

Terry Adams & Associates, LLC
580 Weller Lane, Ashland, Oregon 97520

Enrollment Agreement

Name: _____ Email: _____

Address: _____

Social Security Number: _____ DOB: _____ Occupation: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Class Room Date: _____ Employer: _____

There are four different course options:

1. **Insurance Pre-Licensing School**
Course: Property & Casualty Insurance (Includes Law) Tuition: \$245
Text: Principles of Risk Management & Insurance, Cost: 150
Tenth Edition, George E. Rejda Total: \$395

2. **Southern Oregon University**
Four credit hour course entitled: Health, Safety & Risk Management; Send two checks :
1) Terry Adams & Associates, LLC Tuition & Text: \$395
2) Southern Oregon University Tuition SOU: 220
Total: \$615

3. **Professional Development**
For the business community to understand Commercial Property and Commercial Liability Insurance and allied coverages. One Day Seminar \$150

4. **Professional Development**
For the community to understand Home, Auto and allied coverages. One Day Seminar \$150

Text

The text is mandatory for Insurance Pre-Licensing and Southern Oregon University students. The text may be purchased from any bookstore or from the instructor for \$150 and is non-refundable.

Cancellation and Refund Policies (OAR 581-045-0036)

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

- *If cancellation occurs within five business days of the date of enrollment and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
- *If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
- *If withdrawal or termination occurs after the commencement of classes and before the completion of 50% of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the text fees and other legitimate charges owed by the student;
- *If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
- *The enrollment agreement shall be signed and dated by both the student and the authorized school official. For Cancellation of the enrollment agreement referenced above, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later;

*Any inquiry a student may have regarding this contract may be made in writing to Terry Adams & Associates, LLC, 580 Weller Lane, Ashland, OR 97520 or calling (541)482-4652 or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem, OR 97310-0203 or by calling (503)947-5751.

- *I have read and received a copy of this enrollment agreement as required in OAR 581-045-0018;
- *That tuition charges will accrue based on the hours that the program is offered by the school and that I have contracted/scheduled to attend, rather than my actual attendance;
- *That any refund calculation is based on my last date of physical attendance; and,
- *Per OAR 581-045-0008, Advanced Deposits, “Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees:
 - *Schools that offer short-term programs designed to be completed in one (1) term or four months, whichever is less, can require payment of all tuition and fees on the first day instruction begins;
 - *At the student’s option, a school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date for the commencement of classes is specifically disclosed on the enrollment agreement.”

Insurance Pre-Licensing School

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THESE DOCUMENTS AND AGREE TO ANY STIPULATION LISTED IN THEM. A CHECK FOR 20% OF THE TOTAL TUITION AND 100% OF THE TEXT COST WILL BE MAILED WITH THE ENROLLMENT AGREEMENT. ANY BALANCE WILL BE PAID ON THE FIRST DAY OF CLASS.

I acknowledge the rules and regulation covering licensed Private Career Schools do not apply to Southern Oregon University or the Professional Development course options.

Signature of Student

Date

Signature of School Official

Date