



Enrollment Agreement & Application

Panckarma Technician

v1.0

2019-2020 Program

March 2, 2019 – January 26, 2020

This agreement is a legally binding instrument when signed by the student and accepted by the school. This agreement is for the course initialed below:

Panchakarma Technician Certification

In Class

A total of 250 hours (includes classroom study, virtual classroom study, online study, independent review and research projects) are required to complete the course. The course is offered at:

Kerala Ayurveda Academy and Wellness Center
691 S Milpitas Blvd Ste 206 Milpitas, CA 95035

Live Streaming

Three of the weekend classes will be live streamed from the Milpitas, CA location above.

Policies & Procedures

Student Complaint Procedure

If a student complaint should arise, they may contact Student Services, at +1 (888) 275-9103 x20 or at support@keralaayurveda.us. If the student's complaint is not resolved after speaking to Student Services they may contact the Director of Kerala Ayurveda Academy, Dr. Jayarajan Kodikannath at +1 (888) 275-9103 x20, director@keralaayurveda.us or at 691 S Milpitas Blvd Ste 206, Milpitas, CA 95035.

State of California

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling +1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

State of Washington

If the student's complaint is not resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Workforce Training and Education Coordinating Board, 128 Tenth Avenue S.W., P.O. Box 43105, Olympia, Washington 98504-3105, +1 (360) 709-4600. This school is licensed under Chapter 28C.10 RCW in the State of Washington.

Transferring of Credits & Credentials

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT KERALA AYURVEDA ACADEMY. The transferability of credits you earn at Kerala Ayurveda Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Panchakarma Technician program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kerala Ayurveda Academy to determine if your certificate will transfer."



Student Initials _____

KAA has not entered into an articulation or transfer agreement with any other college or university.

Experiential Credit

There is no credit granted for experiential learning.

Refund and Cancellation Policy

The Student's Right to Cancel

The student has a right to cancel the enrollment agreement and obtain a refund. **A written notice from the student, about the cancellation is required** and should be sent to the address below. For specifics related to your refund, refer to the refund tables according to your State.

Student Services
Kerala Ayurveda Academy
691 S. Milpitas Blvd Suite 206 Milpitas, CA 95035

Refund Policy

State of California

The registration and manual fee is nonrefundable. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. There will be no refund if the student decides to withdraw after 60% of the classes (attendance of the 3th class).

A written notice from the students, about the cancellation will be required. A telephone call about cancellation or absenteeism for the classes will not be considered as true cancellation. In such cases, student will not receive the refund for that period. The refund will be processed within 30 days from the day KAA receives the official written notice of cancellation from the student. The refund check will be mailed to the official address of the student. If original payment is by credit card the refund will be processed on the credit card.

Eligible refunds will not include the applicable interest during the enrollment period.

In case the student decides to withdraw during the program, before the 60% of the classes are over, the following will be the refund calculation:

Refund Calculation

- Step 1 Deduct \$125/\$225 (books & materials/registration fees as applicable) from total tuition
- Step 2 Divide total tuition paid by 6 (number of modules) = 'tuition per module'
- Step 3 Multiply number of classes attended or modules accessed in elearning by 'tuition per module'
- Step 4 Subtract the amount in step 3 from the amount in step 1. This is the refund amount.

Example - if the student decides to withdraw after completing 4 Modules and if he/she has paid the full tuition, the refund will be as follows:

Step 1	\$2595 – \$225	\$2370.00
Step 2	\$2595 / 6	\$432.50
Step 3	4 modules x \$432.50	\$1730.00
Step 4	\$2595 – \$1730	\$865.00

Total refund will be: \$865.00



Student Initials _____

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Attendance Policy

Attendance is monitored via attendance taken in-class and during live streamed sessions. The student must meet the requirement of 67.5 contact hours to graduate. Contact hour means the class attended in real time, either in person or through live streaming. There are 127.5 contact hours available in this program, including 67.5 required in-class weekend intensive hours (PK003, PK005, PK006) and 51 in-class or live streamed weekend intensive hours (PK001, PK002, PK004). Students are required to attend live, in person the 67.5 required in-class hours to support the student's competency and material comprehension.

Make-up and Retake Policy

If a student is absent from weekend intensives PK001, PK002 or PK004, the class recordings of these sessions are available for later viewing prior to program completion. Weekend intensives PK003, PK005 and PK006 require full in-class attendance attended to satisfy the completion requirements for certification; if a student is absent from any of these weekend intensive classes, they will be required to make it up at a subsequent occurrence. If student is absent from an in-class or live streamed session, the class can be made up at any KAA training location or during any online live streamed session, free of charge. If a student wishes to retake an in-class session which was previously attended, the retake fee is \$100 per weekend intensive session. To make arrangements for all make-up or retake sessions, please contact Student Services at support@keralaayurveda.us.

Conduct

At KAA, programs are directed toward professional training. The students shall show respect to others and observe correct standards of conduct. The Honor System embodies values of personal integrity, honesty, and trust.

Fundamental to the Honor System is the Honor Code of Responsibility, and it is upon its principles that the Academy has based the Standards of Conduct.

Honor Code of Responsibility

- Each member is responsible for maintaining a high level of civility, integrity, honesty, and trust within the community.
- Each student is responsible for presenting work of her/his own creation, and refraining from representing as her/his own work that which is not hers/his.
- Conduct in keeping with the attendance policies.

Nothing in the policy prevents the student from contacting the Washington Workforce Board at 360-709-4600 at any time with a concern or complaint.

Termination Policy

1. If the course is terminated after the student begins classes, the Academy may retain a percentage of the total tuition as described in the table below.
2. The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:



Student Initials _____

- a. When the student is terminated for a violation of a published Academy policy which provides for termination; or,
 - b. When a student, without notice, either fails to attend classes or check out course videos for thirty (30) calendar days.
3. A student will be determined to be withdrawn from the institution if the student has not attended any class for three consecutive class weekends. He/she will be notified by telephone after two missed weekends and he/she will be drafted after the third weekend.
 4. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from Leave and failed to do so.

Suspension and Dismissal Policy

There are disciplinary guidelines to provide an environment to learn and grow independently, which give students rights and responsibilities.

- Any behavior disruptive to other students or the smooth running of the class will not be allowed.
- Students will have to pay the tuition on time.
- Students have to maintain a passing grade of 70%.

At first incidence, warning will be given. At the second incidence, the student will be suspended for the entire weekend. Student will be readmitted after suspended weekend. If the behavior persists, the student will be dismissed from the program. When the conduct of the student threatens the other student's safety, KA reserves the right to dismiss a student immediately.

Financial Aid

Kerala Ayurveda Academy does not offer state or federal financial aid to students. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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

"Kerala Ayurveda Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.)."



Student Initials _____

Student Tuition Recovery Fund – State of California

“Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.”

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 (mailing address: PO Box 980818, West Sacramento, CA 95798-0818), Toll Free: +1 (888) 370-7589, Fax: +1 (916) 263-1896.



Student Initials _____

English as a Second Language & Foreign Students

Foreign students are accepted, however, KAA courses are instructed in English and KAA does not offer English as a second language. Foreign students are required to have proof of English proficiency with a passing score of minimum 80% on the TOEFL exam for enrollment. Visa services are not provided and Kerala Ayurveda Academy will not vouch for student status and any associated charges.

Record Retention

All records concerning the Kerala Ayurveda Academy are kept for fifty years after student's graduation, withdrawal or termination, with the exception of transcripts which are kept permanently. Student records are kept at 691 S. Milpitas Blvd Suite 206 Milpitas, CA 95035. Students requesting copies of these documents must submit a signed letter to the above address to the attention of the Student Services.

Kerala Ayurveda Academy encourages diversity and accepts applications from all minorities. Kerala Ayurveda Academy does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Kerala Ayurveda Academy acknowledges that information pertaining an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, Kerala Ayurveda Academy will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program.



Student Initials _____

Personal Information

Applicant Information

Name: _____

Address: _____ City: _____ State _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____ SSN: _____

Occupation/Vocation: _____

Date of Birth: _____ Residence Status: US Citizen Permanent Residence Other

Program Information

Program: Panchakarma Technician

Program Location: Milpitas

Education

Degree/Diploma: _____ Year Graduated: _____

School: _____ Major: _____

Degree/Diploma: _____ Year Graduated: _____



Student Initials _____

Work Experience

Work Experience:

Location: _____ Dates: _____

Work Experience:

Location: _____ Dates: _____

PANCHAKARMA TECHNICIAN CERTIFICATION – TOTAL AMOUNT FOR ALL FEES, CHARGES, SERVICES, THE STUDENT IS OBLIGATED TO PAY IS \$2795.00*.

*NEW STUDENT TO KAA IS OBLIGATED TO PAY THE \$100 ADMINISTRATION FEE UPON ENROLLMENT. There are no equipment, lab supplies or kit fees, uniform or special protective clothing fees, textbook, or other learning media fees, tutoring fees, in-resident housing fees, assessment fees, transfer of credit fees.

I certify that all the information on this application is true and correct. I understand that any false or misleading information will void this application.

I certify that I have graduated from high school, or equivalent, and can provide Kerala Ayurveda Academy with a copy of my diploma, or equivalent. Copies should be sent to Kerala Ayurveda Academy, 691 S Milpitas Blvd, Ste 206, Milpitas, CA 95035.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the Kerala Ayurveda Academy's cancellation and refund policies have been clearly explained to me.

Student Signature

Date of tour/1st day of class

Date

This agreement is accepted by

Signature of School Official

Date

Please send to:

Kerala Ayurveda Academy
691 S Milpitas Blvd Ste 206 Milpitas, CA 95035
+1 (888) 275-9103
www.keralaayurveda.us/courses

Kerala Ayurveda Academy, in the State of California, is a privately owned institution that is licensed by the Bureau for Private Postsecondary Education under School Code# 72482254. BPPE address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, Phone:(888) 370-7589.



Student Initials _____