



# STARKEY INTERNATIONAL INSTITUTE

## ONE WEEK SYSTEMS COURSE

Washington D.C. - Civilian

### REQUIRED ADMISSIONS MATERIALS

- \$500.00 Tuition Deposit
- Completed Admissions Packet including:
  - Completed and Signed Admissions Application
  - Signed Non-Disclosure Agreement
  - Enrollment Agreement
  - Technical Skills / Self-Assessment Matrix

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**THE ENROLLMENT PROCESS CAN NOT START UNTIL  
THE ABOVE MATERIALS AND DEPOSITS ARE SUBMITTED**

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# STARKEY INTERNATIONAL INSTITUTE

1350 Logan Street Denver, Colorado 80203 303.832.5510 303.832.5015 fax  
 Approved and Regulated by the Division of Private Occupational Schools, Colorado Department of Higher Education

## ADMISSIONS APPLICATION

Date			School Term			Housing		
Full Legal Name								
Current Address								
City			State			Zip		
Previous Address								
City			State			Zip		
Home Phone			Cellular Phone			Business Phone		
May We Call You At Work?								
Email Address								

## PERSONAL INFORMATION

<b>PERSONAL INFORMATION</b>					
Birth Date		Birth Place			
US Citizen	Yes	No	If No, Then Work Permit Number		
Passport Number					
Social Security #		Driver's License #		State	
Marital Status					
Single		Married	Separated	Divorced	Widowed
Have You Ever Been Convicted of a Felony?			Yes	No	
If yes, Please Explain:					
Have You Ever Been Convicted of a DUI?			Yes	No	
If Yes, Please Explain					
Do You Drink Alcohol?		Yes	No	Do You Use Tobacco?	
				Yes	No

## EMERGENCY CONTACT

<b>EMERGENCY CONTACT</b>					
Name			Relationship to You		
Address					
City		State		Zip	
Home Phone Number		Cellular Phone Number		Work Phone Number	

## MILITARY SERVICE

<b>MILITARY SERVICE</b>					
Branch			Dates of Service		
Rank			Rate		
Enlistment Status			Reserve Status		
Did You Receive An Honorable Discharge?			Yes	No	
If No, Please Explain					

## EDUCATION

EDUCATION					
	Name Address	Years Attended	Graduation Date	Degree	Major
High School					
University					
University					
Trade School					
Trade School					
Trade School					
Career Training / Occupational Training					
Other Education					
Do You Speak Any Other Languages? Please list language and proficiency.					

## COMPUTER PROFICIENCY

COMPUTER PROFICIENCY						
Can You Type?	Yes	No	How Fast?			
Program			Beginner	Intermediate	Expert	Don't Know
MS Office Suite						
MS Word						
MS Excel						
MS Outlook						
Internet Explorer						
List Other Computer Programs With Which You Are Familiar and Level of Proficiency:						

## EMPLOYMENT HISTORY

(Begin with your MOST RECENT work experience)

FAILURE TO COMPLETE THIS SECTION IN DETAIL WILL RESULT IN NON-ACCEPTANCE

Employer Name		Dates of Employment	
		Supervisor Name	
Employer Address		Phone Number	
		Position Title	
Duties and Responsibilities			
Reason For Leaving			
Employer Name		Dates of Employment	
		Supervisor Name	
Employer Address		Phone Number	
		Position Title	
Duties and Responsibilities			
Reason for Leaving			
Employer Name		Dates of Employment	
		Supervisor Name	
Employer Address		Phone Number	
		Position Title	
Duties and Responsibilities			
Reason for Leaving			

## EMPLOYMENT HISTORY CONTINUED...

Employer Name	Dates of Employment
	Supervisor Name
Employer Address	Phone Number
	Position Title
Duties and Responsibilities	
Reason for Leaving	
Employer Name	Dates of Employment
	Supervisor Name
Employer Address	Phone Number
	Position Title
Duties and Responsibilities	
Reason for Leaving	
Employer Name	Dates of Employment
	Supervisor Name
Employer Address	Phone Number
	Position Title
Duties and Responsibilities	
Reason for Leaving	
<p><i>A Starkey representative will call current and previous employers, encompassing the past 10 years to interview and verify employment. PLEASE CONTACT previous employers to make them aware of the forthcoming call.</i></p>	

## PERSONAL REFERENCES

**DO NOT LIST RELATIVES OR FORMER EMPLOYERS**

(Please contact your references and let them know they will be contacted)

Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	
Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	
Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	
Name		Address	
Years Known	Relationship	Home Phone	
		Cellular Phone	
Occupation		Business Phone	

## PROFESSIONAL REFERENCES

(Please contact your references and let them know they will be contacted)

Reference Name	Business Address
Business Name	Home Phone
Position/Title	Cellular Phone
Years Known	Business Phone
Reference Name	Business Address
Business Name	Home Phone
Position/Title	Cellular Phone
Years Known	Business Phone
Reference Name	Business Address
Business Name	Home Phone
Position/Title	Cellular Phone
Years Known	Business Phone

## PERSONAL ESSAY

In the space below, or on a separate sheet of paper, type an essay (150-word minimum) in your own words explaining why you wish to receive this training, how you will benefit from this training and what you can contribute to the Private Service Industry.

**PLEASE READ AND SIGN THE FOLLOWING:**

I have read the terms and conditions of acceptance in the Starkey International Institute for Household Management, Inc. (SII) catalog and agree that if accepted and registered, I will abide by them. I understand that it is my responsibility to acquire the necessary application materials to complete my file for review and will update my file with any changes in employment. I certify that answers provided by me on this application are true, correct, and complete to the best of my knowledge and that no facts have been omitted.

I authorize SII to obtain an investigative report containing information about me, including information obtained through personal interviews with my neighbors, friends and acquaintances. This report may include information as to my character, general reputation, personal characteristics, mode of living, my reliability, credit worthiness, employment history, and education (including school transcripts). I authorize SII to access my consumer credit report. I understand that any negative information obtained in these investigations may affect, as allowed by law, my admission eligibility, but that all information will be evaluated in light of my age at the time of an incident, the nature of the incident, and my mode of living since the incident occurred. **I understand that completion and processing of this application does not obligate SII to admit, hire or place me in any position.**

In the event that I am admitted, I authorize SII to distribute, copy and transmit, as allowed by law, the information obtained about me to potential employers for the purposes of securing potential employment for me, and to act as my agent in seeking such employment possibilities, understand that the stated placement policy of Starkey International Institute for Household Management, Inc. is that of full disclosure and that any information about me, whether provided by me or obtained through legal, authorized investigative means, may be provided to any prospective employer to whom I am presented for possible employment. I further understand that such information may, as allowed by law, prevent me from obtaining employment in the household management / household professional industry.

I acknowledge that the Starkey International Institute for Household Management, Inc. does not guarantee employment to me, and that by signing this form I acknowledge a full understanding of the full disclosure policy and its potential ramifications on my future employment.

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Applicant's Signature

Date

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Applicant's Printed Full Legal Name

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***All materials and deposits on the Admissions Checklist are mandatory. Your completed Acceptance Packet, including this Application, is imperative to the Acceptance Process. You are responsible for the completion and submission of any and all required documentation. Failure to do so will result in a delay to the Acceptance Process.***

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# STARKEY INTERNATIONAL INSTITUTE

## NON-DISCLOSURE/NON-COMPETE AGREEMENT FOR STUDENTS

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Starkey International Institute for Household Management, Inc., a Colorado Corporation, with offices at 1350 Logan St., Denver, Colorado 80203 (hereinafter "SII"), and \_\_\_\_\_, an individual, who resides at \_\_\_\_\_ (hereinafter "Student").

- I. **WHEREAS**, SII is in the business of training and placing people to provide high quality personal household services for their clients, and
- II. **WHEREAS**, Student desires to enroll in SII's training program and SII has accepted Student for such training, and
- III. **WHEREAS**, during the course of such training, Student may receive access to information and trade secrets (further defined in 1) which, if disclosed or used in competition with SII, would place SII at a competitive disadvantage or tend to remove SII's competitive advantage in the household services industry (hereinafter "Confidential Information"), and
- IV. **WHEREAS**, the parties wish to clarify the terms and conditions under which the Confidential Information will be disclosed to Student.

**NOW THEREFORE**, in consideration of the mutual promises outlined below, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SII agrees to give Student whatever access to Confidential Information is necessary to train Student.
  - a. Confidential Information includes, but is not limited to, client names, student names, placement applicants, investigative and reference checking, written materials, texts, documents, software, and ideas and concepts for new or existing work products, whether revealed in formal or informal discussions.
  - b. The Information will be labeled "Confidential" or SII will state to Student that the Information is confidential at the time of its disclosure.
  - c. Confidential Information does not include information and data which now or hereafter is generally known or available from other sources without obligation concerning their confidentiality.
2. Student agrees
  - a. To use Student's best efforts

- i. To protect the Confidential Information
    - ii. To use the Confidential Information only for purposes of Student's training and subsequent employment in the household services industry
    - iii. To refrain from copying the Confidential Information on paper or converting it to electronic media - through scanning, video, or re-keying - and
    - iv. To make no further disclosure of the Confidential Information without the express written consent of SII.
  - b. To return all Confidential Information in the Student's possession upon leaving the training of SII for any reason, unless permitted to keep it by SII.
  - c. To indemnify and hold harmless SII, its agents, employees and representatives, from any and all claims brought against SII resulting directly or indirectly from any breach of this Agreement by Student.
3. Student acknowledges and agrees that, in the event of any breach of this agreement, SII might be irreparably and immediately harmed and unable to be made whole by monetary damages. It is accordingly agreed that SII, in addition to any other remedy to which it may be entitled at law or in equity, will be entitled to seek an injunction or injunctions to remedy breaches of this Agreement and/or to compel specific performance of this Agreement. Student further agrees that monetary damages include costs and reasonable attorney's fees.
4. General provisions:
- a. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute but one and the same instrument.
  - b. This Agreement sets forth the entire agreement among the parties. No provision of this Agreement can be altered, amended or revoked except by an instrument in writing signed by the parties.
  - c. This Agreement shall be governed by the laws of the State of Colorado in all respects, and should any dispute arise between the parties, venue shall lie in the State of Colorado, City and County of Denver.
  - d. In the event that any provision of this Agreement is determined by any court of competent jurisdiction to be illegal or unenforceable, such illegal or unenforceable provision shall be severed, and the remainder of this Agreement shall continue in full force and effect.
  - e. This Agreement will inure to the benefit of the heirs, successors, and assigns of the parties.
  - f. Any failure to enforce the provisions of this Agreement shall not constitute a waiver of future enforcement actions by any party.

IN WITNESS WHEREOF and in acknowledgment of their complete understanding of the nature and intent of this Agreement, the parties have placed their hands on the date first above written.

STARKEY INTERNATIONAL INSTITUTE FOR HOUSEHOLD MANAGEMENT, INC.

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Student

Date

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Admissions Director

Date



# STARKEY INTERNATIONAL INSTITUTE FOR HOUSEHOLD MANAGEMENT, INC.

1350 Logan Street, Denver, CO 80203 Phone: 303-832-5510 Fax: 303-832-5015

Email: [admissions@starkeyintl.com](mailto:admissions@starkeyintl.com)

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

## One Week Systems Course Washington DC - Civilian Enrollment Agreement

### Personal Information and Identification

Full Legal Name		
Address		
City	State	Zip
Home Number	Cellular Number	Business Number
Birth Date	Place of Birth	

### Tuition, Fees and Other Expenses

<i>Tuition and Fees Subject To Cost Change</i>	
ITEM	RATE
Admissions Deposit Fee (Due at time application is received)	\$ 500.00
Tuition: One Week Systems Course	\$ 3,250.00
<p><b>The Following are Non-Refundable:</b></p> <p><b>Books Software and other Materials</b></p> <p><i>*These items are not optional and cannot be deleted, substituted for or privately provided. Each item will require participation from the student and will count toward graduation and certification through Starkey International Institute for Household Management.</i></p> <p><b>*Meals and Housing not provided*</b></p> <p>HQ Software available for \$2,495</p>	\$177.00
<b>TOTAL DUE FOR WASHINGTON DC COURSE</b>	<b>\$3,927.00</b>

Type of Instruction: Classroom (Theory, Practical and Application)

- Candidacy: Enrollment Agreement is for One Week Systems Course
  - I have reviewed the current catalog for the course and understand the hours and content.
  
- Financial: The aforementioned cost of attending the Institute and the method of payment are subject to the terms and refund policy stated in this agreement. Indicate how the Balance Due is to be paid: \_\_\_\_\_  
\_\_\_\_\_
  
- Intent of Payment:
  - Full Payment 21 days prior to start date of course (Check, Money Order, Cashier's Check, Debit or Credit Card)
  - Approved Sponsorship (Reviewed on a Case-by-Case Basis)
  - Other; Please Explain: \_\_\_\_\_

By signing this contract, the student agrees to pay SII the total stated tuition and fees. SII agrees to provide the occupational training in accordance with the provisions of the current catalog. Payment of all monies due 21 days prior to the start date of the course 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, SII will award the educational credentials for this course to the student. The student and the school understand that this enrollment agreement, which includes the refund policy, may not be amended except in writing signed by both parties.

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Applicant Signature

Date

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Director of Admissions

Date

The Student agrees to comply with SII rules and regulations during his/her program of study, and SII has the privilege of cancelling this agreement and expelling the Student in the event of the Student's failure to comply with the rules and regulations as stated in the current catalog. The Student may also be terminated for failure to maintain a satisfactory grade point average, excessive absences, or non-payment of tuition or other costs. To be eligible for graduation and to receive a certificate, the Student must complete all courses, including theory and laboratory instruction with an overall grade point average of at least 2.0 and be current in all financial obligations to the Institute. If the Student fails to complete satisfactorily any course due to excessive absences or deficient grades, then he/she will be allowed to repeat such course at the next available offering. SII reserves the right to select which courses will be offered each term and to substitute other courses for those listed in the program of study which do not substantially alter the integrity of the program. In accepting applications, SII assumes the obligation of furnishing a complete program, teachers, equipment, laboratories, classrooms, and other facilities necessary for teaching this program at a stated offered tuition cost for the program as inserted previously in this agreement. In the event SII is unable to perform any of its obligations under this agreement by reason of fire, strike, work stoppage, riot, utility failures or shortages or damages by the elements, Acts of God, or of any unavoidable casualty, SII shall not be responsible for damages caused by delay or failure to perform hereunder, provided said delay does not exceed 90 days and the Institute evidences positive efforts every 30 days to reactivate SII. Refunds at any time will be made only in accordance with the refund policy of the Institute as printed below:

### REFUND POLICY

Students not accepted by the school and students who cancel this contract by notifying the school within three (3) business days prior to the class start date 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 cancellation fee of \$150.00. In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee, the non-refundable charges, plus a percentage of tuition and refundable fees based upon the percentage of contact hours attended as described in the table below. The refund is based on the last date of recorded attendance. The housing deposit is non-refundable.

Student is Entitled to Upon Withdrawal/Termination	Refund Of	
Within first 10% of program	90%	less \$150.00
After 10% but within first 25% of program	75%	less \$150.00
After 25% but within first 50% of program	50%	less \$150.00
After 50% but within first 75% of program	25%	less \$150.00
After 75%	no refund	

- Student may cancel this contract at any time prior to close of the third business day after signing this contract.
- The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
- All other charges are non-refundable.
- The policy for granting credit for previous training shall not impact the refund policy.
- Policy regarding postponement of start date and the effect on student's rights to a refund: "Postponement of a start 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:
  - Whether the postponement is for the convenience of the school or the student, and:
  - 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 Act of 1981.
- The student will receive a full refund of tuition and 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.
- Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, Colorado 80202, (303)866-2723, or online at <http://highered.colorado.gov/dpos>. There is a two-year limitation on the Division taking action on student complaints. The Division shall not consider any claim that is filed more than two years after the date the student discontinues their training at the school.

*The Institute makes neither a guarantee for placement following training nor of credit transfer. The parties executing this Enrollment Agreement hereby acknowledge that they have read, understood and received a copy of this agreement, the Institute application and current school catalog.*

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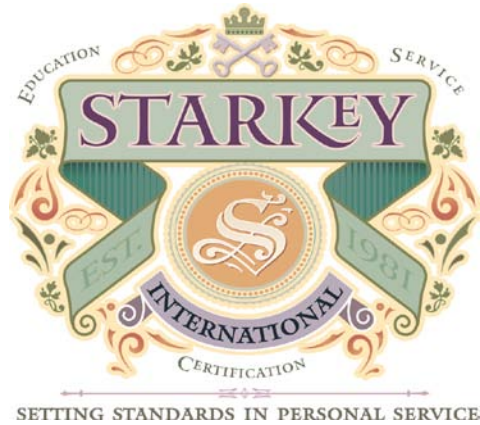
Applicant Signature

Date

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Director of Admissions

Date



# STARKEY INTERNATIONAL INSTITUTE

## TECHNICAL SKILLS SELF ASSESSMENT

STUDENT NAME

The following is a Technical Skills Self-Assessment Matrix. This Matrix will be discussed in various formats during the course of the four and eight week programs.

Taking the service standards listed on the left side, please evaluate yourself on a scale of one to ten (one being low ability and ten being high ability). This form is a self-assessment tool to determine where you see your present skills now, and then you will re-assess the same skills at the end of the program.

SERVICE STANDARDS	RATE YOUR SKILLS
Management Skills	
Administrative Skills	
Organization Skills	
Computer Proficiency	
Housekeeping Knowledge	
Cooking / Culinary Skills	
Clothing / Personal Care Skills	
Entertaining Skills	
Event Coordination Skills	
Property / Grounds Skills	
Household Maintenance Skills	
Household / Property Security Skills	
Child / Elder / Pet Care Skills	
Travel / Concierge Skills	
Vendor Management Skills	
Construction Contract Mgt Skills	
<b>TOTAL POINTS</b>	

Please return this form with your completed admissions application.