

INSTITUTE FOR EARLY CHILDHOOD EDUCATION DIRECTOR CREDENTIAL RENEWAL / CONTINUING EDUCATION

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: <input type="checkbox"/> Female <input type="checkbox"/> Male		Last 4 of SSN _____
Month Day Year				

PROGRAM INFORMATION

Director Credential Renewal / Continuing Education

The Florida Director's Credential expires every five years and requires successful completion of 4.5 CEUs (45 clock hours) of instruction in Overview of Child Care Center Management, Child Care and Educational Organizational Leadership and Management, or Child Care and Education Programming to renew the certification.

Enrollment Requirements for the Director's Credential Renewal/Continuing Education Online Programs

- Must be 18 years of age or older
- Must possess a High School Diploma, G.E.D., or equivalent
- Must have DCF 30-hour Introductory Child Care Course
- Must have DCF 10-hour module Special Needs Appropriate Practices or an approved equivalent that meets the statutory requirement for licensing
- Must have an active Staff Credential
- Must be able to speak, read, and write well enough in English to understand and complete the course material

The IECE offers a variety of classes in these different topic areas to assist you in attaining the necessary 45 clock hours for your renewal.

Overview of Child Care Center Management I (2.7 CEU/27 Hours) \$150.00

Overview of Child Care Center Management II (2.5 CEU/25 Hours) \$140.00

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

PROGRAM INFORMATION CONTINUED

Child Care and Education Organizational Leadership and Management (2 CEU/20 Hours) \$120.00

Child Care and Education Programming I (2.5 CEU/25 Hours) \$140.00

Child Care and Education Programming II (2.55 CEU/25.5 Hours) \$140.00

Tuition Cost for each Director's Credential Renewal / Continuing Education Course varies: \$120.00 - \$150.00

Non-refundable Application Fee: \$25.00

Approximate Textbook Costs: N/A

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.

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 for any reason, a 100% of the program fees are refunded within 30 days of the plan start date. Students will be notified by email, phone, and a certified letter.

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GROUNDS 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 FCCPC 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 Parent/Guardian

Date

Signature of School Official

Date