

Lotus Education Institute  
17700 S. Golden Rd. #230  
Golden, CO 80401  
800-585-7903  
[lotusedinstitute@gmail.com](mailto:lotusedinstitute@gmail.com)  
<https://lotuseducationinstitute.com/>

## **Class Attendance Agreement, Current Student**

**Student:**

**Class(es):** Professional Massage Essential Practices (50 hrs)

**Total Cost:** \$875 (50hr x \$17.5/hr = \$875)

**Special Notes:** Includes books and supplies

**Results of dropping:** Student will be charged for the whole class once they attend the first class.

**Payment is due by:** Added to Student Bill. \_\_\_\_\_

**Late fees:** \$25/month late fee may be charge for missing a schedule payment

### **Agreement:**

The above-named student will be taking the above-named class(es). There is no discount for dropping. Payments are expected by the date(s) mentioned and late fees will be charged. If the student passes the class with a C or higher and they later decide to enroll for the Certificate or Associates Degree, they will be given credit toward the Certificate or Degree. If you fall behind in your payments, we may drop you at any time.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lotus Education Institute Representative

\_\_\_\_\_  
Date

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Approved and regulated by

The Division of Private Occupational Schools of the Colorado Department of Higher Education

## Enrollment Contract

### **Student Information**

Student Name:

Address:

City:

State:

Zip Code:

Phone Number:

Alt. Number:

SSN:

### **Program/Course Information**

Program/Course: 500-hr. Certificate of Massage Therapy

Start Date:

Est. Graduation Date:

Total Clock Hours: 500hr Duration:

Class Time:

Tuition: \$8750

Books/Supplies: \$ 750

Total Program Cost: \$9500

Payment method:

**Deposit:** \$150.00. See Refund Policy below; due prior to the start of the first class.

By signing this contract, the student agrees to pay the Academy of Natural Therapy, hereafter referred to as the school, the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of the School Catalog, Volume 15, published January 2022. 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 a Certificate to the student. The student and school understand that this enrollment, which includes the refund policy, may not be amended, except in writing and signed by BOTH parties. Please read this document carefully, as it is a legal and binding agreement. VA students, please refer to the V.A. Refund Policy in current catalog, page 10.

### **Student Initial \_\_\_\_\_ Refund Policy**

Students not accepted to the school are entitled to all moneys 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 the cancellation charge plus a percentage of described in the table below. The refund is based on the official date of termination or withdrawal. Books and supplies are non-refundable.

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**Refund Table**

**Student is entitled to upon withdrawal/ termination:**

Within first 10% of program  
After 10% but within the first 25% of program  
After 25% but within the first 50% of program  
After 50% but within the first 75% of program  
After 75% of the program  
(if paid in full, cancellation charge is not applicable)

**Refund:**

90% less cancellation fee  
75% less cancellation fee  
50% less cancellation fee  
25% less cancellation fee  
NO REFUND

Students may pay by cash check or credit card.

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 & fees 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. The policy for granting credit for previous training shall not impact the refund policy.
5. Postponement of a starting date, whether at the request of the school or the student requires a written agreement signed by the student and the Academy of Natural Therapy. The agreement must set forth:
  - a. Whether the postponement is for the convenience of the school or the student, and:
  - b. A deadline for the new start date, beyond which the start date will not be postponed. If the course/program 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 Occupation Act of 1981.
6. The Academy makes no guarantee of placement.
7. If a student payment is more than 8 days late, a fee of \$25 is added to the balance. If a student is unresponsive or unwilling to pay tuition, the student may be dropped from the program and remaining dues will be sent to a collection agency.
8. I understand the current school catalog is part of this document.
9. The 750-hour program must be completed entirely before the students' graduation date. If the student has clock hours remaining on the date of graduation the student will be charged to their student account \$20 per any remaining clock hours.
10. Complaints can be filed online with the Division of Private Occupational Schools, there is a two-year limitation (from the student's last date of attendance) on the Division taking action on student complaints. [higher.ed.colorado.gov / dpos](http://higher.ed.colorado.gov/dpos), 303-862-3001.

I have received an exact signed, completed copy of this enrollment agreement and a current school catalog. I have read every page of this enrollment agreement and understand all terms and conditions, and acknowledge its legal and binding nature. In the event of a student dismissal, this contract will follow the regulations outlined in the student catalog on dismissal procedures and refund policies.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

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**LEI Rep Signature**

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**Date**