

# Human Services Certificate Program Application



**Educational Correspondence Training School**  
**3520 West 26<sup>th</sup> Street, Erie, PA 16506**

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## PERSONAL DATA

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Int \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone \_\_\_\_\_  
E-mail \_\_\_\_\_ Work Phone \_\_\_\_\_

## PREVIOUS EDUCATION

Circle the Highest Grade Completed      8      9      10      11      12      13      14      15      16      Other \_\_\_\_\_

## PAYMENT ELECTIONS - Please Select One

- ( ) I elect to pay the full tuition of \$875.00 with this application. *(No Textbooks - I will buy them on my own)*  
( ) I elect to pay the full tuition of \$1317.00 with this application with the *textbooks included.*  
( ) I elect to finance the tuition of \$875.00 by making a deposit of \$150. I will pay the remaining balance in \$100.00 per month installments as detailed and agreed to in the attached **Tuition Installment Agreement. I will purchase the textbooks on my own. I wish to finance the tuition only.**  
( ) I elect to finance the tuition and textbooks for a total cost of \$ 1317.00 by making a deposit of \$150. I will pay the remaining balance in \$100.00 per month installments as detailed and agreed to in the attached **Tuition Installment Agreement.**

## ENROLLMENT PROVISIONS

### CANCELLATION / TERMINATION POLICY

- Educational Correspondence Training School will not cancel any course or program once the signed enrollment agreement is received and accepted by all parties. If a student is terminated as a result of inadequate Academic Progress as explained in the school information, the termination will be made in writing by the school explaining the reasons for such termination. Students may file an appeal with the Director of the Educational Correspondence Training School.
- If it is found that any other person other than the students submitted any test or research paper, the student will be terminated immediately and will not be permitted to take any further courses from the Educational Correspondence Training School.
- Refunds for terminations will be calculated using the provisions in the Withdrawal and Refund Policies of ECTS.

### DATE OF DETERMINATION

The date of determination of termination, for refund purposes, will be the date that the Educational Correspondence Training School receives the request of cancellation or withdrawal from the program. Withdrawals and cancellations do not need to be in writing. The date of determination may also be the date which the student is terminated, in writing, by the Educational Correspondence Training School. Termination of a student by the Educational Correspondence Training School may occur for any of the following reasons:

- It is found that another person is completing the students lessons.  
 The student has failed to make tuition payments if the tuition installment payment option has been elected.  
 The student fails to maintain academic progress as described in the Academic Progress section of the school information.

### WITHDRAWAL AND REFUND POLICY

Educational Correspondence Training School charges tuition and fees for each Program of Study. All withdrawn or terminated students that have a tuition obligation to the school will be processed in accordance with the Pennsylvania Department of Education, State Board of Private Licensed School, 22 Pa Code, "73.132 - 73.137 in the following manner: The school shall pay any refund due within 30 days after the date of withdrawal if the student officially withdraws or is dismissed. Written notification of withdrawal is not a required condition for making refunds

[Refunds will be made on the following schedules:](#)

**Cancellation Period** - A student canceling within the 7th calendar day following the date of enrollment (date which the student signed the enrollment agreement) but prior to receipt by the school of the first completed home study lesson, all monies paid to the school shall be refunded.

**After the Cancellation Period** - After the cancellation period had passed, but before you have submitted any lessons to the school for correction, you will be charged a "registration fee" of 15% of the total program tuition or \$150.00, which ever is less.

**After Submission of First Lesson** - If a student enrolls and withdraws or is discontinued after submission of the first completed lesson, but prior to the completion of the program, minimum refunds will be calculated as follows:

- Students will be assessed the "registration fee" as explained above in the "After the Cancellation Period" paragraph and then
- Up to and including completion of the first 10% of the program, you are obligated for 10% of the total tuition
- Beyond completion of 10% of the program and up to and including completion of 25% of the program, you are obligated for 25% of the total tuition.
- Beyond completion of 25% of the program and up to and including completion of 50% of the program, you are obligated for 50% of the total tuition
- Beyond completion of 50% of the program, you are obligated for the full tuition.

The percentage of the program completed is determined by comparing the number of completed lessons received for correction services by the school to the total number of lessons in the program. If the student has paid for the program using Master Card or Visa, cash refunds are not available. The school will credit the appropriate Master Card or Visa account.

## EMPLOYMENT ASSISTANCE

**The Educational Correspondence Training School neither guarantees nor provides employment assistance.**

## COMPLAINT PROCEDURES

Students may contact the Director of Admissions at 814-833-1911 or by email to [admin@ectschool.com](mailto:admin@ectschool.com). In the event questions or concerns arise regarding the terms or conditions of the enrollment agreement. If the issue is not satisfactorily resolved, they may make a written complaint to the: **State Board of Private Licensed Schools, Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.**

**TUITION INSTALLMENT AGREEMENT**

In accordance with the Federal Truth in Lending Act (TILA) the following disclosures and agreements are made between the Educational Correspondence Training School and the undersigned.

**FOR VALUE RECEIVED** THE UNDERSIGNED JOINTLY AND SEVERALLY PROMISE(S) TO PAY TO THE ORDER OF THE EDUCATIONAL CORRESPONDENCE TRAINING SCHOOL THE PRINCIPAL SUM IDENTIFIED BELOW AND ACKNOWLEDGED BY MY INITIALS, TOGETHER WITH INTEREST THEREON FROM DATE AT THE RATE OF **ZERO (0%)** PERCENT PER ANNUM UNTIL MATURITY, SAID PRINCIPAL BEING PAYABLE MONTHLY ON THE **5TH DAY** OF EACH AND EVERY MONTH IN LAWFUL MONEY OF THE UNITED STATES BEGINNING NO LESS THAN THIRTY DAYS FROM THE DATE OF THIS AGREEMENT, IN MONTHLY INSTALLMENTS OF ONE HUNDRED DOLLARS (\$100.00), AND CONTINUING THEREAFTER UNTIL , OR UNTIL SAID PRINCIPAL HAS BEEN PAID IN FULL, AT THE EDUCATIONAL CORRESPONDENCE TRAINING SCHOOL, 3520 WEST 26<sup>TH</sup> STREET, ERIE, PA 16506, OR AT SUCH OTHER PLACE AS THE HOLDER HEREOF MAY DESIGNATE IN WRITING FROM TIME TO TIME. EACH INSTALLMENT PAYMENT SHALL BE CREDITED ENTIRELY TO THE PRINCIPAL. EACH MAKER AND ENDORSER SEVERALLY WAIVES DEMAND, PROTEST AND NOTICE OF MATURITY, NON-PAYMENT OR PROTEST AND ALL REQUIREMENTS NECESSARY TO HOLD EACH OF THEM LIABLE AS MAKERS AND ENDORSERS AND, SHOULD LITIGATION BE NECESSARY TO ENFORCE THIS NOTE, EACH MAKER AND ENDORSER WAIVES TRIAL BY JURY AND CONSENTS TO THE PERSONAL JURISDICTION AND VENUE OF A COURT OF SUBJECT MATTER JURISDICTION LOCATED IN THE STATE OF PENNSYLVANIA AND COUNTY OF ERIE. EACH MAKER AND ENDORSER FURTHER AGREES, JOINTLY AND SEVERALLY, TO PAY ALL COSTS OF COLLECTION, INCLUDING A REASONABLE ATTORNEY'S FEE IN CASE THE PRINCIPAL OF THIS NOTE OR ANY PAYMENT ON THE PRINCIPAL IS NOT PAID AT THE RESPECTIVE MATURITY THEREOF, WHETHER SUIT BE BROUGHT OR NOT. THIS NOTE IS TO BE CONSTRUED AND ENFORCED ACCORDING TO THE LAWS OF THE STATE OF PENNSYLVANIA; UPON DEFAULT IN THE PAYMENT OF PRINCIPAL WHEN DUE, THE WHOLE SUM OF PRINCIPAL REMAINING UNPAID SHALL, AT THE OPTION OF THE HOLDER, BECOME IMMEDIATELY DUE AND PAYABLE, SUBJECT TO THE SCHEDULE SET FORTH BELOW. DEFAULT SHALL INCLUDE, BUT NOT BE LIMITED TO NON-PAYMENT OF ANY RESPECTIVE INSTALLMENT WITHIN TEN (10) DAYS FROM THE DUE DATE SET OUT HEREIN, OR NONPAYMENT ON THREE DIFFERENT OCCASIONS OF ANY INSTALLMENTS WITHIN FIVE (5) DAYS SUBSEQUENT TO THE DUE DATE THEREFOR SET OUT HEREIN. UNLESS SPECIFICALLY DISALLOWED BY LAW, SHOULD LITIGATION ARISE HEREUNDER, SERVICE OF PROCESS THEREFOR MAY BE OBTAINED THROUGH CERTIFIED MAIL, RETURN RECEIPT REQUESTED; THE PARTIES HERETO WAIVING ANY AND ALL RIGHTS THEY MAY HAVE TO OBJECT TO THE METHOD BY WHICH SERVICE WAS PERFECTED. FOR THE PURPOSES OF DETERMINING THE PRINCIPAL DUE, IN THE EVENT OF WITHDRAWAL OF THE STUDENT OR TERMINATION OF THE STUDENT BY THE EDUCATIONAL CORRESPONDENCE TRAINING SCHOOL , THE FOLLOWING SCHEDULE WILL BE UTILIZED, DETERMINED BY THE DATE OF DETERMINATION OF TERMINATION DESCRIBED IN THE PROGRAM ENROLLMENT AGREEMENT:

Number of lessons	Total Tuition with Textbooks	Total Tuition without Textbooks	Less amount submitted with application	Interest Rate	Principal to be financed	Monthly installment payments	Amount of last installment
100		\$875.00	-\$150	Zero	\$725	7 at \$100.00	\$25.00
100	\$1317.00		-\$150	Zero	\$1167	11 at \$100.00	\$67.00

( ) Please charge the **DEPOSIT** only - to my credit card:

( ) Please charge the **DEPOSIT** and **TUITION** as identified in the above installment agreement **MONTHLY** to my credit card:

Card Type (Circle): MC      VISA      AMEX      DISCOVER      Card Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Name as it appears on Card \_\_\_\_\_

Signature (required for credit card options) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

( ) I prefer to pay the **DEPOSIT** by **CHECK** or **MONEY ORDER** and be billed monthly for the remaining balance

**ACKNOWLEDGMENTS**

- ! I have received and read the Educational Correspondence Training School information and program brochures; also, I have read the Educational Correspondence Training School's refund policies that are described here-in.
- ! I understand that this agreement is not binding until received, signed, and dated by a representative of the school. The Educational Correspondence Training School will provide me with a fully signed copy of this agreement with my acceptance letter.
- ! I certify that the information on this application is complete and accurate. I also authorize the Educational Correspondence Training School to receive information from the above educational entities regarding my grades and transcripts.
- ! Upon successful completion you will receive an Authorized Certificate

Please sign and return to the  
 Educational Correspondence Training School, 3520 West 26<sup>th</sup> Street, Erie, PA 16506.  
 Make a copy for your records.

Signatures below indicate that all of the signers below have received and read this enrollment agreement and applicable financing terms.

\_\_\_\_\_  
 Applicant Signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent or Guardian's Signature (if applicant is under 18 years) \_\_\_\_\_  
 Date

FOR SCHOOL USE ONLY

\_\_\_\_\_  
 Recommended for Admission by \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Accepted by \_\_\_\_\_  
 Effective / Start Date

Both sides of this form constitute the entire enrollment agreement