

# Mitchell Institute of Professional Hypnosis

## ENROLLMENT AGREEMENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Name as you would like it to appear on your certificate: \_\_\_\_\_

Last 4 digits Social Security #\*: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License #\*: \_\_\_\_\_ State: \_\_\_\_\_

*\* For Identification & Transcript purposes only*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Valid E-mail: \_\_\_\_\_ *Note: Important!*

Please provide two professional references that we may contact to vouch for your capabilities and ethical intent... *Supervisors, employers, teachers, counselors, ministers, hypnotherapists, etc. are acceptable- please do not use family as references. Make sure to indicate how you know this person.*

**#1**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Full Address: \_\_\_\_\_

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

**#2**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Full Address: \_\_\_\_\_

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

Circle Your Highest level of Education:    H.S.    Associate    Bachelor    Master    Doctoral

In what field, or major? \_\_\_\_\_ Current Occupation: \_\_\_\_\_

Briefly describe any experience or training you have had in hypnosis: \_\_\_\_\_

\_\_\_\_\_

Reason for enrolling in this course: \_\_\_\_\_

\_\_\_\_\_

How did you learn of our program: \_\_\_\_\_

Have you ever been convicted of a felony or sexual crime? ( Y / N ) If yes, please explain details of the conviction?

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**Courses, dates, and locations for which you are registering:**

<u>Course:</u>	<u>Date:</u>	<u>Location:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TUITION AND FEE INFORMATION**

Required Deposit:	\$ _____.
Tuition:	\$ _____.
Workbooks, Materials & Books: (Refundable only if the workbooks and materials are undamaged)	\$ _____.
<b>TOTAL OF ABOVE FEES</b>	\$ _____.
(All fees are due before participating in the class.)	
Total Paid:	\$ _____.
Total Due	\$ _____.

\_\_\_ Cash; \_\_\_ Check; \_\_\_ Money Order \_\_\_ VISA; \_\_\_ MasterCard; \_\_\_ AMEX; \_\_\_ Discover

(The following is not required if payment has been made through the shopping cart. Please visit [www.MitchellInstitute.com](http://www.MitchellInstitute.com) for links and other payment information)

Name as it appears on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

My signature certifies that I have read and do accept the policies of Mitchell Institute of Professional Hypnosis as published in the catalog and on the back of both pages of this application. Information I have provided in this agreement is true and complete to the best of my knowledge and I understand that falsifying this document in any way may be grounds for immediate dismissal from MIPH.

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

(Completed in Office- leave blank)

MIPH Sales Representative \_\_\_\_\_ Date \_\_\_\_\_

MIPH Administrative Official \_\_\_\_\_ Date \_\_\_\_\_

# **Policies of Mitchell Institute of Professional Hypnosis**

## **Notice to Buyer:**

This agreement (both sides) is a legally binding instrument when signed by the student and by MIPH administrative management. Your signature on this agreement acknowledges that you have read and understand it and that you have been given a course catalog which includes: (a) basic information, including tuition, fees and the refund policy, school policies, and material facts about IPH and (b) a description of the course and requirements. A copy of this signed agreement will be provided for your records as a receipt for expenses paid and/or after accepted and signed by the Administrative Manager. Only changes to this agreement that are approved in writing by the student and the administrative manager are binding.

MIPH does not discriminate against applicants or students based on race, color, creed, sex, physical or mental handicap unrelated to ability, religion or national origin. Class sizes will be limited and minimum enrollment numbers may apply. See Course Announcements, School Catalog or call the school office for details.

## **Eligibility and Entrance Requirements:**

Students must be 18 years of age or older, with a high school diploma or equivalent. There is no entrance testing requirements, however, MIPH reserves the right to administer an "ability to benefit" test at their discretion. To enroll, prospective students are required to complete and mail the application to MIPH with their tuition fees. The school does not provide English as a Second Language instruction. MIPH does not accept applications from individuals who are incarcerated or who have been convicted of a violent felony and/or sexual crime.

## **The Buyer's Right to Cancel or Withdrawal**

The student has the right to cancel this enrollment agreement at any time. Notice of cancellation or withdrawal should be made in writing and must be delivered or mailed to MIPH. MIPH shall for all students, without penalty or obligation, refund all of tuition and fees paid if written notice of cancellation/withdrawal is given within 5 days of the students initial enrollment, provided classes have not yet begun. All students have the right to cancel and receive a full refund, less registration fees (not to exceed \$150 or 50% of tuition whichever is less), 5 days after acceptance up to the close of business on the student's first day of class of any course. Books, workbooks, and written materials are only refundable if unmarked. Audio taped, videotaped, and computer software programs are refundable only if unopened. If a student decides to cancel or withdrawal after the beginning of the first session of any course, the following refund policy shall apply.

## **MIPH Refund Policy**

All registration fees (not to exceed \$150 or 50% of tuition whichever is less), will be kept in full by MIPH if a student wishes to cancel or withdrawal after the close of business on the first class day of any course. All withdrawals/cancellations should be made in writing and must be delivered or mailed to MIPH.

If a student has completed less than 5% of a course (from here on, referring to the individual course of instruction in the case of full certification training), MIPH will refund all but 10% of the cost of tuition and other instructional charges (but no more than \$300) for that particular course. If a student completes over 5% but less than 60% of a course, refunds will be computed prorata by days in class less an additional 10% of the individual course tuition in accordance with Illinois state law. If a student completes over 60% of a course, no refund will be granted for that particular course. If a student withdrawals from a full certification training, no refunds will be granted for courses completed, full refunds will be granted for courses not yet begun, and the above policy will apply for any course in progress. Individual exceptions or situations are decided at the discretion of MIPH.

Books, workbooks, and written materials are only refundable for courses not yet completed if unmarked. Audio taped, videotaped, and computer software programs for courses not yet completed are refundable only if unopened. Any student that wishes to withdrawal that is receiving financing through MIPH will be required to fulfill their financial obligation to MIPH according to the above calculations. If the student chooses and MIPH agrees, the student may roll over any refunds due into a future training - no more than one year later. Otherwise, any applicable refund will be processed within 30 days of the written request.

(cont.)

## **Requirements for Certification/Graduation**

*"Mitchell Institute of Professional Hypnosis has the right and responsibility to deny Certification to any student for the following reasons: 1.If a student does not demonstrate clinical competence during the training. 2.If the student does not pass the written exam.3.If the student does not demonstrate the ability,character or ethics required to work as a professional in this field."*

## **Conduct**

The MIPH administration maintains the right to dismiss any student for unprofessional behavior, conduct, or disruptive remarks, which interfere with the best interests of the rest of the students, in the opinion of MIPH staff. Such a dismissed student shall receive a full refund for the segment he or she is in, less applicable fees. MIPH reserves the right to refund tuition, minus fees, to any student deemed unfit for training in hypnotism and related modalities such as NLP.

Student grievances concerning instructional and business affairs are to be made in writing to the office of MIPH. If the student is willing, a conference will be scheduled with the appropriate instructor or administrator.

## **Placement**

MIPH offers no formal placement program. A reputable vocational school cannot guarantee employment. Most hypnotists are in private practice or use it as an adjunct to their work in another profession.

## **Office and Records**

All records are kept in the office located at Mitchell Institute of Professional Hypnosis, 2700 W. Lawrence Ave., Suite N, Springfield, IL, 62704, (1-800-662-3040). Records are made available upon request upon receipt of a written transcript request signed by the student and accompanied by a \$10 processing fee.

Complaints against this school may be registered with the state board of education:

Illinois State Board of Education  
Accountability Division  
Private Business and Vocational Schools  
100 North First Street, E230  
Springfield, IL 62777  
217.782.2948

Illinois State Board of Education  
Accountability Division  
Private Business and Vocational Schools  
100 West Randolph, Suite 14-300  
Chicago, IL 60601  
312.814.5818

## **Financing**

Financing is also available through a third party. Submit a written request for a financing application with completed enrollment application.

## **Clergy Scholarships & Need Based Scholarships**

Members of the clergy may request a 30% off Tuition Scholarship with proof of active service in a religious organization. Requests must be made in writing. Need-based scholarships are granted upon a request by the individual in written form explaining the circumstances of need. All scholarship requests must be accompanied by a completed application and registration fee for the course(s).