

**Tallgrass Animal Acupressure Institute**  
**4559 Red Rock Dr, Larkspur, CO 80118**  
**(303) 681-3033**

**ENROLLMENT AGREEMENT**

**Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board**

**General Information**

**Date** \_\_\_\_\_

Student's Name \_\_\_\_\_ Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email: \_\_\_\_\_

The Department of Occupational Schools (DPOS) Enrollment Agreement Form is a state required form. It protects you by insuring that you are aware of the grievance procedures of the state and that Tallgrass has the required financial bonding.

Please complete the following information for each course you are now registering into. If it is just one (1) course, please complete information for just one course. If you are registering for more than one course, either online or hands-on, please complete the information requested for each course by checking the appropriate box for either Eq or SA. Please print, complete the form and submit via fax (303-681-2999) or email ([tina@animalacupressure.com](mailto:tina@animalacupressure.com)), or by mail to: Tallgrass, 4559 Red Rock Dr, Larkspur, CO 80118

**Program/Online Courses**

1. Animal Acupressure - Overview of Traditional Chinese Medicine \$275  Eq  SA
2. Animal Acupressure - Meridian Theory \$275  Eq  SA
3. Animal Acupressure - 5-Element Theory \$275  Eq  SA
4. Animal Acupressure - Acupoint Classification \$275  Eq  SA
5. Animal Acupressure - Acupoint Energetics & Anatomy \$350  Eq  SA
6. Animal Acupressure - Pathology \$350  Eq  SA

Start Date \_\_\_\_\_ Completion \_\_\_\_\_  
(date you registered) (3 months from date you registered)

**Tuition & Fees:** (Note: A \$100 deposit is required for each course - tuition is the cost of course, less the deposit)  
Please complete 1 column for each course you are registering into at this time.

Registration/Deposit (Non-refundable)	\$ <u>100</u>	Registration/Deposit (Non-refundable)	\$ _____
Tuition	\$ <u>175 or \$250</u>	Tuition	\$ _____
Books (Anatomy only \$75) (Non-refundable)	\$ _____	Books (Non-refundable)	\$ _____
Total Cost of Course	\$ _____	Total Cost of Course	\$ _____

**Tallgrass Animal Acupressure Institute**  
**4559 Red Rock Dr, Larkspur, CO 80118**  
**(303) 681-3033**

**Program/Hands-on Courses**

1. Introduction to Animal Acupressure\_\_\_\_\_ \$365     Eq  SA
2. Meridians & Specific Conditions I & II\_\_\_\_\_ \$700     Eq  SA
3. Acupoint Energetics& Landmark Anatomy - 1/2 price if online is completed\_\_\_\_\_ \$350     Eq  SA
4. Indicators & Assessment\_\_\_\_\_ \$350     Eq  SA
5. Pathology - Equine or Canine\_\_\_\_\_ \$350     Eq  SA

Start Date \_\_\_\_\_ Completion \_\_\_\_\_  
 (date you registered)

**Tuition & Fees:** (Note: A \$100 deposit is required for each course - tuition is the cost of course, less the deposit)  
 Please complete 1 column for each course you are registering into at this time.

Registration/Deposit (Non-refundable)	\$ <u>100</u>	Registration/Deposit	\$ _____ (Non-refundable)
Tuition	\$ <u>250 or \$585</u>	Tuition	\$ _____
Books (Anatomy only \$75) (Non-refundable)	\$ _____	Books	\$ _____ (Non-refundable)
Total Cost of Course	\$ _____	Total Cost of Course	\$ _____

<b>For Office Use Only</b>					
<b>Schedule of Payments</b>					
Deposit \$ _____	Date _____	BALANCE DUE \$ _____			
Date Due _____	\$ _____	Recd _____	Date Due _____	\$ _____	Recd _____
Date Due _____	\$ _____	Recd _____	Date Due _____	\$ _____	Recd _____
The cost of credit is included in the price quoted for the goods and services.					
<b>Type of Instruction:</b>					
On-line _____	Hours _____	Type of Instruction _____			

By signing below, the student agrees to pay Tallgrass Animal Acupressure Institute ("school") the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No.1, Dated April 2008 ("Catalog"). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the certificate to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

**Postponement of starting date**, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student; and,
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of

**Tallgrass Animal Acupressure Institute**  
**4559 Red Rock Dr, Larkspur, CO 80118**  
**(303) 681-3033**

the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

**Complaints**, which cannot be resolved by direct negotiation between the student and the school, may be filed online with the Division of Private Occupational Schools of the Colorado Department of Higher Education, at [www.state.co.us/dpos](http://www.state.co.us/dpos), 303/866-2723. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school."

**Refund Policy**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended (if training is offered as distance education: "based on the percentage of number of lessons completed") in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

**Refund Table**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination;
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a program/stand alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.



**I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.**

By Checking this box I confirm that I have read and understand the contents of this application and have downloaded a copy of the Tallgrass Catalog.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School's Approved In-state Agent

\_\_\_\_\_  
Date