

CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.

5939 Blackthorn Road
Jacksonville, FL 32244
904.573.8831 or 904.573.8833
Fax 904.573.8839

Student Enrollment Agreement

THIS AGREEMENT, TOGETHER WITH THE CCDE, VCDE, or CDE CATALOG, CONSTITUTES A BINDING CONTRACT BETWEEN THE STUDENT AND THE CHILD DEVELOPMENT EDUCATION ALLIANCE, INC. UPON ACCEPTANCE BY THE CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.

READ APPLICATION THOROUGHLY BEFORE ANSWERING QUESTIONS

Student Information (PLEASE PRINT CLEARLY)

Name: _____

Address: _____
STREET ADDRESS CITY/STATE ZIP/POSTAL CODE

Name of Parent/Guardian (if student is under 18): _____

Telephone: (Home) _____ (Business or Cellular): _____

Email: _____

Date of Birth: _____ Circle One: Male Female

Please circle the type of credential you wish to earn: CCDE VCDE CDE

OFFICE USE ONLY

Program Information with Online Training available 24/7 and completed within one year.

Program Title: FCCPC Length: 1 year Clock Hours: _____

Class Schedule: () Full Time () Part Time () Day Classes () Evening Classes

Hours per Week: _____ Start Date: ___/___/___ Anticipated Ending Date: ___/___/___

Online CCDE Credential Training \$ 549.00

Formal Education (120 hrs)
Christian Ministry Modules (24hrs)
Registration Fee (non-refundable)
CCDE Credential Manual
Textbook and
CDEA Membership

Credential Process \$ 650.00
TOTAL Cost \$1199.00

CCD Only – With prior training

Program Information with Classroom Training obtained from a different entity

Registration Fee (non-refundable) \$150.00

*120 Formal Education Hours obtained from a state approved source *Cost Unknown*

24 hours Online Christian Ministry Modules \$99.00

CCDE Credential Manual Free Online

**Text - *Teaching in Christian Weekday Early Education* Text Not included

Credential Process - Approval of Formal Training,

CDEA Observation Visit, and Certification \$550.00

Total Cost of Process plus 120 Formal Ed. Hours \$799.00

Cancellation and Refund Policy:

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (\$150).
4. Cancellation after attendance has begun through 40% completion during the program year, will result in a Pro Rata refund computed to the total of hours completed.
5. Cancellation after completing more than 40% of the program and/or after one year will result in no refunds. No refunds for training or FCCPC process fees will be paid after one year from the enrollment date. The online training subscription is active for one year from the enrollment date. Extensions may be purchased from Smart Horizons by calling [1-800-261-6248](tel:1-800-261-6248).
6. If the credential process is not completed within a period of one year from the enrollment date, the student will be considered inactive. Inactive files can be reactivated within 90 days of inactive date for a fee of \$100.00. This reactivation is valid for six months. Otherwise, the student would need to repay the Credential Process fee at the present rate.
7. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
8. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
9. If the course is cancelled, the student will be notified and enrolled in the next available course.

GROUNDS FOR TERMINATION

I agree to comply with the rules and policies and understand that the **CDEA** shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the **CDEA** reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

GRADUATION REQUIREMENTS

I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours and process as specified in the manual and Student Enrollment Agreement, pass all written and observation with a 80% average and satisfy all financial obligations to the School.

EMPLOYMENT ASSISTANCE

I understand the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Signature of Applicant

Date

Signature of Parent/Guardian
(If student is under 18):

Date

GRADUATION of HIGH SCHOOL or EQUIVALENCY

(Please check one)

I _____, hereby certify that:
(Print Name)

I graduated from _____
(Name of High School)

(City) (State) (Graduation Date)

I _____, hereby certify that:
(Print Name)

I earned a GED at _____
(Name of Testing Facility)

(City) (State) (Graduation Date)

Copy of High School Diploma/Transcript or GED is **required** with this Student Enrollment Agreement

DCF requires that your High School Diploma from another country be translated by a member of the American Translators Association (ATA) Phone: (703) 683-6100 Website: www.atanet.org Email: ata@atanet.org

NOTE:

- Classes are available 24 hours a day, 7 days a week for your convenience.
- You must be working/volunteering at a Preschool/Childcare facility in order to complete all components of your credential.

ACKNOWLEDGEMENT

This contract contains the entire agreement between the **CDEA** and myself, and no further modification or representation except as herein expressed in writing will be recognized. I have received a copy of the Student Enrollment Agreement and Catalog.

NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

Signature of Applicant

Date

Signature of Parent/Guardian (If student is under 18)

Date

Signature of **CDEA** Official

Date