

Kaplan University is part of Kaplan Higher Education Corp., which is a part of Kaplan, Inc., a subsidiary of The Washington Post Company.

**Admissions:** 6600 North Andrews Avenue, Suite 400  
Fort Lauderdale, FL 33309

**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

**Office of the Registrar:**

I hereby apply for admission to a Kaplan Continuing Education certificate 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 nonrefundable registration fee) in the amount of \$ \_\_\_\_\_ is enclosed.

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.)

### 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, software, or other required course materials. 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 \$10.00 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 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, including obtaining a pass (70 percent) on the exam at the end of each 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. Students requiring additional time will be charged a monthly extension fee of \$50.00 beginning in the month following the end of the program's maximum completion time. Refer to the Pricing Addendum for maximum time allowed for each program.
- 6. ENTRANCE:** Students must be at least 18 years of age, pass the Kaplan University admissions application process, and satisfy all program prerequisite and prior knowledge requirements to enter the program. Students should refer to the Pricing Addendum for program-specific entrance requirements.
- 7. PROGRAM START DATE:** The date students are deemed to have started their program of study is when the four-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:** The student will be responsible for the cost and acquisition of all textbooks and other required course materials. Students can purchase required textbooks and/or course packs 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 curriculum, 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/or course packs, 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, nor does it guarantee satisfaction of any state, national, or professional licensure or certification requirements.
- 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 the 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 four business days after midnight of the day on which the Enrollment Agreement was signed. (2) After this four-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, hereof 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 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 fourth (4th) 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 Track (If Applicable)

### PRICING ADDENDUM

Prices effective as of January 2010

Program Name	Maximum Completion Time (Months)	Education/Credential Prerequisite	Tuition*	Minimum Down Payment
<b>BUSINESS AND FINANCE</b>				
<b>Executive Business Management Certificate</b>				
<input type="checkbox"/> General Management	12	Bachelor's	\$3,795.00	\$795.00
<input type="checkbox"/> Corporate Finance	12	Bachelor's	3,795.00	795.00
<input type="checkbox"/> Marketing	12	Bachelor's	3,795.00	795.00
<input type="checkbox"/> International Business	12	Bachelor's	3,795.00	795.00
<input type="checkbox"/> Certificate in Financial Planning	12	HS/GED	3,695.00	795.00
<input type="checkbox"/> Executive Coaching Certificate	12	HS/GED	3,795.00	795.00
<b>Project Management Certificate</b>				
<input type="checkbox"/> Business	12	HS/GED	3,995.00	795.00
<input type="checkbox"/> Construction	12	HS/GED	3,995.00	795.00
<input type="checkbox"/> Information Technology	12	HS/GED	3,995.00	795.00
<input type="checkbox"/> Risk Management Certificate	12	Associate's	3,795.00	795.00
<b>Six Sigma Certificate</b>				
<input type="checkbox"/> Black Belt	12	Associate's	4,195.00	795.00
<input type="checkbox"/> Green Belt	6	Associate's	2,695.00	795.00
<input type="checkbox"/> Transfer Green-to-Black Belt	9	Associate's+ Green Belt	3,195.00	795.00
<b>Lean Six Sigma Green Belt Certificate</b>				
<input type="checkbox"/> Business	6	Associate's	4,095.00	795.00
<input type="checkbox"/> Health Care	6	Associate's	4,095.00	795.00
<input type="checkbox"/> Call Center	6	Associate's	4,095.00	795.00
<b>Environmental Sustainability Certificate</b>				
<input type="checkbox"/> Business	6	Associate's	3,095.00	795.00
<input type="checkbox"/> Project Management	6	Associate's	3,995.00	795.00
<input type="checkbox"/> Lean Six Sigma Green Belt	6	Associate's	3,995.00	795.00
<input type="checkbox"/> Combined Project Management / Lean Six Sigma Green Belt	9	Associate's	4,295.00	795.00

\*Tuition for this program does not include textbooks, software, and materials.

## PRICING ADDENDUM

Prices effective as of January 2010

Program Name	Maximum Completion Time (Months)	Education/ Credential Prerequisite	Tuition*	Minimum Down Payment
<b>HEALTH CARE</b>				
<input type="checkbox"/> Case Management Certificate	12	Health care license	\$3,895.00	\$795.00
<input type="checkbox"/> Forensic Nursing Certificate	12	RN license	3,795.00	795.00
<input type="checkbox"/> Geriatric Care Management Certificate	12	Health care license	3,895.00	795.00
<input type="checkbox"/> Legal Nurse Consulting Certificate	12	RN license	3,795.00	795.00
<input type="checkbox"/> Life Care Planning Certificate	12	Health care license	3,995.00	795.00
<input type="checkbox"/> Medical Billing Certificate	12	HS/GED	3,595.00	595.00
<input type="checkbox"/> Medical Coding Certificate	12	HS/GED	3,695.00	595.00
<input type="checkbox"/> Medical Office Management Certificate	12	HS/GED	3,595.00	595.00
<input type="checkbox"/> Medical Transcription Certificate	6	HS/GED	3,595.00	595.00
<input type="checkbox"/> Pharmacy Technician Certificate	12	HS/GED	3,595.00	595.00
<input type="checkbox"/> Veterinary Assistant Certificate	12	HS/GED	3,595.00	595.00

\*Tuition for this program does not include textbooks, software, and materials.

## PRICING ADDENDUM

Prices effective as of January 2010

Program Name	Maximum Completion Time (Months)	Education/Credential Prerequisite	Tuition*	Minimum Down Payment
<b>INFORMATION TECHNOLOGY</b>				
<input type="checkbox"/> Computer Security Certificate	6	HS/GED	\$3,995.00	\$595.00
<input type="checkbox"/> Cisco Certified Design Associate (CCDA) Certificate	6	HS/GED + CCNA	3,495.00	595.00
<input type="checkbox"/> Cisco Certified Design Professional (CCDP) Certificate	6	HS/GED + CCNA + CCDA	3,495.00	595.00
<input type="checkbox"/> Cisco Certified Entry Networking Technician (CCENT) Certificate	6	HS/GED	2,795.00	595.00
<input type="checkbox"/> Cisco Certified Network Associate (CCNA) Certificate	6	HS/GED	3,495.00	595.00
<input type="checkbox"/> Cisco Certified Network Associate (CCNA) Certificate (with prior CCENT)	6	HS/GED + CCENT	2,795.00	595.00
<input type="checkbox"/> Cisco Certified Network Professional (CCNP) Certificate	6	HS/GED + CCNA	3,795.00	595.00
<input type="checkbox"/> eCommerce Certificate	6	HS/GED	3,995.00	595.00
<b>MCITP Windows Server 2008 Administration Certificate</b>				
<input type="checkbox"/> Server Administrator	6	HS/GED	3,595.00	595.00
<input type="checkbox"/> Enterprise Administrator	6	HS/GED	3,995.00	595.00
<input type="checkbox"/> Enterprise Administrator (with prior MCITP Server)	6	HS/GED + MCITP server	3,595.00	595.00
<b>MCITP MS SQL Server 2008 Database Administration Certificate</b>				
<input type="checkbox"/> Database Administrator	6	HS/GED	3,395.00	595.00
<input type="checkbox"/> Database Developer	6	HS/GED	3,395.00	595.00
<input type="checkbox"/> Business Intelligence Developer	6	HS/GED	3,395.00	595.00
*Tuition for this program does not include textbooks, software, and materials.				