



NEUAGE INSTITUTE
NeuAge Institute, LLC
Enrollment Application and Student Contract
(Online Programs)

1. **Completion of Form.** This form must be completed in full. Incomplete enrollment agreements may not be accepted.
2. **NeuAge Institute, LLC is a Registered Private Career Institute.** In this agreement "NAI" means NeuAge Institute, LLC. The business carried on by NAI primarily involves **Private Career Institute** (i.e., private, post-secondary) training in relation to approved programs in accordance with the *Private Career School Regulations* and related NJ Department of Education & Labor and Workforce Development regulations;
3. **Currency.** Unless otherwise indicated, all dollar amounts referred to in this agreement are in lawful money of the United States of America.
4. **Schedules.** The Schedules which are attached to this agreement are incorporated into this agreement by reference and are deemed to be part hereof.
5. **Headings and Numbering** Headings and Numbering are included for ease of reference only and shall not affect the construction or interpretation of this agreement.
6. **Privacy Policies.** NAI has written privacy policies in accordance with local and federal Privacy Laws and the Institute is in compliance with such Privacy Policies. More specifically, NAI conforms to the *FTC's Safeguard Rule* and related Regulations. The Chief Privacy Officer for NAI is Laleh Bighash, and our Privacy Policy is posted on our website and available upon request.
7. **Good Faith.** Students represent and warrant that they are entering into this agreement in good faith, and that they shall at all times abide by the policies and procedures of the school.
8. **Entire Agreement.** **This Agreement and any Schedules referred to herein constitute the entire agreement between NAI and the Student, and supersede all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the subject-matter hereof. Furthermore, NAI shall not be bound or charged with any oral or written agreements, representations, warranties, statements, promises, information, arrangements, and understandings not specifically set forth in this agreement or in the Schedules.**
9. **Amendments must be in writing.** No modification or amendment to this agreement may be made unless agreed to by the Student and NAI, in writing.
10. **Application Information.** I am hereby completing the following information in support of my Application for Enrolment. I understand that my Application will be considered incomplete without the information requested below:



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Personal Information:

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mx. <input type="checkbox"/> Dr.			
Legal Name:	_____		_____
	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
			SSN# _____
Address:	_____		_____
	<i>Street</i>		<i>Unit or Apartment #</i>
	City: _____	Zip Code: _____	
	State: _____	Country: _____	
Telephone:	_____	_____	_____
	<i>Cell</i>	<i>Home</i>	<i>Work</i>
Email:	_____		
Date of Birth:	_____		
	<i>DD/MM/YYYY</i>		

Emergency Contact Information:

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mx. <input type="checkbox"/> Dr.			
Legal Name:	_____		_____
	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
Relationship:	_____		
Address:	<input type="checkbox"/> Same as the applicant		
	_____		_____
	<i>Street</i>		<i>Unit or Apartment #</i>
	City: _____	Zip Code: _____	
	State: _____	Country: _____	
Telephone:	_____	_____	_____
	<i>Cell</i>	<i>Home</i>	<i>Work</i>
Email:	_____		



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Educational History:

Institution Name, City and Country (Please attach separate sheet if necessary)	Attendance		Major Area of Study	Qualification (Degree, Diploma, etc.)
	From	To		

Work Experience and Career Goals:

Please outline in more detail, your work experiences and career goal(s):



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Enrollment:

<u>Programs</u>				
I wish to enroll in the following NAI Online Program : <i>(Please indicate course/s of your choice by placing a checkmark on the left hand box/s)</i>	Program load (Check one)	Program Code	Expected Start Date dd/mm/yyyy	Expected Completion Date dd/mm/yyyy
<input type="checkbox"/> Pharmaceutical Regulatory Affairs Certificate	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	C-RA		
<input type="checkbox"/> Pharmaceutical Quality Assurance and Regulatory Affairs Certificate	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	C-QARA		
<input type="checkbox"/> Pharmaceutical Quality Assurance Certificate	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	C-QA		
<input type="checkbox"/> Drug Development, Clinical Research, Drug Safety, and Pharmacovigilance Certificate	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	C-CRPV		
<input type="checkbox"/> Individual Modules	N/A	N/A	N/A	

Students applying for the complete certificate program should submit a copy of their academic qualification(s) along with this application.

For expected start and completion dates and class schedule please refer to NAI Calendar and NAI class schedule respectively.

11. **Fees.** It is understood that fees for each program taken is payable in advance. Payment/s may be made by wire transfer, major credit cards, PayPal, or money order made payable to the **“NeuAge Institute, LLC”**.
12. **Cancellation & Fee Refund Policy.** It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. NAI reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. NAI’s refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program.



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Time of Withdrawal or Termination during Period of Obligation	Refundable Amount	Amount Owed by Student: Registration Fee +
Week 1	90% of Tuition	10% of Tuition
Week 2-3	50% of Tuition	20% of Tuition
Week 4 to 25% Point in Program	55% of Tuition	45% of Tuition
Between 25% & 50% Program	30% of Tuition	70% of Tuition
Over 50% of Program	No Refund	100% of Tuition

13. **No Guarantee of Employment.** Note to the program applicants: NAI, does not guarantee employment for any student who successfully completes a program offered by NAI.
14. **Withholding Credentials.** Where full consideration has not been paid by the Student, NAI may withhold or revoke Credentials.
15. **Credit Reporting.** Aside from any other remedy open to NAI for non-payment of fees (such as pursuing a civil claim for recovery against the Student and/or withholding of accreditation), NAI may report Students to a licensed Credit Bureau for non-payment and/or delinquency of fee payments.
16. **Interest Rate on delinquency.** Overdue accounts shall be charged out to Students at a rate of 1.5% per month or 19.56% per annum, and interest will be compounded daily.
17. **Assignment.** The Student may not assign any of its rights or obligations under this Agreement under any circumstances.
18. **Dispute Resolution.** Subject to governing legislation, the student agrees as a condition of enrolment to make every attempt to resolve any dispute whatsoever that he/she may have with NAI. Students must submit written complaints to the school director within 21 days of the event. The school director will notify the student, in writing, within 7 business days of written complaint of the procedures that the students and administration will follow when resolving the student's concerns.
19. **Student Complaint Procedure.** All complaints shall be made in writing pursuant to the Student Complaint Resolution Procedure established by NAI. A copy of which is attached to NAI's Catalogue.
20. **Hardware and Software Requirements.** The students are required to use their own personal computers/laptops to access the course modules. The courses will be available via online learning platform. The software requirements include the following:
- i) **Operating System:** Windows 7 or higher | Mac OS: Sierra
 - ii) **Web Browser:** Internet Explorer 8 or higher or Mozilla Firefox v.3 or above
 - iii) **Internet Speed:** Use of a high speed internet.
 - iv) **Software:** Microsoft Office (MS Word, MS Excel) and Adobe Acrobat Reader, Adobe Flash Player (compatible with the web browser).



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21. **Technical Support.** Students can contact technical support at onlinelearning@neuageinstitute.com or 862-842-4200, Toll Free:855-840-4200 from Mondays to Fridays from 9:00AM to 5:00PM (except statutory holidays) if they are experiencing any technical difficulties or are unable to access any course. The response time for email inquiries is 24 hours.
22. **Cancellation of Application.** NAI may cancel the application if the above named student does not meet NAI's entrance standards i.e. admission requirements and prerequisites before the program begins, in which case any Application Fee shall be **non-refundable**.
23. **School Rules.** The student agrees to maintain regular attendance (if applicable) and to abide by the rules and regulations of the school. The student understands that regular attendance (if applicable) is the obligation of the student and the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.
24. **Unannounced School Closure.** In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.



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25. Acknowledgement by Student. I declare that:

By signing this document you acknowledge that you have received the followings.

•	<p>I have read and understood the terms and conditions of this Application.</p> <p><i>The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student, by signing this contract, acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above named student has been approved to enter the above named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school shall retain a copy of this agreement.</i></p>
I have received a copy of:	
•	NAI's Student Complaint Procedure attached as part of the school catalogue
•	NAI's Non-Disparagement Policy attached as part of the school catalogue
•	NAI's Discipline Policy (including Suspension and Expulsion) attached as part of the school catalogue
•	NAI's Non-Discrimination and Non-Harassment Policy attached as part of the school catalogue
•	NAI's Refund and Cancellation Policy attached as part of the school catalogue
•	NAI's Accommodation Policy attached as part of the school catalogue

Signature of applicant: _____

Date:

DD	MM	YYYY

Accepted by NeuAge Institute, LLC

Laleh Bighash, President

Date:

DD	MM	YYYY

Signature