



## Payment

Payment in full must accompany the application.

## Refund Policy

**Three Day Cancellation** – All monies paid for by an applicant will be refunded if requested in writing within five days after signing an enrollment agreement and making payment for the course, less the application fee, provided no courses have been started.

**Course Beginnings** – Once an individual on-line course has been started, there is no refund for that course. Any courses that have not been started are fully refundable. A request for refund must be sent in writing via letter or E-mail. Used courses within a Certificate Course Program will be charged at the regular individual course rate. All course cancellations are subject to a \$50.00 administration fee.

**Upon Cancellation** – all money due the student shall be refunded within 30 days. This refund policy applies to all terminations, for whatever reason, by either party.

## School Rules

It is unacceptable for any Conlin-Hallissey Travel School student to be found cheating.

If this should occur, the student will:

1<sup>st</sup> time – Receive a “0” for the assignment.

2<sup>nd</sup> time – Be automatically dismissed from the Program.

The student will lose access to all programs and NO refund will be given.

## Graduation Requirement

Each student is required to complete each entire Program with a grade point average of C or better in order to be eligible to receive a Certificate of Completion. No credit will be given for prior educational or work experience.

## Enrollment Agreement

I agree to be personally responsible to pay the entire amount of tuition for the program in which I am enrolled, as of the date I sign this agreement.

I agree that the contents of all the written materials, excluding textbooks, are supplied to me as a result of my enrollment in Conlin-Hallissey Travel School and are the property of Conlin-Hallissey Travel School. I may use these materials myself, but I will not sell or give them to anyone who would use them in competition with Conlin-Hallissey Travel School and I will not use them myself in competition with Conlin-Hallissey Travel School.

I agree to comply with all school rules.

I agree that I may be expelled from Conlin-Hallissey Travel School if I do not comply with all school rules as stated in the catalog.

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 full course payment, made payable to Conlin-Hallissey Travel School, Inc.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Amount Enclosed \_\_\_\_\_