



## CFP® Certification Education Program COURSE REGISTRATION

Professional Development and Training Center  
5800 West Friendly Avenue, Greensboro, NC 27410  
336-316-2179, [www.guilford.edu/cfp](http://www.guilford.edu/cfp)

Name:	_____			
	Last, First, M.I.			
Street:	_____			
City	State: _____	Zip: _____	SS# _____	
Home Phone:	_____	Work Phone:	_____	
Email Address:	_____			
Employer/Title:	_____			
Level of Education Completed	<input type="checkbox"/> High School/GED	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Graduate Degree

Programs, Fees, and Required Deposit – <i>Select desired course(s)</i>		
COURSES	FEES	DEPOSIT
<input type="checkbox"/> Entire 5 module curriculum	\$4,875	\$995
<input type="checkbox"/> FP 1101 Financial Planning Process & Insurance	\$995	N/A
<input type="checkbox"/> FP 1102 Investment Planning	\$1,040	N/A
<input type="checkbox"/> FP 1103 Income Tax Planning	\$1,040	N/A
<input type="checkbox"/> FP 1104 Retirement Planning & Employee Benefits	\$1,040	N/A
<input type="checkbox"/> FP 1105 Estate Planning	\$1,040	N/A
<b>Schedule Format</b>		
<input type="checkbox"/> Tues/Thurs-Evening	<input type="checkbox"/> Mon/Wed Evening	<input type="checkbox"/> Wed. Afternoon
<input type="checkbox"/> Thurs. Evening		
Class Start Date:	_____	

<b>Payment Method (Select)</b>		
<input type="checkbox"/> Check (Enclosed)	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Card Number:	_____	
Expiration Date:	_____	
Amount Paid:	_____	
Name of Card Holder:	_____	
Card Holder's Signature:	_____	

<p>? <i>I have read, understand, and agree with all terms and conditions.</i></p> <p>? <i>I affirm my financial responsibility for the course (s) for which I have enrolled.</i></p> <p>? <i>I agree that Guilford College may administratively withdraw me from class for non-payment and failure to meet payment deadlines.</i></p> <p>? <i>I agree that funds are obligated for any educational instruction to the time of withdrawal, self-initiated or administrative.</i></p> <p>? <i>If applicable, I authorize Guilford College to charge my credit card for any tuition due and any additional fees which may come due under the terms of this agreement.</i></p> <p>_____</p> <p>Student Signature</p>
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## ENROLLMENT AGREEMENT

### Payment Options

- ? Cash or money order
- ? Personal check, payable to Guilford College
- ? Credit card (VISA or MasterCard)
- ? Third-Party Purchase Order or Employer Guaranteeing Payment\*
- ? AMS Payment Plan or Loan program\*

\*The deposit, if applicable, is due with registration. If the balance is being paid through loan proceeds, a copy of the loan approval must be provided no later than one business day prior to the first class meeting. Full payment is due prior to the first class. Third party or employer guaranteed payment confirmation is due at registration with any applicable deposit.  
The student is responsible to Guilford College for timely and full payment of all tuition and fees.

### Terms of Withdrawal

- ? Withdrawal must be made through written notice to Guilford College - Professional Development and Training Center.
- ? The date of withdrawal is the date of receipt by the PDTC office.
- ? Failure to attend class is not considered formal withdrawal from a course for refund consideration.

### Class Withdrawal and Refund Rates

- ? Withdraw before class starts, 100% refund minus \$100 fee and \$420 for opened or unreturned books.
- ? Withdraw after class has started see Refund Chart.
- ? If student prepaid for the program, see refund chart for partially attended module and there will be a \$100 penalty assessed for breaking the prepayment agreement.

Number of Hours Attended	Refund if Books returned unopened	Refund if Books opened or unreturned
1 - 4	\$895	\$475
5 - 8	\$688	\$268
9 - 12	\$534	\$114
13 - 36	\$380	\$0

## COURSE REGISTRATION

- ? Complete the registration form including method of payment.
- ? Include the required deposit with the registration form. Full payment may be made at registration. If applicable, provide verification of loan approval or letter of tuition guarantee.
- ? Read and retain the Enrollment Agreement.
- ? Read, sign, and return the following agreement.
- ? Submit registration, funds, and related documentation to:

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