

KTC STUDENT AGREEMENT

Continuing Education Course

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).

Class Times

For exact class hours, dates and times, please refer to the course-specific information on the KTC website. This information will also be included in the confirmation letter that will be emailed to you after you register.

Tuition & Refund Policy

Tuition varies for each continuing education course; please refer to the KTC website. The full amount is due at the time of registration. If a student withdraws more than three (3) weeks before the start of the class, the student will be refunded their tuition by check within 10 business days, minus a nonrefundable administrative charge of \$100.00. No refunds will be given in case of student cancellation less than three (3) weeks prior to the first day of class or at any time after the class has started.

Class Cancellation

If a course is cancelled by KTC 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, such as the presenter falling ill, a new course will be scheduled and all payments will be transferred.

Attendance and Dismissal

Participants must be in class on time; 100% attendance is expected. Participants who miss more than two (2) hours of a KTC continuing education course will *not* receive a Certificate of Completion. Any participant may be dismissed from the program for insufficient progress, non-payment of tuition, or non-attendance. If a participant is dismissed, no part of their tuition will be refunded. Reinstatement following dismissal is up to the discretion of the instructor.

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 and all required documentation must be 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 postage.

Student Agreement

- A) I acknowledge that this KTC continuing education course is for the education and training of medical professionals in the topic in which they are registered. I understand that I may share my accumulated knowledge with other professionals but **never, under any circumstances, train nor certify any other individual in the course topic** unless granted instructor privileges according to KTC guidelines. _____
(initials)
- B) All materials provided in this course are protected by copyright and other laws governing intellectual property rights. I acknowledge that all materials provided in this course are, unless otherwise stated, the property of KTC. I will not remove from the materials any references to KTC's copyright, nor will I reproduce, distribute, nor re-transmit any of the materials – including the password to the Klose Training Graduates webpage – in whole or part, in any manner, whether or not in electronic form, whether or not for charge or consideration, without the prior consent of KTC. Doing so would be an ethical breach and a violation of copyright law. _____
(initials)