **Cancellation and Refund Policy**

The CE Shop is committed to student satisfaction. If for any reason you are unsatisfied, The CE Shop will refund the purchase of any course(s), as long as the request for the refund is submitted before the course expires, within 30 days of purchase, and the course(s) is not more than 50% completed. Regarding Pre-Licensing courses, The CE Shop guarantees that you will pass the state licensing exam or you are entitled to your money back. To obtain a refund of the purchase price of the pre-licensing course in the event that you do not pass your state licensing exam, you will be required to agree to the terms of and submit the [affidavit](#). Please contact our office at 1-888-827-0777 or [support@theceshop.com](mailto:support@theceshop.com) for refund or credit hour requests. Partial credit is not given for any course. Unless the course was purchased via The CE Shop's payment plan, all courses must be paid in full on or before the first day of class.



### **CE Shop Payment Plan**

In the event that the student decides to use The CE Shop payment plan, payment plan payments are paid as follows:

First Payment:	Due Today	33.33%
Second Payment:	Due 30 days from first payment	33.33%
Third Payment:	Due 30 days from second payment	33.34%
	Total	100%

The following terms and conditions apply to payment plans. The customer agrees:

1. That The CE Shop is authorized to charge my credit card for the payments due on my account as the payments become due (in 30 day intervals);
2. That The CE Shop is entitled to suspend my course in the event that I miss a payment for any reason and that the account will stay suspended until any past due payment(s) are received;
3. That I am not entitled to receive my Certificate of Completion for the course until The CE Shop has been paid in full for the course; and
4. That The CE Shop is entitled to charge my credit card and Administrative Fee of \$9.99 per payment made under the Payment Plan. Under no circumstances am I entitled to a refund of an Administrative Fees paid.
5. In the event that any payment is not made per the above terms, the amount of the total unpaid balance shall be due and forthwith payable and The CE Shop shall be entitled to collect the full remaining unpaid balance. In the event that The CE Shop incurs any costs and/or fees (including reasonable attorney fees) in the collecting of any unpaid balance, the student agrees to pay the same, said costs and/or fees to be added to any unpaid balance.

### **Expiration Date of Course**

The CE Shop's pre-licensing course(s) will expire 6 months after the date of purchase. The student will be granted one 30 day extension at no charge. The student will be granted a one month extension at no charge, said one month free extension to be applied immediately after the initial 6 month term. For any reactivation or extension of the course after the 7th month, The CE Shop will charge the student 20% of the current retail price of the course for each 30 day extension or partial 30 day extension in the event that the course finally terminates before the end of the final 30 day extension. Extensions or reactivations cannot be granted beyond 12 months from the purchase of the course since, in all events, the course terminates 12 months after purchase.

If the course is not completed within 12 months of the date of purchase or other period the student will be required to purchase a new course at 50% of the current retail price of the new course and fully complete the new course, including the final exam, if the student wants credit for the new course.



### **Acknowledgments**

I have received a current copy of the CE Shop catalog. I have read the requirements and policies stated in the catalog for entrance, grading, attendance, conduct, leave of absence, withdrawal and completion.

I understand that that a criminal history may make me ineligible for the license I am seeking and that I can request a criminal history evaluation from the licensing authority.

I have read and agree to this Enrollment Agreement. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that The CE Shop has the right to withdraw me from the program if I do not meet course requirements, standards of academic progress, or abide by the student conduct policy.

Student is advised to print and keep copies of A) this Enrollment Agreement and B) the financial terms and conditions of purchasing this course.

This agreement is not valid until acceptance by the student.

Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our terms and conditions" and B) clicking "Submit Order" on the course check out page.

The CE Shop is considered to have signed this Enrollment Agreement upon the student's acceptance of the terms and conditions of this agreement.

This contract may only be changed with the written consent of both the Student and an Authorized School Official.