

**Anne King's Hypnosis Center**

143 River Ranch Road, #B  
Boerne, TX 78006

**ENROLLMENT AGREEMENT 2023 /2024**

**Anne King's Hypnosis Training Program**

**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION,  
CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS**

**Please read and complete this form and return it along with copies of the following:**

- Record of Previous Education, completed and signed.
- (Attach a copy of High School Diploma, GED Certificate, or College Transcript)
- Receipt of Enrollment Policies, signed & initialed.
- Payment for Tuition (see Payment Options)

**Retain a copy of the catalog, this form and the forms listed above for your records.**

The Hypnosis Training Program comprises Basic, Intermediate, Advanced and Marketing classes. Basic is covered in 3 weekends, Intermediate and Advanced classes are covered in 4 weekends, and the Marketing class is completed in 1 weekend. The full training program consists of 164 classroom hours acquired over 12 weekends. Basic is 40 hours, Intermediate & Advanced are 54 hours each and Business & Marketing is 16 hours.

To successfully graduate, students must complete all four courses (Basic, Intermediate, Advanced & Marketing) and pass the IMDHA exam. The IMDHA requires additional hours of Independent Study for certification eligibility. Courses are taught on weekends, with at least one weekend off between course weekends. No courses are taught on holiday weekends.

**BASIC, INTERMEDIATE & ADVANCED** SATURDAY 8:30 am to 5:30 pm, SUNDAY 8:30 am to 2:30 pm

**BASIC (BAS01)**

Weekend 1: **Sept 9 & 10**  
Weekend 2: **Sept 23 & 24**  
Weekend 3: **Oct 7 & 8**

**INTERMEDIATE (INT02)**

Weekend 1: **Oct 21 & 22**  
Weekend 2: **Nov 4 & 5**  
Weekend 3: **Nov 18 & 19**  
Weekend 4: **Dec 2 & 3**

**ADVANCED (ADV03)**

Weekend 1: **Jan 6 & 7**  
Weekend 2: **Jan 20 & 21**  
Weekend 3: **Feb 3 & 4**  
Weekend 4: **Feb 17 & 18**

**2024 BUS/MARKETING (MKT04)**

**Dec 16 & 17 or Home Study  
16 hours**

**FULL PROGRAM**

12 Weekends Total

TUITION .....	\$2,635
REGISTRATION FEE .....	\$150
TEXTBOOK .....	\$170
SUPPLIES .....	\$55
Total:	\$2,635

**Tuition must be paid in full by Aug 27<sup>th</sup>.**

Because money may need to be refunded if enrollment doesn't meet the minimum requirements (5 students), Payment for the Certification Course may only be paid by Cash, Check, Money Order, or Bank-to-Bank Transfer.

***REASON FOR PAYMENT RESTRICTIONS: PayPal and Credit Card payments do not refund service fees of approximately \$80 per enrollment.***

You may pay by Check or Money Order or Contact Anne King to make payment arrangements, cash or bank-to-bank transfer. The contact number is 830-537-5411. Office landline (no texts)

***REQUIRED FTC STATEMENT:***

**Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.**

# ENROLLMENT AGREEMENT TRAINING 2023 /2024

## Anne King’s Hypnosis Center Training Program

STUDENT’S NAME: \_\_\_\_\_ Social Security No: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street or PO Box City State Zip

PHONES: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Mobile Home Work Fax

EMAIL ADDRESS: \_\_\_\_\_

BY SIGNING THIS FORM, YOU ACKNOWLEDGE YOU HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT & THE TRAINING PROGRAM CATALOG AND THAT YOU ARE AT LEAST 18 YRS OF AGE.

\_\_\_\_\_  
SIGNATURE OF STUDENT DATE ANNE KING, DIRECTOR DATE

**Complete this form and return it along with signed copies of:**

Previous Education Record, Receipt of Enrollment Policies Form, and Proof of Education  
(Copy of High School Diploma, GED Certificate or College Transcript)

Include a Check or Money Order.

**Or contact Anne King to make arrangements for payment  
By cash or bank-to-bank transfer**

**830-537-5411 Office landline (no texts)**

***Please retain a copy of everything you submit.***

**Anne King’s Hypnosis Training**  
143 River Ranch Road, #B  
Boerne, TX 78006  
830.537.5411 office  
[www.HypnosisClasses.com](http://www.HypnosisClasses.com)

# **CANCELLATION AND REFUND POLICY FOR VOCATIONAL (RESIDENCE) SCHOOLS WITH COURSES OF MORE THAN 40 HOURS**

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day, excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **REFUND POLICY**

1. Refund computations will be based on the scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies, are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured due to any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

### **8. Refund Policy for Students Called to Active Military Service**

A student at the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The refund payment will be completed so that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective termination date.

## **NOTICE: STUDENT COMPLAINT POLICY**

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S-3337.

TWC and the International Medical and Dental Hypnotherapy Association approve the school's programs.

Students must address their concerns about this school or any educational programs by following the grievance process outlined in its catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform the school management.

Students dissatisfied with this school's response to their complaint or unable to file a complaint with the school can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's Web site at <http://texasworkforce.org/careerschoolstudents>