

Enrollment Agreement
Acuity Institute
4610 S Ulster St. #150 Denver, CO
80237 (888) 669-1171

**Approved and Regulated by the Colorado Department of Higher Education, Private
Occupational School Board**

GENERAL INFORMATION

DATE

Student's Name _____

Address: _____ Phone: _____

COURSE

Course Name: _____

State Date: _____ End Date: _____

TYPE OF INSTRUCTION/HOURS OF INSTRUCTION

Online

ADMISSION REQUIREMENTS

No Prerequisites

TUITION & FEES

Tuition \$ _____

Materials \$ _____

Total Cost of Program \$ _____

METHOD OF PAYMENT (Check/Credit Card)

SCHEDULE OF PAYMENT

Paid in full upon registering

By signing below, the student agrees to pay Acuity Institute the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. 15 Dated: January 15, 2023. 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 the Acuity Institute Certificate of Certification to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student; and,
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course 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 Occupational Education Act of 1981.

COMPLAINTS

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance at <http://higherred.colorado.gov/dpos>, 303-862-3001.

REFUND POLICY

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within 3 days are entitled to a full refund of all tuition and fees paid. Any student that withdraws after the 3-day period, but before commencement of the lessons, is entitled to a full refund of all tuition and fees 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 lessons, the school will retain a cancellation charge plus a percentage of tuition and fees, which for courses is based on the percentage of number of lessons completed, as described in the tables below. For programs, the percentage is based on the number of months completed, as described in the table below. The refund is based on the last date of recorded online activity.

*Once downloaded materials (eBook, Toolkits and Statistical Software) are accessed, the fees for these items are non-refundable.

Master Black Belt Program

This program contains 6 individual courses as well as a program with its own associated fees. For the costs associated to the 6 courses within the program, the refund is based on the percentage of number of lessons completed in each course, as described in the tables below. For program fees, the percentage is based on the number of months completed, as described in the table below.

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (3 months)	90% less cancellation charge
After 10% but within 25% of program (4-5 months)	75% less cancellation charge
After 25% but within 50% of program (6-12 months)	50% less cancellation charge
After 50% but within 75% of program (13-18 months)	25% less cancellation charge
After 75% (18 months) (if paid in full, cancellation charge is not applicable)	NO Refund

Lean Six Sigma Green Belt, Lean Six Sigma Black Belt and Lean Six Sigma Green Belt to Black Belt Bridge Courses, Lean Six Sigma Green Belt Refresher, Lean Six Sigma Black Belt Refresher

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 0-2)	90% less cancellation charge
After 10% but within 25% of program (Lessons 3-6)	75% less cancellation charge
After 25% but within 50% of program (Lessons 7-13)	50% less cancellation charge
After 50% but within 75% of program (Lessons 14-19)	25% less cancellation charge
After 75% (Lesson 20) (if paid in full, cancellation charge is not applicable)	NO Refund

Lean Professional, Applied Statistics Courses

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 0-2)	90% less cancellation charge
After 10% but within 25% of program (Lessons 2-3)	75% less cancellation charge
After 25% but within 50% of program (Lessons 4-8)	50% less cancellation charge
After 50% but within 75% of program (Lessons 9-12)	25% less cancellation charge
After 75% (Lesson 13) (if paid in full, cancellation charge is not applicable)	NO Refund

Design for Six Sigma, Change Management, Presentation Skills, Lean Six Sigma Yellow Belt Courses

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lesson 0)	90% less cancellation charge
After 10% but within 25% of program (Lesson 1)	75% less cancellation charge
After 25% but within 50% of program (Lesson 2)	50% less cancellation charge
After 50% but within 75% of program (Lessons 3-4)	25% less cancellation charge
After 75% (Lesson 5) If paid in full, cancellation charge is not applicable)	NO Refund

Kaizen Workshop, Lean Champion and Lean Six Sigma Champion Courses

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lesson 0)	90% less cancellation charge
Within 50% of program (Lesson 1)	50% less cancellation charge
After 50% (Lesson 2) (if paid in full, cancellation charge is not applicable)	NO Refund

Lean Six Sigma White Belt and Lean Foundations Courses

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 0)	90% less cancellation charge
After 50% (Lesson 1) (if paid in full, cancellation charge is not applicable)	NO Refund

Agile Project Management Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Intro to Agile)	90% less cancellation charge
Within 50% of program (Part 2 – Leading Agile Teams)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

PMP Exam Prep Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Online Lesson 1)	90% less cancellation charge
Within 50% of program (Online Lessons 2-5)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Leadership Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Intro to Leadership)	90% less cancellation charge
Within 50% of program (Part 2 – Leading Teams)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Management Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Intro to Management)	90% less cancellation charge
Within 50% of program (Part 2 –Part 5)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Creativity and Innovation Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Innovation in Teams)	90% less cancellation charge
Within 50% of program (Part 2 – Creativity in Teams)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Operations and Supply Chain Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Logistics and Distribution)	90% less cancellation charge
Within 50% of program (Part 2 – Operations Management)	50% less cancellation charge

