



The CE Shop LLC  
5670 Greenwood Plaza Blvd, Suite 340W  
Greenwood Village, Colorado 80111  
Phone: 888.850.0889  
[www.TheCEShop.com](http://www.TheCEShop.com)

## **The CE Shop LLC Enrollment Agreement**

Program Name:

Credit Hours:

Total Cost:

Start Date:

Student Name:

Student Address:

Student Email:

Student Phone:

## **REFUND POLICY**

The CE Shop is committed to student satisfaction. If you are unsatisfied for any reason, The CE Shop will refund the purchase price of any course if the refund request is submitted within thirty (30) days of purchase, prior to course expiration, and the course is not more than fifty percent (50%) complete.

Live (synchronous) courses are refundable up to three (3) weeks (fifteen (15) business days) prior to the scheduled start date of class. No refunds will be issued if online training is more than fifty percent (50%) complete or if the live class has started.

If the student is removed from the live online (synchronous) course for non-compliance with the course requirements, the student may receive a one-time 50% off coupon for a future live online course.

Regarding Exam Prep Edge, The CE Shop will refund the purchase price of any Exam Prep Edge product if the refund request is submitted within thirty (30) days of purchase and if the initial assessment has not been completed.

The CE Shop does not offer price adjustments on previously purchased items.

## **EXTENUATING CIRCUMSTANCES**

In the case of extenuating circumstances, the director will consider a settlement that is reasonable and fair to the student and the school.

## **EXPIRATION AND EXTENSIONS**

Pre-Licensing courses expire either six (6) months from the original date of purchase. Please refer to the state-specific catalog page for course information. For those courses that expire 6 (six) months after the date of purchase, the student will be granted an automatic one (1) month extension at no charge and such one (1) month free extension will be applied immediately after the initial six (6) month term. For any reactivation or extension of the course after the seventh (7th) month, The CE Shop will charge the student twenty percent (20%) of the current retail price of the course for each thirty (30)-day extension or partial thirty (30)-day extension in the event that the course expires prior to the end of the final thirty (30)-day extension. Extensions or reactivations cannot be granted beyond twelve (12) months from the original date of purchase of the course since in all events, the course expires twelve (12) months from the original date of purchase.

If the course is not completed within twelve (12) months from the original date of purchase or other period as modified below, the student will be required to purchase a new course at fifty percent (50%) of the current retail price of the new course and fully complete the new course, including passing the final exam, if the student wishes to be granted credit for the new course. This repurchase offer is only valid for thirty (30) days.

## **CHANGES MADE BY THE SCHOOL**

If the school cancels or changes a course of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course who is affected by the

cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all monies paid by the student of the course.

## **EMPLOYMENT ASSISTANCE**

The CE Shop has not and will not make any guarantees of employment or salary upon graduation.

## **COURSE COMPLETION REQUIREMENTS**

Students must complete 100% of the learning material presented in a course and demonstrate understanding of the material by passing all quizzes and the final exam (where required by the regulatory entity) to receive credit hours for the course. Students who do not complete 100% of the material will not be issued a certificate of completion and will not receive credit hours for the course.

For courses that require monitored seat time, our online course delivery system manages this requirement.

All course enrollment and completion times are recorded in Central Standard Time (CST). The CE Shop does not have a probation policy in place for courses.

## **COMPLAINTS**

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance may be addressed to the School Director or President of The CE Shop at The CE Shop, 5670 Greenwood Plaza Blvd, Suite 340W, Greenwood Village, Colorado 80111, Telephone: 888-850-0889. A student may be dismissed for any violation of the school rules, policies, and/or regulations as set forth herein. The CEO of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the CEO of The CE Shop will review each case and decide whether to grant re-admittance.

## **Ohio Unresolved Disputes**

A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. Should the student believe the problem(s) was still not satisfactorily resolved, and then he/she may contact the Ohio State Board of Career Colleges and Schools. 30 East Broad Street, Suite 2481, Columbus, OH 43215. 877-275-4219.

## **OTHER TERMS AND CONDITIONS**

1. Business and marketing skills are included in some course curriculum to enable graduates to become self-employed, however the school does not guarantee job placement to graduates upon program/course completion or upon graduation.
2. Nichol Andler, Director, Compliance, may be contacted with any questions or concerns with regard to the terms of this Enrollment Agreement.
3. The CE Shop is licensed as a private career school with the Ohio Post-Secondary State Board of Career Colleges and Schools; Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

4. I want to enroll at The CE Shop. I have been provided with, and read and received, an Academic Catalog and Enrollment Agreement, and understand the programs and terms. I am 18 years or older or have written consent from my parent or guardian. My acknowledgement below signifies that I have read the terms and conditions contained in this Enrollment Agreement and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.
5. Due to the tax law which mandates that online businesses must collect sales tax in certain states, if your state requires sales tax to be collected, it will automatically be added to the total amount due at checkout minus any donation made to The CE Shop Foundation. In addition, if you choose to set-up a payment plan, sales tax will be added to each monthly payment plan total. For questions, please contact The CE Shop at 1.888.827.0777 or Support@TheCEShop.com.

This agreement is valid only upon acceptance by the student. The student's acceptance of this Enrollment Agreement is electronic by 1) the student checking the box with "I agree" to the terms and conditions and 2) clicking Submit Order and purchasing the course.

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

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Student Signature (digitally signed)      Date

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Signature of Authorized School Official      Date