



# STARKEY INTERNATIONAL INSTITUTE

## FOUR WEEK CERTIFIED MANAGER'S COURSE

Washington DC - Civilian  
(186 Curriculum Hours)

### REQUIRED ADMISSIONS MATERIALS

- \$500.00 Application fee and deposit
- \$1,400.00 On-site Residential Housing Fee (non-refundable deposit)
- Completed Admissions Packet including:
  - o Completed and Signed Admissions Application
  - o Typed 150 Word Personal Essay
  - o Signed Pre-Inquiry Release Authorization complete with notary
  - o Signed Enrollment Agreement
  - o Current Resume
  - o Goals Sheet
  - o Completed Technical Skills Self-Assessment
  - o Official Educational Transcripts
  - o Current Photograph

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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, CO 80203 Phone: 303-832-5510 Fax: 303-832-5015 Email: admissions@starkeyintl.com  
 Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

## FOUR WEEK CERTIFIED MANAGER'S COURSE Washington DC - Civilian (186 Curriculum Hours) 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: Certified Manager's Graduate Course	\$ 6, 500.00
<b>The Following are Non-Refundable:</b>	
Books Software and other Materials-----	\$ 820.00
Specialty Classes-----	\$ 460.00
<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.            *Meals and Housing not provided*            HQ Software available for \$2,495</i>	
<b>TOTAL DUE FOR WASHINGTON DC COURSE</b>	<b>\$ 8,280.00</b>

- Type of Instruction: Classroom (Theory, Practical and Application)
- Candidacy: Enrollment Agreement is for Certified Manager's Program in Washington D.C.
  - 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 the Institute 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, the Institute 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 the Institute. 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 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 refunds are exclusive of books and tools. Room and board will be reimbursed only if space can be filled by another applicant that will be added to the class.
- The policy for granting credit for previous training shall not impact the refund policy.
- Policy regarding postponement of starting date and the effect on student's rights to a refund: "Postponement of a 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:
  - 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