

**Admissions:** 6301 Kaplan University Avenue, Fort Lauderdale, FL 33309  
**Administration and Online Support Center:**  
 550 West Van Buren, 7th Floor, Chicago, IL 60607

**Tel:** 866.542.4042 (Toll Free)  
**International:** 954.515.4042  
**Fax:** 888.564.6745 (Toll Free)

**Website:** kaplancontinuingeducation.com  
**Email:** infoKCE@kaplan.edu

## 1 Fill In Enrollment Information

**To Office of the Registrar**

I hereby apply for admission to a Kaplan University Information Technology certificate, one of the Kaplan Continuing Education programs. If accepted into the program, I agree to follow your online, independent study plan, and upon satisfactory completion of my program and tuition obligation, I will be awarded a certificate.

NAME: \_\_\_\_\_ CONTROL#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 (Street)

(City) (State) (Zip) (Country)

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY#: \_\_\_\_\_ MOTHER'S MAIDEN NAME: \_\_\_\_\_

EDUCATION: (check one)  High School  Graduate Equivalent Month/Year of Graduation: \_\_\_\_\_

NAME OF HIGH SCHOOL OR ISSUING AGENCY: \_\_\_\_\_

ADDRESS OF HIGH SCHOOL OR AGENCY: \_\_\_\_\_  
 (Street)

(City) (State) (Zip) (Country)

COLLEGE DEGREE?  Yes  No; If Yes,  Associate's  Bachelor's  Master's  Doctoral, and please provide:

NAME OF COLLEGE OR UNIVERSITY: \_\_\_\_\_

ADDRESS OF COLLEGE OR UNIVERSITY: \_\_\_\_\_  
 (Street)

(City) (State) (Zip) (Country)

CURRENT EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_  
 (Street)

(City) (State) (Zip) (Country)

NAME OF AND RELATIONSHIP TO CLOSEST RELATIVE: \_\_\_\_\_

ADDRESS OF CLOSEST RELATIVE: \_\_\_\_\_  
 (Street)

(City) (State) (Zip) (Country)

If you require reasonable accommodation under the Americans With Disabilities Act, please contact the Disabilities Coordinator at 954.515.4420.

## 2 Submit Payment With This Agreement

**Please see the subsequent pages of this form to choose your program and tuition payment plan option.**

My down payment (including registration fee) in the amount of \$ \_\_\_\_\_ is enclosed.

(Down payment will be refunded if not accepted into the program.)

I am paying by: (check one)  Credit Card  Bank Card  Check  Money Order

My credit/bank card number (if applicable) is: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

My signature (only if using a credit or bank card): \_\_\_\_\_ Today's Date: \_\_\_\_\_

(Please Note: If you are using a bank card, please check with your bank regarding limitations.)

The terms of this agreement are contained on each page. PLEASE READ THEM ALL AND INITIAL THE BOX ON THE RIGHT.

Initials

Information Technology  
 Microsoft Certified Systems Engineer and Microsoft Certified Systems Administrator

### 3 Read, Sign Your Name, and Add Today's Date

#### TERMS AND CONDITIONS

**1. ACCEPTANCE:** If accepted by Kaplan University, all terms and conditions outlined herein shall become binding; a signed copy of this Enrollment Agreement will be available to the student. **2. TUITION:** Tuition is payable in full or in monthly installments according to the payment plan selected by the student on this Enrollment Agreement. Tuition is payable in U.S. funds, by check on a U.S. bank, credit card, bank card, or money order. All prices for the certificate programs are printed or filled in on this Enrollment Agreement. The Internet enrollee understands that he/she is solely responsible for accessing the Internet-based program and for all fees related thereto including appropriate computer equipment and an online Internet Service Provider. Tuition does not include the cost of textbooks and/or course packs. Kaplan University may sell, assign, or transfer the Enrollment Agreement at any time to third parties. Cost of credit is included in the price for goods and services. If the student fails to make any scheduled tuition payment within 10 calendar days of its due date, Kaplan University reserves the right to cancel this agreement up to and including terminating access to any online program. Upon such cancellation, the balance of tuition owed for the program will become due and payable immediately, and the student will not be entitled to any refund unless the default is corrected within 15 calendar days of notice from Kaplan University. Bookkeeping fees of \$25.00 are due for each returned check, and a \$5.00 late fee is charged for any tuition paid more than 10 days late. **3. FIRST TUITION PAYMENT:** The first payment of tuition under deferred payment plans B through F is due within 30 days of acceptance of student by Kaplan University. **4. CERTIFICATE:** A certificate is awarded upon program completion when the student satisfactorily completes and passes every unit quiz and course exam and satisfies payment obligation. Students must be free of any financial obligation to Kaplan University prior to a certificate being awarded. **5. PROGRESS:** A student must obtain satisfactory grades on quizzes and course exams to be considered maintaining satisfactory progress in the program, and obtain a cumulative passing score (the combined score of all quizzes and the final exam) in order to pass a course. A certificate is awarded upon program completion when the student satisfactorily completes each of the courses in the program, or preapproved transfer curriculum, and satisfies all payment obligations to Kaplan University. The faculty will assist the student in maintaining satisfactory progress. The student is allowed up to 12 months to complete the MCSE program (six months if already MCSA certified) and up to six months to complete the MCSA program. Students requiring additional time will be charged a monthly extension fee of \$50.00. **6. ENTRANCE:** Student admission is at the discretion of the Dean of Information Technology. Students must be at least 18 years of age and pass the Kaplan University admissions application process to enter the program. To gain admission to any Information Technology certificate, at a minimum, students must possess either a high school diploma or a G.E.D. equivalency. Students enrolling in the MCSA and MCSE certificate programs must demonstrate CompTIA A+ and CompTIA Network+ skills or equivalent knowledge through successful completion of a challenge exam or submission of both CompTIA A+ and CompTIA Network+ certifications. Students unable to satisfy this requirement must complete Kaplan Continuing Education's Information Technology and Network Technician course. There will be no charge to the student for either the challenge exam or the Information Technology and Network Technician course. Students are responsible for meeting all Microsoft requirements for MCSE and MCSA certification exams. Existing MCSA certification holders enrolling in the MCSE certificate program must submit proof of MCSA certification. **7. PROGRAM START DATE:** The date students are deemed to have started their program of study is when the five-day period for rescinding the Enrollment Agreement has passed, they have met the entrance requirements, and a proper tuition payment has been made. **8. INSTRUCTION:** Students enrolling in any Information Technology certificate will be responsible for acquiring any software necessary for the program. The student will be responsible for the cost and acquisition of all textbooks and materials. Students can purchase required textbooks and materials independently or through the Kaplan University online student store. Kaplan University will provide the online course materials. A faculty member will answer student questions and reasonably assist the student with his or her studies while enrolled in the program. **9. COURSE VERSION:** To ensure the currency and efficacy of Information Technology curricula, courses in a program may be periodically updated. Kaplan University's academic administration may close a version of a course following no less than 90 days notice to the student. Students being transferred to a new version of a course following such notice may be required to repeat coursework and may be required to purchase updated textbooks and materials, if applicable. **10. EMPLOYMENT:** Kaplan University will assist each graduate with job placement skills development. However, Kaplan University does not guarantee job placement or employment. **11. FOREIGN STUDENTS:** Students in foreign countries or U.S. territories will assume payment of customs duties and any difference in exchange rate and additional postage. Payment in full of the program tuition is required. All instruction is conducted in English. **12. REFUNDS:** Kaplan University will make refunds to students withdrawing from a certificate program pursuant to the following Tuition Refund Policy: (1) All monies will be refunded if the student is not accepted by Kaplan University, or if the student cancels within five calendar days after midnight of the day on which the Enrollment Agreement was signed. (2) After this five-day period and up to and including the first 30 days of enrollment in the program, withdrawal will result in a refund of all monies paid, with the exception of the nonrefundable registration fee of \$395.00. (3) Tuition is based upon the deferred payment price. (a) Once the first 30 days of enrollment in the program have passed and up to and including the first 60 days of enrollment in the program, upon withdrawal, Kaplan University is entitled to the \$395.00 registration fee and tuition charge as follows: 50% of the tuition minus the registration fee. (b) Once more than 60 days of enrollment in the program have passed, upon withdrawal, Kaplan University is entitled to retain the full tuition. Notice of the student's intention to cancel/withdraw must be made in writing. No refunds can be made after the published time allowed for the completion of the program. A student can be dismissed at the sole discretion of the Dean for insufficient progress, nonpayment of fees, or failure to comply with the terms of the Enrollment Agreement.

**Holder in Due Course Statement:** Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, here of Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

I have read the terms and conditions contained in the Enrollment Agreement and understand that this agreement constitutes a binding contract upon acceptance by the Kaplan University. **NOTICE TO STUDENT (BUYER):** (1) Do not sign this agreement before you read it or if it contains any blank space. (2) You are entitled to a completed copy of this agreement; and if accepted, such a copy will be mailed to you. (3) Under the law you have the right to pay off, without penalty, in advance, the full amount due. (4) You may cancel this transaction at any time prior to midnight of the fifth (5th) calendar day after the date you sign this Enrollment Agreement. By signing this Enrollment Agreement, I hereby agree to its terms and conditions.

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

TODAY'S DATE: \_\_\_\_\_

# 4 Choose Your Program and Payment Plan (A–F or alternative loans)

Microsoft Certified Systems Engineer (MCSE) Certificate .....\$4,295.00\*

TRUTH IN LENDING DISCLOSURE—MCSE									
	TUITION	DOWN PAYMENT <sup>†</sup>	BALANCE AMOUNT FINANCED	ANNUAL % RATE	FINANCE CHARGE	DEFERRED PAYMENT PRICE	NUMBER OF PAYMENTS	AMOUNT OF MONTHLY PAYMENTS	TOTAL OF DEFERRED PAYMENTS
<input type="checkbox"/> A	\$4,295.00	\$4,195.00	\$0.00	0.00%	\$0.00	\$4,195.00	1	\$0.00	\$0.00
<input type="checkbox"/> B	4,295.00	2,247.50	2,047.50	0.00%	0.00	4,295.00	12	170.63	2,047.50
<input type="checkbox"/> C	4,295.00	595.00	3,700.00	7.99%	238.44	4,533.44	18	218.80	3,938.44
<input type="checkbox"/> D	4,295.00	595.00	3,700.00	10.99%	438.36	4,733.36	24	172.43	4,138.36
<input type="checkbox"/> E <sup>‡</sup>	4,295.00	595.00	3,700.00	16.99%	1,048.28	5,343.28	36	131.90	4,748.28
<input type="checkbox"/> F	Plan F applies to those granted tuition credit into the MCSE Certificate. A Kaplan University official will assist you in completing Plan F.								
<input type="checkbox"/> Alternative loans									

Microsoft Certified Systems Administrator (MCSA) Certificate .....\$3,695.00\*  
Existing MCSA certification holders only<sup>§</sup>

Microsoft Certified Systems Engineer (MCSE) Certificate .....\$3,695.00\*

TRUTH IN LENDING DISCLOSURE—MCSA AND MCSE (EXISTING MCSA ONLY)									
	TUITION	DOWN PAYMENT <sup>†</sup>	BALANCE AMOUNT FINANCED	ANNUAL % RATE	FINANCE CHARGE	DEFERRED PAYMENT PRICE	NUMBER OF PAYMENTS	AMOUNT OF MONTHLY PAYMENTS	TOTAL OF DEFERRED PAYMENTS
<input type="checkbox"/> A	\$3,695.00	\$3,595.00	\$0.00	0.00%	\$0.00	\$3,595.00	1	\$0.00	\$0.00
<input type="checkbox"/> B	3,695.00	1,947.50	1,747.50	0.00%	0.00	3,695.00	12	145.63	1,747.50
<input type="checkbox"/> C	3,695.00	595.00	3,100.00	7.99%	199.77	3,894.77	18	183.32	3,299.77
<input type="checkbox"/> D	3,695.00	595.00	3,100.00	10.99%	367.28	4,062.28	24	144.47	3,467.28
<input type="checkbox"/> E <sup>‡</sup>	3,695.00	595.00	3,100.00	16.99%	878.29	4,573.29	36	110.51	3,978.29
<input type="checkbox"/> F	Plan F applies to those granted tuition credit into the MCSA and MCSE (existing MCSA only) Certificate. A Kaplan University official will assist you in completing Plan F.								
<input type="checkbox"/> Alternative loans									

\* Tuition for each program does not include textbooks and materials. Students who pay in full at time of registration receive a \$100 discount on their tuition.  
<sup>†</sup> Down payment includes a \$395.00 nonrefundable registration fee. This fee will be returned to the applicant if he/she is not accepted by Kaplan University.  
<sup>‡</sup> Not available to residents of Florida, Connecticut, Minnesota, or Tennessee.  
<sup>§</sup> Proof of prior certification required.

FOR SCHOOL USE ONLY—DO NOT FILL IN			
Date: _____	Student #: _____	Accepted by: _____	
Admissions Advisor: _____		LS: _____	

Initials

The terms of this agreement are contained on each page. PLEASE READ THEM ALL AND INITIAL THE BOX ON THE RIGHT.