



P.O. Box 540589 154 Moody Street Waltham MA  
(T) 781-891-9559 (F) 781-891-6535  
www.crpic.org

## ENROLLMENT AGREEMENT

Course Name: \_\_\_\_\_

Course Number/Abbreviation: \_\_\_\_\_ Section: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Daytime Telephone: \_\_\_\_\_ Evening or Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Entrance Requirements: \_\_\_\_\_

Clock Hours: \_\_\_\_\_ Period beyond which late registration will not be accepted: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ # Classes: \_\_\_\_\_

Tuition: \_\_\_\_\_ Other Charges: \_\_\_\_\_ Subtotal Charges: \_\_\_\_\_

Approved Scholarship Discount or Senior Discount: \_\_\_\_\_ Total Charges: \_\_\_\_\_

Payment Method:

Cash enclosed \$ \_\_\_\_\_

Check enclosed, payable to CRPIC

Bill My Credit Card \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA \_\_\_\_\_ American Express

\_\_\_\_\_  
Credit Card Number Expiration Date

\_\_\_\_\_  
Cardholder Name (As It Appears On Credit Card)

**Mail completed enrollment form and Payment to:  
Charles River Public Internet Center  
P.O. Box 540589, 154 Moody Street  
Waltham, MA 02454**

*A completed and signed copy of this enrollment agreement must be provided to the student. This school is licensed by the Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools. Any comments, questions, or concerns about this school's license should be directed to [proprietaryschools@doe.mass.edu](mailto:proprietaryschools@doe.mass.edu) OR 781-338-6048.*

*CRPIC official's signature can only be given when full payment for courses has been received or the necessary arrangements have been made with Mass Rehabilitation or the MA Skills Start programs.*

*Student's signature below is an acknowledgement that he/she has read and understands the enrollment, refund, cancellation, acceptable use, and other school policies as detailed on the back side of this agreement.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CRPIC Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CRPIC Enrollment and Course Policies

**General Enrollment:** Students may enroll for classes up to 7 business days prior to the start date of the course. Late enrollments will be accepted at the discretion of the administration, provided the minimum number of students has been achieved to ensure the course will run, and space is still available in the class.

Students may enroll by mail, fax, or in person. Students must fill out the enrollment form and pay for courses in full when enrolling. CRPIC accepts cash, checks, money orders, or credit cards. Upon receipt of the enrollment form and payment, students will be mailed or emailed an executed copy of the enrollment agreement and the suggested textbook purchasing information. There is a \$25 fee for returned checks due to insufficient funds or declined credit cards.

**Refunds:** Enrollment may be cancelled up to 7 business days prior to a course start date to receive a full refund. All enrollment and other fees will be refunded if there is insufficient enrollment to run the course or other unforeseen circumstances. Refunds are not issued to students who withdraw fewer than 7 business days from the start date of a course, are “no-shows”, or who drop out after the first class. Students requesting refunds for medical reasons must submit a written note from their physician or health care agency to CRPIC within 10 business days of the course start date. In no case will a student who was dropped from a class for disciplinary reasons or poor attendance be considered for a refund or credit toward a future class.

**Cancellations:** CRPIC will notify students by phone and/or mail if a course has been cancelled due to low enrollment or other administrative reason. In the event of cancellations due to inclement weather, CRPIC will use reasonable efforts to reschedule the cancelled courses. Notifications of cancellations due to weather are by phone and students are advised that CRPIC follows the Waltham Public School Closings.

**Textbooks:** CRPIC gives students the choice of ordering texts individually or through CRPIC. If ordered through CRPIC, a fee of \$20.00/text is due at the time of enrollment. For information on ordering texts directly, call 781-891-9559, x206.

**Discounts and Scholarships:** Senior citizen discounts of 30% are available when the minimum number of registrants is achieved, *except* for the already deeply-discounted courses specifically designed for seniors. There are a limited number of scholarships available to students based on need and the availability of funds at any given time. Interested students should call CRPIC for details.

**Course Outlines:** Course descriptions are available in the course catalog and more detailed outlines are available for interested students to review at CRPIC.

**Attendance:** CRPIC instructors take attendance at the beginning of one-day classes and at the beginning of each multi-session class. Full attendance is required to receive a Certificate of Completion for any given class. This means full-day attendance for one-day classes and attendance at each session for multi-session classes.

**Certificates of Completion and Certifications:** CRPIC does not administer exams or issue grades except for designated courses identified in the course catalog. Certificates of Completion are awarded to those students who attend the class and successfully complete in-class exercises. For the IC3 and A+ certification prep classes students are responsible for registering, paying, and taking certification exams.

**Satisfactory Progress:** Each student will receive a progress report in writing during the time period in which the course is taught. Students in multiple-session classes who are not successfully completing in-class exercises will be directed by the instructor in writing to a more appropriate class by the end of the first session. Students may transfer to such class for no additional enrollment fees, except the cost of any additional texts.

**Complaint Resolution Procedure:** Students may submit written complaints to the Executive Director. The Executive Director will consult with germane parties involved including CRPIC staff and instructors, as well as consult enrollment records and attendance forms, as required. The Executive Director will respond in writing to student complaints within 30 days of their submission. A written record of student complaints is maintained by CRPIC for a period of one year following the course completion date or the date the student withdraws from the course. Any student not satisfied with the outcome of their complaint may file a complaint with the Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools, 350 Main Street, Malden, MA, telephone: 781-338-6048.

**Other School and Center Policies:** Students are expected to adhere to CRPIC’s **Acceptable Public Use Policies**. Copies are available at the front desk or can be viewed at our website, [www.crpic.org](http://www.crpic.org).

***The CRPIC is a privately funded 501(c)3 nonprofit educational organization. Our mission is to advance technology and Internet literacy for adults and youth by empowering them with the technical skills necessary for economic success.***

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