

## AFFORDABLE COMPUTER TRAINING Enrollment Agreement

Address: 500 N. Rainbow Blvd, Suite 222, Las Vegas, NV 89107  
 Phone Registration: Call 702.646.2615 Visa, MasterCard, Discover and American Express are accepted.  
 In-Person Registration: Affordable Computer Training Office  
 Online Registration: <http://www.affordablecomputertraining.org>  
 Email: [info@cdfnv.org](mailto:info@cdfnv.org)

Name	Address	Ph Number
City	State	Zip Code

Course Name	Course Number	Hours (8)	Start & End Date	Fee
				Total

Type & Credit Card No. \_\_\_\_\_ Exp. date (mo/yr) \_\_\_\_\_  
 Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Email Address \_\_\_\_\_  
 School Official Signature \_\_\_\_\_

For Office Use Only CDF initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Check Money order Credit card Voucher (attach) IDB (attach)

**Credit for previous training.**  
 Credit will not be given for previous training.

**Enrollment Requirements**

All applicants are required to complete an application for enrollment. All computer skills classes list the prerequisite skills that are required for enrollment. Please check course listings. All applicants must have basic keyboarding skills. Applicants are required to attend an interview with an admission representative. The representative may administer a short test taken from the textbook and a hands-on activity to assess the applicant's skill level. The representative will review the results of the exam and hands-on activity to assess whether the applicant can enroll in the selected computer skills course.

**Nevada Student Refund Policy**

NRS 394.449 Requirements of policy for refunds by institutions.

- (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$117, whichever is less.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$117, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

**DISCLAIMER:** placement in a job is not guaranteed nor promised to students who complete the course  
Accommodations for people with disabilities will be provided if requested one week prior to the workshop start date.

**I have acknowledged that I have read the CDF course catalog and enrollment procedures.** \_\_\_\_\_  
Effective Date of Catalog: September 27, 2018