

INSTITUTE FOR EARLY CHILDHOOD EDUCATION
CHILD DEVELOPMENT ASSOCIATE (CDA)

Student Enrollment Agreement

THIS AGREEMENT, TOGETHER WITH THE IECE CATALOG, CONSTITUTES A BINDING CONTRACT BETWEEN THE STUDENT AND THE IECE UPON ACCEPTANCE BY THE IECE.

READ APPLICATION THOROUGHLY BEFORE ANSWERING QUESTIONS

STUDENT INFORMATION (TYPE OR PRINT WITH BLACK PEN)

Name _____
Last
First
Middle Initial/Maiden Name

Address _____
Number and Street

(____) _____ City State Zip Code
County
Home Telephone

(____) _____
 _____(____) _____
 Cell Phone Work Telephone Email Address

Date of Birth ____ / ____ / ____ Gender: Female Male
Month
Day
Year

PROGRAM INFORMATION

CHILD DEVELOPMENT ASSOCIATE (CDA)

The Child Development Associate Training Program includes 120 clock hours of early childhood training, which must be completed within 1 year from the enrollment date. In addition, students are required to submit written documentation of completing 480 clock hours working with children in an early childhood child care setting in the last five (5) years prior to the completion of the CDA training program. A minimum of 80 clock hours within the 480 hour requirement must be completed while attending the CDA training program. Students will be formally observed once while working with children in the capacity as a lead teacher. The observation will last three hours and be conducted while the student is enrolled in the CDA training program.

Class Schedule:

CDA is an individualized online program to be completed at the student's convenience, utilizing the guidelines of the program. This program can be accessible to students throughout the year, due to no specific start dates. This course is accessible 24 hours a day/7days a week to fit your schedule. (Any scheduled downtimes will be posted.) The CDA program can be completed as quickly as you desire, but must be completed by the posted dates.

Enrollment Requirements for the CDA Online Program

- Must be 18 years of age or older
- Must possess a High School Diploma, G.E.D., or equivalent
- Proof of current certification in Infant and Child First Aid and CPR
- Must have 40-clock-hour Introductory Child Care Training comprised of Part I and Part II courses
- Must have 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development

- Student must be employed at an Early Child Care Center.
- Must be able to speak, read, and write well enough in English to understand and complete the course material.

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This agreement constitutes a binding Contract between the Student and the IECE.

Tuition Cost for Florida Child Care Professional Credential Program: \$1125.00
Application Fee: \$25.00
Books and Materials: \$76.00 (books and materials are purchased separately by the student)
Total Program Price: \$1,226.00

Office Use Only

Student Start Date: _____ Anticipated Completion Date: _____

METHODS OF PAYMENT

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- T.E.A.C.H. Scholarship recipient.

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 by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the IECE 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 (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. 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.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

***IECE Termination/Cancellation Policy**

Should IECE need to terminate or cancel a class for any reason, 100% of the program fees are refunded within 30 days of the planned start date. Students will be notified by email, phone, and a certified letter.

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GROUNDING FOR TERMINATION

I agree to comply with the rules and policies and understand that the IECE 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 IECE 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 CDA program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the IECE.

EMPLOYMENT ASSISTANCE

I understand that the IECE has not made and will not make any guarantees of employment or salary upon my graduation. The IECE 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.

ACKNOWLEDGEMENT

This contract contains the entire agreement between the IECE and myself, and no further modification or representation except as herein expressed in writing will be recognized.

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 School Official	Date
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