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[Consulting Services, Student Sales Education, Job Placement](#)



ENROLLMENT AGREEMENT (CREDIT HOUR PROGRAMS)

#1 Sales2job Academy

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#2Virtanza Sales Course

Length of course in clock hours & weeks

5 weeks total
30.5 of Webinar hours
9.5 Assignment hours
18 self-paced hours Microsoft Word
15 self-paced hours Microsoft PowerPoint

Note: For Microsoft Word and PowerPoint training, student's skills with each program will be pre-assessed with student and instructor input. Students can be trained for three different levels of desired proficiency in each program. 1. Proficient with sales proposals, 2. Proficient in all Word and PowerPoint functionality, 3. Preparation for Microsoft Specialist certification. Students with moderate to advanced skills in Word or PPT may opt-out of select exercises in those uCertify lessons where they are already skilled. However, all students will be expected to know the functionality in the required chapters of the uCertify learning environment regardless of pre-training skill level.

This course is available to students monthly. The course begins the first week of the month and continues over five weeks. Each week there are approximately three online sessions that range from 30 minutes to three hours. If a session is longer than two hours, there will be a 15-minute break in between.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in business communications, sales or marketing (8/16).
5 week course, 15 sessions. **See granting credit hours section below for transcript process.**

Student: _____ Date: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ S.S. Number: _____

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

Program Name: Virtanza Sales Course

#3 Start Date: _____ (note it's a monthly program, groups start first week of each month, individual program start based on agreed date between school and student)

#4 Program length: 2 Credit Hours, 5-weeks, 15 online sessions (approximately 3 sessions per week)

This program is normally completed in 5 weeks

Equipment Requirement to enroll in course (See course syllabus for equipment need):

<i>Materials/Programs</i>	<i>Equipment</i>
<ul style="list-style-type: none"> • PowerPoint slides • Students will need access to Dropbox and Webex • Students will need to purchase three books: 1) <i>Virtanza: The Art and Science of Successful Selling for the Business-to-Business Sales Professional</i> by Debbie Holzkamp; 2) <i>Never Split the Difference, Negotiating as if your Life Depended on it</i> by Chris Voss • Students will need to have Microsoft Office 2013 software for PC • Students will need to download uCertify to access Microsoft curriculum and GMETRIX software to take Microsoft practice tests 	<ul style="list-style-type: none"> • PC laptop with Microsoft Professional for PC 2013 or 2016 Software, with built-in Web Camera and microphone • Phone • Windows Vista Service Pack 2 • Windows 7, Windows 8, Windows 10 • SOFTWARE: .NET Framework 4.0 or newer • Adobe Flash Player 10 or newer is required for all Add-In practice tests • INTERNET: GMetrix SMS requires a high-speed internet connection and video-taped sessions via WebEx • Students will need access to a printer in order to print course materials

#5 Tuition and Fees for Current Term: 5-week Group Course

Payment:

Down Payment...\$125 due at least 10 days prior to the start of the course
 Sales Assessment Report Fee due 7 days prior to start of course.....\$300.00
 Book Fee for 5-week course.....\$35.00
 Tuition for 5-week 15-session course due on or before the second session of the first week.....\$2275.00

Total Cost: \$2735.00

Individual Coaching Fee for 12 of 15 private course sessions, 3 session are group only: \$400

Total Cost with private coaching sessions: \$3135

* Students must come equipped with PC computer with windows operating 7 or 8 or 10, and Microsoft 2013 or 2016 software.

#6 Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

#8 Cancellation and Settlement policy

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

#7 Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. There is one (1) academic term for this program that is 2 credit hours in length equal to a 5- week, 15-session course.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee. A student who takes the Sales Assessment test will be obligated for the sales assessment fee.

(2) A student who starts the course and withdraws during the first full calendar week of the academic term shall be obligated to pay 25 percent of the tuition and refundable fees for that academic term, plus the registration fee.

(3) A student who withdraws during the second full calendar week of the academic term shall be obligated to pay 50 percent of the tuition and refundable fees for that academic term, plus the registration fee.

(4) A student who withdraws during the third full calendar week of the academic term shall be obligated to pay 75 percent of the tuition and refundable fees for that academic term, plus the registration fee.

(5) A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The Academy will make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

#10 Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Granting Credit Hours: Refer to Catalog with ACE Credit Process for Transcript.

ACE Transcript Process, School

The American Council on Education's College Credit Recommendation Service (CREDIT) connects workplace and career school learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs.

Anyone who successfully passes the Virtanza Sales Course can join the ACE CREDIT

Registry and Transcript Service and request an official transcript. Refer to the “Granting Credit” section in the Catalog for the Virtanza Sales and Certification transcript process with ACE Credit.

#9 I acknowledge that I have received a **school catalog, grading and student record checklist** and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this **enrollment agreement**.

Applicant signature: _____ Date: _____

Parent or Guardian (if applicable): _____ Date: _____

School representative: _____ Date: _____

#11 January 2017