



The CE Shop LLC
5670 Greenwood Plaza Blvd, Suite 340W
Greenwood Village, Colorado 80111
Phone: 888.850.0889
www.TheCEShop.com

The CE Shop LLC Enrollment Agreement

Total Cost:

Start Date:

Student Name:

Student Address:

Student Email:

Student Phone:

COURSE SCHEDULE

Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

IDENTITY VERIFICATION

In addition to utilizing a unique username and password to access student profiles and course materials, each student is required to complete a digital signature at the end of the course attesting to his/her identity. Student accounts cannot be shared.

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.

TECHNICAL-SYSTEM REQUIREMENTS

The CE Shop courses are delivered through a secure and proprietary Learning Management System (LMS). An internet connection is required (high speed is recommended, but not required). Please refer to [our FAQ page](#) for a full list of requirements.

COURSE COST

Standard course price is the cost of the course, as published on The CE Shop website at the time of purchase. The CE Shop reserves the right to adjust the course cost at any time prior to purchase.

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.

PAYMENT PLAN

In the event that the student decides to use The CE Shop payment plan, payment plan payments are paid as follows:

First Payment:	Due Today	33.33%
Second Payment:	Due 30 days from first payment	33.33%
Third Payment:	Due 30 days from second payment	33.34%
	Total	100%

The following terms and conditions apply to payment plans. The customer agrees:

1. 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 each monthly payment plan total.
2. That the school is authorized to charge my credit card for the payments due on my account as the payments become due (in 30 day intervals);
3. That the school is entitled to suspend my course in the event that I miss a payment for any reason and that the account will stay suspended until any past due payment(s) are received;
4. That I am not entitled to receive my certificate of completion for the course until the school has been paid in full for the course;
5. That the school is entitled to charge my credit card and administrative fee of \$9.99 per payment made under the payment plan. Under no circumstances am I entitled to a refund

- of any administrative fees paid.
6. In the event that any payment is not made per the above terms, the amount of the total unpaid balance shall be due and forthwith payable and the school shall be entitled to collect the full remaining unpaid balance. In the event that the school incurs any costs and/or fees (including reasonable attorney fees) in the collecting of any unpaid balance, the student agrees to pay the same, said costs and/or fees to be added to any unpaid balance.

ATTENDANCE AND PROFESS POLICY

Students must spend a minimum of fifty (50) minutes Example: For a three (3)-credit hour course, a student must be actively engaged in the course for one hundred fifty (150) minutes (3 x 50 minutes).

CANCELLATION AND 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.

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.

EXPIRATION DATE OF COURSE

The CE Shop's Pre-Licensing courses expire six months after the date of purchase. Each student will be granted a one-month extension at no charge, to be applied immediately after the initial six-month term. For any reactivation or extension of the course after the seventh month, The CE Shop will charge the student 20% of the current retail price of the course for each 30-day extension or partial 30-day extension in the event that the course finally terminates before the end of the final 30-day extension. Students may also elect to re-enroll for 50% of the current retail price of the course, if the course has hit the year expiration or the student is at the 7-month mark and wants to repurchase and restart the course and enrollment. Extensions or reactivations cannot be granted beyond 12 months from the purchase of the course since, in all events, the course terminates 12 months after purchase.

If the course is not completed within 12 months of the date of purchase or other period the student will be required to purchase a new course at 50% of the current retail price of the new course and fully complete the new course, including the final exam, if the student wants credit for the new course.

JOB PLACEMENT AND ASSISTANCE

The CE Shop, LLC. does not assist students with job placement and does not guarantee job placement or salary amounts upon completion of this program. The CE Shop LLC makes no representation except as expressly set forth in the catalog, and under no circumstances does The CE Shop make any claim, promise, or guarantee of employment.

ACKNOWLEDGMENTS

I have read the requirements and policies stated in the terms and conditions for grading, attendance, conduct, leave of absence, withdrawal, and course completion. I have read and agree to this Enrollment Agreement. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that The CE Shop has the right to withdraw me from the program if I do not meet course requirements, standards of academic progress, or abide by the student conduct policy.

I understand that that a criminal history may make me ineligible for the license I am seeking and that I can request a criminal history evaluation from the licensing authority.

Student is advised to print and keep copies of A) this Enrollment Agreement and B) the financial terms and conditions of purchasing this course.

Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our terms and conditions" and B) clicking "Submit Order" on the course check out page.

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

This contract may only be changed with the written consent of both the Student and an authorized school official.

Student Signature (digitally signed) Date

Signature of Authorized School Official Date