

KTC Student Agreement Continuing Education Courses

The following agreement is made between the participant registering for the Continuing Education Course as indicated on the registration form and Klose Training & Consulting, LLC (hereafter KTC).

Confirmation:

After acceptance into the program, each participant will receive a confirmation letter indicating the exact starting and ending times as well as pertinent information about the location of the course.

Class Times:

For exact class hours, dates and times, please refer to the information provided in your confirmation letter and/or the KTC website. For example; a total of 16 hours of instructions are provided in the KTC Breast Cancer Rehabilitation Course. Usual class hours are 8:00am – 5:00pm on the first day and 8:00am – 5:00pm on the second day of the course, with one hour for lunch.

Tuition & Refund Policy:

The total tuition for the Continuing Education course varies (see KTC brochure and/or website); full amount is due at the time of registration. \$100.00 is non-refundable; no refunds will be given in case of cancellation less than 3 weeks prior to the first day of class or at any time after the class has started.

Attendance:

100% attendance of each participant is expected. Students who miss more than two (2) hours of the KTC Continuing Education course will not receive a Certificate of Completion after the program is finished. The class hours of each seminar are outlined in the confirmation letter. All students must be in class on time.

Certificates:

In order to receive a Certificate of Completion at the end of the KTC Continuing Education course, the tuition must be paid in full with all required documentation submitted. KTC will gladly replace lost or damaged certificates at the request of the student. The first replacement certificate is complimentary, additional replacement certificates will be subject to a \$15.00 fee plus the cost for postage.

Purpose of Training/Non-compete:

a) The participant agrees that the purpose of the KTC Continuing Education Course is the education and training of medical professionals in the topic in which they are registered. The student shall not, under any condition, solicit for competing purposes in the training and certification of other therapists. Although the student is free to distribute information concerning the course topic, the student shall not be permitted to train nor certify any other person in the course topic unless being granted instructor privileges under KTC guidelines.

b) All materials provided in this course are, unless otherwise stated, the property of KTC. Copyright and other intellectual property laws protect these materials. Reproduction and re-transmission of the materials, in whole and part, in any manner, without prior consent of the copyright holder, is a violation of copyright law. Individuals must preserve any copyright or other notices contained in or associated with them. Users may not distribute copies to others, whether or not in electronic form, whether or not for charge or consideration, without prior written consent of the copyright holder of the materials

Withdrawal and Dismissal:

Withdrawal from the program may result in a loss of deposit/tuition moneys. Any participant may be dismissed from the program for insufficient progress, non-payment of tuition or non-attendance. Reinstatement following dismissal is up to the discretion of the presenter. For applicable refunds please refer to the refund policy.

Cancellation of Classes:

If a course is cancelled due to an insufficient number of registrations, all moneys received will be refunded or transferred to another class as elected by the registrant. In case of cancellation of the class for any other reason, a new course will be scheduled and all payments will be transferred. In the event that the presenter falls ill, the class will be rescheduled.

I, (print name) _____ hereby agree to the conditions of the KTC Continuing Education Course Student Agreement.

Student Signature

Date