

RECEIVED: \_\_\_\_\_

APPLICATION FEE: \_\_\_\_\_



### APPLICATION FOR ENROLLMENT

Instructions: Please state all information clearly and accurately. Information will be held in strict confidence and used only for the purpose of determining admittance.

**\*\*Please include application fee of \$40.00\*\***

~ PLEASE PRINT ~

SESSION	Check Class you would like to enroll in		_____ Day	_____ Spring
			_____ Evening	_____ Summer _____ Fall _____ Winter
PERSONAL DATA	Name	First	Middle	Last
	Date of Birth	(Month/Day/Year)      /      /		
	Address	Street		
		City	State	ZIP
	Phone	(      )		
	E-mail			
	SS #			
	Emergency Contact	Name	Relationship	Phone
		Street		
		City	State	ZIP
EDUCATION	Highest Level of Education	School		
		City/State		
		Years Completed		
		Graduation Date		
		Degree		
SKILLS	Computer programs, typing, language, etc.			
EMPLOYMENT	Current or Most Recent Employer	Company		
		City/State		
		Position		
		Describe Work		
		Reason for leaving		
	Previous Employer	Company		
		City/State		
		Position		
		Describe Work		
		Reason for leaving		



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Ann Arbor, MI 48104

734 677-1562  
fax: 734 677-1428

www.travelstudent.com

TRAVEL EXPERIENCE	Places or areas to which you have traveled	
GENERAL INFORMATION	1. I learned of CHTS through:	
	2. Referred by (Name & Address):	
	3. How long have you been interested in this career?	
	4. Do you desire immediate employment after graduation?	
	( ) Full time ( ) Part time	
	5. Do you wish to relocate? _____ Where?	
	6. Any additional information of which we should be aware?	
REFUND POLICY	<p><b>Rejection</b> – Any applicant refused admission to the school will be entitled to a refund of all monies paid.</p> <p><b>Medical Disability</b> – All funds paid by the enrollee prior to the beginning of instruction shall be refunded less the \$40.00 application fee, if the student involved presents medical evidence that he/she will be unable to participate in the program contracted for.</p> <p><b>Induction into the Armed Forces</b> – All funds paid by the enrollee prior to the beginning of instruction shall be refunded less the \$40.00 application fee if the student is inducted into the armed services.</p> <p><b>Five-Day Cancellation</b> – All monies paid for by an applicant will be refunded if requested in writing within five days after signing an enrollment agreement and making an initial payment, less the \$40.00 application fee.</p> <p><b>First Week</b> – For a student terminating training up to and including the first week of classes, tuition charges made by the school shall not exceed \$250.00 plus the \$40.00 application fee and the \$150.00 textbook fee.</p> <p><b>After the First Week</b> – For a student terminating training after one week but within the first 25% of the course, the tuition charges made by the school shall not exceed 25% of the contract price of the course plus the \$40.00 application fee and the \$150.00 textbook fee.</p> <p><b>After 25%</b> – For a student terminating training after completing over 25%, but within 50% of the course, the tuition charges made by the school shall not exceed 50% of the contract price of the course plus the \$40.00 application fee and the \$150.00 textbook fee.</p> <p><b>After 50%</b> – For a student termination training after completing over 50% of the course, no refund will be given.</p> <p><b>Special Cases</b> – In cases of student prolonged illness or accident, death in the family, or other circumstances that make it impractical or impossible to complete the course, the school shall make a settlement which is reasonable and fair to both parties.</p> <p><b>Application of Policy</b> – For refund computation purposes, percentages of course completion shall be computed on the basis of the amount of time in the course as expressed in total class hours.</p> <p><b>Upon Cancellation</b> – All tuition and fees paid by the applicant shall be refunded if the student is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All refunds shall be returned within 30 days.</p>	

**I state that all of the foregoing information is true and correct to the best of my knowledge. I understand that it will be held in strict confidence and will be used only for determining the degree to which I may benefit from this training. Enclosed please find my check for \$40.00 made payable to Conlin-Hallissey Travel School, Inc., which I understand is non-refundable unless I am not accepted, in which case only \$25.00 is non-refundable.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Applicant Should Not Write Below This Line**

OFFICE	Presentation		
	Capabilities		
	Personality		
	Additional Comments		
	Accepted	Rejected	Class Assigned
	Starting Date		

Interviewer's Name \_\_\_\_\_