



Institute of Chemical Dependency Studies

7703 North Lamar Boulevard, Suite 335 • Austin, TX 78752 • Phone: (866) 523 - 2669

California Hybrid Enrollment Agreement

Program Information

Program Title: Licensed Chemical Dependency Counselor Training

Training Start Date: _____

Program Length: There are four courses in the ICDS Sober College Hybrid Training Program. These courses are split into 6 classroom lessons and are designed to be completed over the course of 6 months. Class meetings are held one whole weekend (8 hours both Saturday & Sunday) once a month. Practicum requirements can be completed in as little as eight weeks (after the Core Curriculum hours are completed). Total time for the ICDS Sober College Hybrid Training Program is dependent on student pace during practicum. Please see the Policy & Procedure Catalog for information on attendance policies and potential reasons for dismissal from the Institute of Chemical Dependency Studies at Sober College.

Student Information

Last Name			First Name			Middle					
Street Address						Mailing Address, if different					
City		State		Zip		City		State		Zip	
Home Phone						Cell or Work Phone					

Tuition and Fees

Tuition (Core Curriculum)	\$7,125.00	
Books & Materials	\$350.00	
Shipping	\$25.00	(Non-refundable)
Total Program Cost	\$7,500.00	

*The cost of tuition, books and materials are subject to change.

Payment Schedule and Methods of Payments

Payment Schedule: If a self-pay student cannot pay in full at the time of enrollment, ICDS offers monthly payment plans. The payment schedule for self-pay students is arranged and pre-approved by the school official.

ICDS accepts money orders, cashier's checks, personal checks, and credit cards. ICDS also accepts approved purchase orders from the Department of Defense.

Disclosure Statement

No interest is charged for students who pay through money order, cashier's checks, personal checks or credit cards.

FTC Statement (Holder in Due Course)

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."

Approved and Regulated Statement

"Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."

The Institute of Chemical Dependency Studies is an approved provider through the California Association of Alcohol and Drug Abuse Counselors.

Refund and Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight on the third day excluding Saturdays, Sundays, and observed holidays) after the enrollment contract is signed.

1. Refund computations will be based on *scheduled course time of class attendance through the last date of attendance*. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten days without a response from a student, by phone or email, following an unexplained or unexcused absence.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. *The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.*¹
5. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. **See Policy to Return Books, Page 5**
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

¹ More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
- (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Policy to Return Books

Book fees of \$350 are retained by ICDS **unless the books are returned intact, and in excellent condition.** If you are shipping your books back to us, we encourage you to secure them tightly in their shipping box to prevent any damages in transit, and to insure your package for the value of the books (\$350). You have 14 days after withdrawing from school, or after being dropped, to return them to our office. Past 14 days, we will not accept your books. Shipping fees are non-refundable and the student is responsible for the cost of returning their books to the school. A \$25 restocking fee will be assessed for all returned books.

Statement of Acknowledgement

By signing below, I acknowledge that I have received a copy of the Enrollment Agreement and the ICDS at Sober College Policy and Procedure Catalog. I further acknowledge that all of the information I have provided is true and correct, and I understand all statements contained within this document.

Signature of Student

Signature of Parent/Guardian (if applicable)

Signature of School Official

Date