



NUTRITION THERAPY INSTITUTE, INC.

1510 York Street, Suite 204
Denver, CO 80206

SINGLE COURSE ENROLLMENT AGREEMENT

**NUTRITION
THERAPY
INSTITUTE**

Please complete, print, initial each page, sign and return the entire document.

GENERAL INFORMATION

Name _____ Phone _____

Address _____
Street City State/Province Zip

E-Mail _____ SSN _____

Course _____

Classroom or Online? _____ Course Start Date _____

10-Week Course options:	
Anatomy & Physiology	\$1110
Biochemical Foundations of Nutrition	\$1110

AGREEMENT

This agreement is made this _____ day of _____, 20__, by and between Nutrition Therapy Institute, Inc., located at 1510 York Street, Suite 204, Denver, CO 80206, hereafter referred to as the "Institute" and (name) _____, whose address is noted on page one of this document, hereafter referred to as "Student".

The Institute and the Student desire to enter into an enrollment agreement and to set forth the terms thereof in writing for a single course from the Nutrition Therapy Program. This agreement expires four months from the start date noted on page one. If the student does not complete the course within this four month period, a new enrollment agreement must be signed. If the tuition has changed, the new agreement will reflect that change and the student will be required to pay the new tuition amount.

Student Initials: _____

Nutrition Therapy Institute

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

By signing this agreement, the Student agrees to pay the Institute the tuition stated for each course for which the Student registers. The Institute agrees to provide the occupational training in accordance with the provisions of the Catalog dated 2017-2018. Payment of all monies due shall be a condition of continuing enrollment. There will be no certificate of completion awarded upon completion of a single course.

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The student may cancel this contract at any time prior to midnight of the third business day after signing if cancellation is before the start date of the course for which the student is registered.

PAYMENT

Payment can be made by credit card, check, or cash. Payment plans are also available. Please call the NTI office at 303-377-3974 to register and arrange for payment after completing this form.

REGISTRATION IN CLASSROOM AND DISTANCE COURSES

Students will not be registered in a course until payment is made or a signed payment plan is in place. In the event that the class is full, students have the option of waiting until the class is taught again or taking the class online. If a student wishes to transfer from a classroom to distance learning for an individual course, the student may do so before the start of the classroom course without penalty. If this request is made after the start date of the course, a \$150 change fee is charged.

Students taking classroom courses must register for the first term following the Start Date of the enrollment agreement. Students taking distance program courses must begin their first class within 21 days of the Start Date.

CLASSROOM POLICY

Although Nutrition Therapy Institute has consistently offered courses in the classroom without interruption and intends to continue to do so, classroom courses are not guaranteed. If classroom training becomes unavailable at any point during your enrollment at NTI, classes will be offered in the distance program as homestudy. If a course is cancelled in the middle of a term the student will receive a full refund. This provision shall not apply in the event that the school ceases operation.

REFUND POLICY

Cancellation: A student may cancel the registration for a course before the start date with no penalty and a full refund of all monies paid to date. She/he must notify NTI by phone or email before the start date for the course. A Course Cancellation-Refund Request form must be also be completed, which is available from the office.

In the event the school accepts credits from another school, the granting of credit for previous training shall not impact the refund policy.

Student Initials: _____

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Nutrition Therapy Institute

Single Course Enrollment Agreement

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

Withdrawal: When a student decides to withdraw from a course after the start date, whether the student is present in the classroom or has done any work on the course or not, the Colorado Department of Private Occupational Schools refund policy applies. See Refund Table below. In addition, a \$150.00 cancellation fee will be charged. The student must complete the Course Cancellation-Refund Request form, which is available from the office. Refunds shall be determined by the date on which NTI is notified to be the student's last date of actual attendance.

All refunds will be sent within 30 days of receiving the Course Cancellation form at NTI. Tuition refunds charged to a credit card will be credited back to the same credit card; tuition paid by a sponsoring agency will be refunded to the agency, less applicable fees.

Application Fee Refund: The application fee is fully refundable if NTI cancels the program for which the student has applied or if the student is not accepted by NTI.

REFUND TABLE

Refunds are granted in accordance with state regulations upon withdrawal/termination:

- ◆ Within the first 10% of the program, 90% less cancellation fee
- ◆ After 10% but within first 25% of program, 75% less cancellation fee
- ◆ After 25% but within first 50% of program, 50% less cancellation fee
- ◆ After 50% but within first 75% or program, 25% less cancellation fee
- ◆ After 75%, no refund, no cancellation fee

COMPLAINTS

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos> , 303-862-3001. There is a two-year statute of limitations from student's late date of attendance for a student to file a complaint with the Division.

BOOKS AND SUPPLIES

The books required for the courses are carefully selected to provide a useful on-going reference library for graduates as they embark on their professional careers. Students purchase books independently; NTI does not sell books. The cost of books varies considerably depending on where they are purchased. There are online book vendors that offer used books at discounted prices. Book lists are not distributed to students until payment arrangements and enrollment forms for classes have been received.

Student Initials: _____

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DISCLOSURE STATEMENT

As a student enrolled in Nutrition Therapy Institute, I acknowledge and accept the following:

1. This agreement is good for one year from the Effective Date of this agreement. If a student has not completed the program before this agreement expires, he/she must sign a new enrollment agreement and pay the current tuition for classes.
2. All information distributed and taught by Nutrition Therapy Institute is for nutritional education only.
3. Information distributed and taught by Nutrition Therapy Institute is NOT to be used to diagnose disease and/or illness. This same information is NOT to be used to replace medical treatment of any kind.
4. A Nutrition Therapy Institute diploma as a Certified Nutrition Therapy Practitioner makes no representation as to the legality of any individual health practice and no representation that those who have completed the course work or any part thereof are licensed to do anything in any area.
5. Nutrition Therapy Institute accepts no responsibility for any liability that may result from a student's or graduate's activities in the field of nutrition, including the dissemination of any nutritional information to individuals or groups.
6. Nutrition Therapy Institute reserves the right to cancel any classroom courses for any reason. Courses are available through the distance learning program except where noted in the catalog.
7. This agreement is null and void if a student withdraws from the program, is no longer taking courses, or is terminated.

I have read this document and agree to conform to the points described above. I accept full personal responsibility for my actions in this regard.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A SCHOOL CATALOG DATED 2017-2018

Student. Signature _____ Date _____

NTI Representative _____ Date _____