



Admissions Application

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ PO Box or Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

E-Mail Address: _____

Social Security Number: _____ Date of Birth: _____

- PROGRAM OF INTEREST**
- Information Technology Professional Program
 - Healthcare Information Management
 - Other

When would you be available for training? (Check all that apply)

- Daytime (8am-4pm)
- Afternoon (12:30pm-5pm)
- Evening (6pm-10pm)

What is your primary educational goal at New Horizons?

- To earn certifications
- For personal enrichment
- To enhance your skills at your current job
- To change your career

Please tell us your SINGLE most important reason for selecting New Horizons? (Choose one.)

- Internships/Placement Services
- To earn certifications
- Location
- Reputation
- Program variety

How did you hear about New Horizons?

- Newspaper
- Yellow Pages
- Internet
- Radio
- TV
- Friends or family
- Other _____

EDUCATIONAL BACKGROUND

Name of High school: _____ State: _____

High school Diploma? Yes-Graduation Date: _____ No Did you receive your GED? Yes-GED Date: _____ No

Name of College: _____ State: _____

Highest degree earned: Doctorate Post Master Master Bachelor Associate Certificate None

**By filling in these fields and signing this application, I certify that the information I provided is true, accurate and complete. I authorize New Horizons Computer Learning Centers to review my credit history and references. I understand that falsifying any part of this application may result in cancellation of admission and/or registration. I agree to become knowledgeable about New Horizons rules and regulations and abide by them.*

Signature: _____ Date of Application: _____

For more information, or to register for classes, please contact a Career Consultant

Livonia or Troy - **734-525-1501** ♦ East Lansing or Flint - **517-318-4005**
Grand Rapids or Kalamazoo - **616-574-7500**

For more information and course outlines, visit our web site at www.nhmichigan.com

*** Please see reverse for Refund Policy ***

Refund Policy

All tuition and fees paid by the student shall be refunded if the student is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the student is denied. All tuition and fees paid by the student shall be refunded if requested in writing within three (3) business days after signing their agreement. All refunds shall be returned within thirty (30) days.

If a student wishes to cancel their Program more than three (3) business days after signing this agreement, they must submit a written notice of cancellation. If more than three (3) business days have passed since the agreement was signed by the student and written notice of Program cancellation is received:

- At least seven (7) or more calendar days prior to the start of your Program you will receive a 100% refund of the entire program cost.
- Up to six (6) calendar days prior to the start of the program up to the day of the Program start date you will receive a 90% refund of the entire program cost.

The Program is priced as a package discount. Therefore, in the event that a refund is issued after the Program start date only the unused tuition will be refunded. Unused tuition will be calculated by taking the total cost of the Program less scholarship if granted, less the standard list price for courses already started whether student has attend course or not, less the standard list price for all certification exam preparation tools and the standard list price of all certification exams. Any unused tuition balance will be refunded based on the following schedule.

When written notice of Program cancellation is received after the Program start date:

- (1) one to six (6) calendar days after the start of the Program start date the refund will be 90% of the unused tuition balance.
- Seven (7) to thirteen (13) calendar days after Program start date the refund will be 80% of the unused tuition balance.
- Fourteen (14) to twenty (20) calendar days after Program start date the refund will be 50% of the unused tuition balance.
- Twenty one (21) to twenty seven (27) calendar days after Program start date the refund will be 20% of the unused tuition balance.
- Twenty eight (28) calendar days or more after Program start date the refund will be 0% of the unused tuition balance.

Refund example: For the purposes of this example the Program start date is May 2, 2005. New Horizons Director of Continuing Education receives written notice of cancellation on May 20th, eighteen (18) days after the Program start date. In this example the student would receive a 50% refund on the unused tuition balance. The unused tuition balance would be calculated as follows;

Total Program fee (after reduction for any scholarship)	\$ 3,000
Less exam prep tools at list price	(\$ 50)
Less certification exams at list price	(\$ 300)
Less courses started at list price	(\$ 900)
Total unused tuition balance	<u>\$ 1,750</u>
Refund amount (50% of unused tuition balance)	<u>\$ 875</u>