



CCSCARE Academy

Application Form for Certified Caregiver/Personal Support Worker and CCSCare Courses

Name: _____
Last First Middle

Address: _____
Number and Street City Province Postal Code

Email Address: _____ Phone Number: _____

Please enroll me in the Certified Caregiver/Personal Support Worker program. I agree to pay (select one):

- A: CPSW Course Full Program \$3500 in one lump sum. Save \$700 in interest costs.
- B: Easy Payment Plan of \$200 a month x 21 months. Interest fees \$700 over 2 years.
- C: CPSW Course Bridging Program \$1500 in one lump sum. Save \$350 in interest costs.
- D: Easy Payment Plan of \$155 a month x 12 months. Interest fees \$350 over 1 year.

Please enroll me in one of the programs selected from the course catalogue and in consultation with a Career Mapper. I agree to pay (select one):

- A: \$2,500 - Complete package for selected course, placement and workplace guidance. Save \$300.
- B: Easy Payment Plan of \$200 a month x 14 months. Interest fees \$300 over a year.
- C: \$999 any of the 600 courses offered. Save \$200.
- D: \$999 for placement or internship. Save \$200.
- E: Easy Payment Plan (for Option C and D only) of \$100 a month x 12 months. Interest fees of \$200 over a year.

Additional Charges

Payment with E-Transfer charge is \$1 for each of the 21 month transactions. If you wish to use this method we need your credit card information and authorization for security to pay the monthly fees in case you missed a payment. Also, an additional \$10/transaction will be charged to accounts paid with Visa or MasterCard and \$45.00 fee for NSF Cheques.

Authorization

I authorize additional charges for late payments with my credit card.

Print Name:

Name on Credit Card:

Type of Card:

Credit Card Number:

Expiration Date:

Student's Signature: _____ **Date:** _____

CCS WARRANTIES AND CONDITIONS

- 1. Full Agreement:** This signed enrolment agreement, when approved and accepted by CCSCARE.CO, represents the full and complete terms of the agreement between CCSCARE.CO and the Student.
- 2. Enrolment Period:** The standard enrolment period is 12 months. If requested, an extension of 12 additional months will be granted.
- 3. Course and Reference Material:** Reference materials, texts, books, software and other CCSCARE.CO material will not be shipped to the student until CCSCARE.CO has received a signed application and is in receipt of the full amount of the course or in receipt of the first payment of a payment plan.
- 4. Final Exam:** CCSCARE.CO requires that all unit tests and the transcript be completed prior to taking the final exam.
- 5. Effect of Acceptance of Enrolment Application:** Upon acceptance by CCSCARE.CO of the signed application, this document is binding and may not be thereafter changed in whole or in part except by written amendment to this agreement. Upon successful graduation of the course, CCSCARE.CO will present to the Student, Diplomas/Certificates of graduation from CCSCARE.CO. CCSCARE.CO cannot and does not guarantee job opportunities to graduates upon their successful completion of the course.
- 6. NSF Fees and Collection Costs:** NSF checks will be charged a fee of \$45.00. In the event the full payment or monthly billing is not made as specified, the applicant agrees to pay all collection costs, including interest on the outstanding portion of the course at a rate of eighteen percent (18%) per annum, reasonable attorney fees and a collection agency commission of up to 40%.
- 7. Information Release:** You represent that all the information you provided to us in your Application for Enrolment is true and correct to the best of your knowledge, and may be relied upon by us. You authorize CCSCARE.CO and its Representative, Agent or Assignee to make inquiries it deems necessary in the course of review of collection of any credit extended in reliance on this application. You further authorize any personal or Consumer Reporting Agency to complete and furnish to CCSCARE.CO and its Representative, Agent or Assignee any information that it may have or obtain in response to such inquiries.
- 8. Copyright Information:** CCSCARE.CO owns the copyright to all contents of its books and other course material under the laws of Canada and the United States. You may not copy or reproduce these materials in any form and agree that you will not. This includes the sharing of passwords or access information to the online course. Violators of this policy are subject to immediate dismissal from the program and legal remedies, without refund or recourse. The course and associated course enrolment are licensed to the applicant (Student) only and are non-transferable.
- 9. Appropriate Conduct/Dismissal Policy & Procedures:** All students with access to CCSCARE.CO materials and services agree to conduct themselves appropriately and to use these resources in a positive manner for the benefit of themselves and other students. Illegal conduct, profane language and inappropriate discussion are considered a violation of this policy and can result in immediate dismissal from the program and legal remedies, without refund or recourse. Violations resulting in immediate dismissal shall result from copyright infringement, sharing of passwords or access information, illegal conduct, profane language and inappropriate discussion in any CCSCARE.CO forum including blogs and chat rooms. All students have the right to challenge a dismissal by providing a written explanation and stating their case, which will be reviewed by the Dismissal Committee. All rulings by the Dismissal Committee are deemed final.
- 10. Complaint Resolution:** CCSCARE.CO is committed to offering outstanding student education and support. If, for any reason, a student has a complaint with the school and/or the course, the student will provide to the school, in writing, the nature of the complaint along with a suggested resolution. The Complaint Committee will review the complaint and do its best to offer an amicable resolution between the school and the Student. If a resolution cannot be agreed upon the Student may then direct his/her complaint to the President of CCSCARE.CO for consideration. All rulings by the President are deemed final.
- 11. Refund Policy:** If, for any reason, a student withdraws within 10 days after receipt of the course, his/her money shall be refunded in full, less a \$500 application fee. In all cases, the student must supply written notice and the enrolment agreement shall be rescinded. The student must notify CCSCARE.CO by telephone (and subsequent notice in writing) to receive a return code, and returned materials must be insured and tracked through the carrier at the student's expense. The package must be postmarked within the 10 days. The student will be assessed an applicable fee for minor damage per book or retail price of book if materials are written in, damaged or destroyed. Pack returned materials carefully to prevent damage.

I have read the entire conditions and warranties of this application. I understand and agree to the terms and conditions stated and wish to enroll.

Student's Signature: _____

Date: _____