



MARSTE Training Services (MTS) Student Enrollment & Financial Agreement

Section I- Student Information

First Name: _____ Middle Initial ____ Last: _____
 Last four digits of SSN: _____ (xxx-xx-1234) only for school identification purposes
 Mailing Address: _____ Apt/Unit: _____
 City: _____ State: _____ Zip: _____ BD: _____
 Email _____ @ _____
 Cell: _____ Home PH: _____

Section III- Program / Course Registration Fee

Please read the following course and financial information carefully as this is the official financial and enrollment agreement of MARSTE Training Services. Initialing each box indicates that you fully understand the policy. If you have any questions or comments about this agreement, please do not hesitate to contact us. Please indicate below if you are paying for full the full SUD Program or for each course as you progress in the program.

Tuition	Program	No-refundable admin fee and tuition rate	notes	Please initial
\$1800	<input type="checkbox"/> Web Based SUD Program	\$50 + 1800	If paid in full Discount of \$150	
\$325	<input type="checkbox"/> Web Based Individual Course	One-time admin fee of \$100 + \$325 per course	If paying per course	
\$410	<input type="checkbox"/> Practicum	\$100 nonrefundable admin fee and tuition fee	Enrolling In June	n/a

Section IV- Course Dates – Please check all courses you will be enrolled in.

Code	Course Name	Starting Enrollment Date for all courses	Final Tuition Fee for each course
MTS-01	<input type="checkbox"/> Overview of Substance abuse	December 16, 2016-February 3, 2017	\$325
MTS-03	<input type="checkbox"/> Personal and Professional	February 3, 2017-March 24, 2017	\$325
MTS-04	<input type="checkbox"/> Physiology and Pharmacology	March 24, 2017-May 12, 2017	\$325
MTS-06	<input type="checkbox"/> Counseling and Theories	May 12, 2017-June 30, 2017	\$325
MTS-05	<input type="checkbox"/> Case Management	September 9, 2016-October 28, 2016	\$325
MTS-02	<input type="checkbox"/> Law & Ethics	October 28, 2016-December 16, 2016	\$325
MTS-07	<input type="checkbox"/> Practicum	Enrolling for June 2016 start date	\$410

Start Date _____ September 8, 2016 _____

Projected End date _____



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Section V- Policies & Guidelines

Please initial each box so that you understand each policy.

MARSTE does not receive any state or federal financial assistance on behalf of students. It is each student's responsibility to pay tuition, registration and material fees in a timely manner.

M

Each course must be paid in full before start of class unless otherwise approved by MARSTE TRAINING SERVICES. Payment plans will be considered on a weekly or monthly basis.

E

Any notification of withdrawal or cancellation or any request for refund must be in writing. The withdrawal refund amount will be based on the letter received date.

A

MARSTE services does not issue refunds once the course start date has passed.

M

Completion certificates or transcripts will not be given until full payment is received. No exceptions.

C

The cost of registration and course materials will **not be** refunded or discounted. It is already set at the lowest rate possible.

T

If full course program is paid in full and a student is dropped or dropped out, the following refund formula will take place.

I



Students who have desire to pay for the full SUD program and have **completed 51%** or more of the courses will not qualify for a refund. No exceptions

S



Students who have completed **less than 50 %** of the full course will be eligible for a pro rata formula of the tuition fee less any registration or material fee.

S



A drop letter and written request for refund must be received for any refund policy to be approved. The refund date will be the date the letter is received at MARSTE. Please email to contact@marsteservices.com or mail in refund request to 307 Brookview Court Santee Ca 92071

A



There are no refunds once a course enrollment date has started and passed.

T



There are no refunds for online CE workshops. Credit may be given in some cases.

T

Payment of Refunds: If refund is due to an applicant, refund shall be issued by MARSTE administration within 30 business days of determination of applicant status. Registration Fee is nonrefundable.

P

Section VI- Transfer of Hours, Credits or Units



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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (MTS). The academic credits you earn at MARSTE Training Services are at the complete discretion of any higher education institution to which you may seek to transfer. MTS is a vocational school and does not transfer credits unless it has a formal agreement with a university or the other institute chooses to accept those credits.

N

STUDENTS RIGHT TO CANCEL: You have the right to cancel this enrollment agreement and obtain a refund (less registration fee) if:

S

-) course has not started;
-) According to the above refund policy.

1

2

To cancel this agreement, the **student must provide in writing** his or her intent to cancel, with specific date included. Refund, if appropriate, will be given from the date the written cancellation is received by MTS.

T

Section VII- Signature of Agreement

My signature below indicates that I have read, agree and understand the procedures and fees outlined in this agreement. I understand that this is a legally binding contract once signed and accepted by this (MTS) institution.

Applicant Signature: _____ Date: _____

MARSTE Authorized Representative: _____ Date: _____



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MARSTE Office Use Only:

Any discounts given? Yes or No If yes, what amount? _____

Previous Schooling? Yes or No If yes, copies of transcripts/certificates in file? Yes or No

Notes

Accepted into program on _____ Start on: _____

Notes

Financial plan

Goal of Student CAD-CAS _____ CAD I _____ CAD II _____ CEU's _____

Upgrade _____ LAADC _____ Need to discuss with enrollment specialist _____

You must make registration payment before the first class unless agreed upon with the Director of MARSTE or enrollment specialist

Make registration payment at http://www.marsteservices.com/store/c1/Featured_Products.html or [click here](#) or mail check or money order to 307 Brookview Court Santee, CA 92071