

KTC Student Agreement Online Courses

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

Confirmation:

After acceptance into the program, each learner will receive a confirmation letter with instructions for the online lessons, including username and password.

Course Materials and Access:

Course materials include four (4) weeks of access to the online lessons and a course manual (course handouts) as applicable for the course. Upon registration and payment of course fees, a confirmation letter including username and password as well as the course manual will be mailed to the learner within 10 business days (Monday – Friday).

Online quizzes:

Upon completion of the online lessons, learners are encouraged to complete an online quiz. Completion of the online quizzes is mandatory for learners who wish to receive online continuing education hours/credit. The number of questions in each quiz varies. The passing score of each quiz is 80%. If the learner does not reach 80% the first time, the missed questions can be reviewed and the quiz can be retaken. Quizzes can be retaken immediately or at another time within the access time window (generally four (4) weeks from the time of registration/confirmation). Once 80% or better has been reached, the option for taking the quiz again will no longer be available. Each quiz can be taken a maximum of three (3) times. In the event that the learner did not reach 80% for the third time, the learner has the option of contacting Klose Training for re-setting of the quiz.

Tuition & Refund Policy:

The total tuition for the online course varies (see course brochure and/or KTC website); full amount is due at the time of registration. \$100.00 is non-refundable. No refunds will be given after the confirmation package (confirmation letter, username, password and course manual) has been mailed to the learner.

Certificates:

Upon successful completion of the course (passing of all applicable quizzes), the learner will receive a Certificate of Completion. Several hours of online continuing education (as applicable for each course) are available for Physical, Occupational and Massage Therapists. 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 learner agrees that the purpose of the KTC online course is the education and training of medical professionals in the topic for 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 individual in the course topic unless being granted instructor privileges under KTC guidelines.

b) The learner agrees that access to the KTC online course module is only permitted for themselves (for the person registered to complete the course). No other individuals, whether or not for charge or consideration, may be allowed to have access to the online course.

c) 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 learner 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 KTC. For applicable refunds, please refer to the tuition and refund policy.

I, (print name) _____ hereby agree to the conditions of the KTC Online Courses Student Agreement.

Student Signature

Date