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STUDENT ENROLLMENT AGREEMENT

1- STUDENT INFORMATION

Full Name				Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Address					
Cell Phone		E-mail			
Date of Birth	(mm/dd/yyyy)	Country of Birth			
Emergency Contact		Relationship with Contact			
Email		Phone			

2- PROGRAM INFORMATION

The table below shows the IT career paths offered at Clarusway. A student, based on his/her career goals, can choose either the first module (M1), the second module (M2), or the full package (M1 +M2) with/without ITF.

CAREER PATHS (M1+M2)		Program Flow				Completion Requirement
			Modules			
			M1	M2		
1	Solutions Architect/ Cloud Engineering	IT FUNDAMENTALS* (ITF) 12 Weeks Didactic: 170+ Hrs. Labs/Project/CMS: 60+ Hrs.	AWS	DevOps	Successfully completing each Module.	
			(12 Weeks) Didactic: 135+ Hrs. Labs/Projects: 55+ Hrs.	(13 Weeks) Didactic: 110+ Hrs. Labs/Projects: 65+ Hrs.		
2	Full Stack Development		Frontend Dev.	Backend Dev.	Successfully completing each Module.	
			(16 Weeks) Didactic: 160+ Hrs. Labs/Projects: 60+ Hrs.	(8 Weeks) Didactic: 72+ Hrs. Labs/Projects: 50+ Hrs.		
3	Data Science		Data Analytics	Machine Learning Deep Learning	Successfully completing each Module.	
			(12 Weeks) Didactic: 180+ Hrs. Labs/Projects: 48+ Hrs.	(12 Weeks) Didactic: 180+ Hrs. Labs/Projects: 40+ Hrs.		

* Those students who have no IT background are required to take the IT fundamentals training first. After completing the ITF, students are allowed to specialize in any paths (1,2, and 3) that they are interested in.

Please choose your career path from the table below (based on your IT background):

Students applying to Clarusway's IT training programs must meet the qualification to be exempt from the ITF (Information Technology Fundamentals) course, which has a 3-month curriculum, to receive specialist training directly in any IT path. Those who provide this qualification will be classified as **Experienced/Pro** by us. Otherwise, the student candidate is classified as a **Beginner** and must take a 3 Month-Basic ITF Course before the IT training program s/he chooses.

Package Options	Full Package		Single Module	
For Beginners	<input checked="" type="checkbox"/>	ITF + M1+M2	<input type="checkbox"/>	ITF + (M1 or M2)
For Experienced/Pros	<input type="checkbox"/>	M1+M2	<input type="checkbox"/>	M1 or M2

Date of Admission	(Signature date)	Program Start Date	10 JAN 2022	Anticipated Completion Date	SEP 2022
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3- TUITION & FEES

At Clarusway, we group our applicants based on their existing IT background or related IT experience:

- Beginner Group:** An applicant who must take the 3-month ITF Course before the IT training program is in the Beginner Group and named "Beginner".
- Pro Group:** An applicant who provides ITF Course qualifications is eligible to be exempt from the ITF course and s/he will be classified as **Experienced/Pro**. **Experienced/Pro** applicants are allowed to immediately take the first module (**M1**), second module (**M2**), or full package (**M1+M2**) of any career path.

2 (two) different payment options are offered for both groups, as shown in the table below:

Payment Options-Beginners		
1. Installment Plan		Payments for the Installment Plan start with the application process and continue until the end of the payment period chosen by the applicant at the time of signing the Appendix-1 Payment Preference Form .
2. Delayed Payment Plan*	Part 1	Payments for the Part -1 start with the application process and continue until the end of the payment period chosen by the applicant at the time of signing the Appendix-1 Payment Preference Form
	Part 2	Responsibility to pay the Part -2 starts no later than 6 months after the end of the training.

**Delayed Payment Plan cannot be chosen for the programs less than 4 months.*

Please refer to **Appendix 1-Payment Preference Form** for the details of the tuition, fees, optional services and payment plans for both groups (Beginner/Pro).

The tuition covers the course materials, classroom and lab software and other instructional resources. **Career Management Services (CMS)** are offered free of charge within the selected package content. Clarusway reserves the right to adjust its tuition rates and fees, as needed. If such changes occur, it will impact only the new applicants. The terms and conditions in this agreement are not subject to amendment or modification by oral agreement.

4-REFUND POLICY & STUDENT'S RIGHT TO CANCEL

An applicant may cancel his/her enrolment agreement, by written notice, at any time prior to the last day of the “**Trial Period**” as shown on the table below.

The trial period at Clarusway

- is the first **30 calendar days for 4+ month (120+ days) program packages** listed above on the program table.
- is the first **15 calendar days for the programs with a duration of less than 4 months** listed above on the program table.

Because students are charged per group per package, therefore, the refund schedule below applies for each package an applicant enrolled for at the time of registration.

Time of Withdrawal	Tuition Refund Amount	Cancellation Charging Amount
Up to the last day of the trial period	100% of the package tuition	Cancellation charges do not apply
After the trial period & through 25% of the package enrolled	50% of the package tuition	50% of the package tuition
After 25% and through 50% of the package enrolled	25% of the package tuition	75% of the package tuition
After 50% of the package enrolled	No refund will be issued	100% of the package tuition

Clarusway will issue refunds within 45 days after receipt of a written notice or the date the student last attended classes whichever is sooner. The schedule above is used to determine any refunds Clarusway owes to the students and the debt the student has to pay in case of dropping a class or withdrawing from the school.


Withdrawal Procedure:









1. A student choosing to withdraw from the course after the commencement of any classes is to provide a written notice to the school. The notice must include the expected last date of attendance and be signed and dated by the student. It will be sufficient for online students to send an email to admission@clarusway.com to officially inform Clarusway about their intention to withdraw from the program.
2. If special circumstances arise, a student may request, in writing a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
3. If special unforeseen circumstances arise with the student's life that make it difficult to focus on her/his studies, the student may freeze her/his account for once free, by noticing admission@clarusway.com. A €150 processing fee is charged for each following subsequent student account freeze request. The account freeze process does not affect the payment plan agreed with the student.
4. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
5. Clarusway will process all refunds within 45 days of the determination of the withdrawal date.

Upon submission of the Withdrawal Form, the tuition deposit paid (if any amount) will be refunded. The bank transaction fee, however, will be deducted from this total. In general, the school will refund the tuition deposit in the same manner as it was received by the school (credit card payment, bank wire transaction, or check). Please note that the school will only issue tuition refunds to the organization or person who made the original payment. The application fee and the postage fee are not refundable. In order to get a full refund, a written notice must be received by the last day of the trial period.

5- STUDENT ACKNOWLEDGEMENT

Do not sign this agreement before you have read it or if it contains any blank spaces. You are entitled to an exact copy of this agreement and any disclosure pages you sign.

Statement	Student's Initial
Agreement: This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. This agreement and the school catalog constitute the entire agreement between the student and the school.	

Failure to maintain good standing: I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct. While enrolled in the school, I understand that I must maintain satisfactory academic progress and that I must fulfill my financial obligation towards Clarusway as outlined in Section 3 on continuous basis.	
Financial Obligation: I understand that if the invoiced amount plus late fees have not been received after thirty (30) days of the due date, Clarusway LLC may send the Student's balance to a third-party collection agency for resolution. Clarusway does not provide or participate in state or federal financial aid programs.	
Tuition Refund/Cancellation Charging: I agree with the cancellation and refund policy listed on this document. If for whatever reasons I decide to withdraw from the program, Clarusway has all the right to enforce this agreement. I agree to pay off my tuition balance, if any, within 30 days after having withdrawn. If I fail to pay off my balance within the allotted time, Clarusway has the right to send my account to collection agencies. In this case, I also agree to bear the cost of any collection effort including but not limited to any legal fees.	
Photo/Video Release Permission: I hereby give permission for images captured during information sessions, training sessions, meetings, labs, project internships, team meetings, etc. through video, photo, and digital platforms, to be used solely for the purposes of Clarusway LLC and affiliate companies' promotional material and publications, and waive any rights of compensation or ownership thereto. I acknowledge and accept that I am responsible to keep my camera OFF during the online activities mentioned above as long as I do not want to give this permission.	
Job Placement: Although the school will provide career coaching and placement assistance, the school does not guarantee job placement to graduates upon program completion.	
Complaints: I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing.	
Privacy: Clarusway shares your personal information and service data within the Clarusway Group Company (CWGC). By accessing or using our products and services or otherwise providing personal information or service data to us, you consent to the processing, transfer, and storage of your personal information or Service Data within the United States of America, the European Economic Area (EEA) and other countries where Clarusway operates. The student acknowledges and agrees that the Clarusway is permitted to hold personal information about him/her as part of its personnel and other business records and, in accordance with applicable law, may use such information in the course of the CWGC's business.	
Change(s) in Conditions: Details of the discount(s) (if any) you have benefited from will be reflected in the Annex-1 Payment Preference form. Clarusway reserves the right to cancel the discount provided to you in case of a change in the conditions that enable you to benefit from the discount during the program you attend.	


Clarusway does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

6- CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Clarusway LLC.

By signing below, I certify that I have been provided access to the school's electronic or print catalog, bulletin, or brochure.

I understand that this is a legally binding agreement. My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.

Signature of Student		Date	
Signature of Admission Staff	Nec Elvin	Date	

Privacy Policy: All information provided by the students and as well as the content of this agreement will remain fully confidential as such it will not be shared with any third-party entities without a written consent from the students.