



Master's Certificate Program Enrollment Form

"Take the Next Step In Your Professional Development!"

Date: _____

Contact Information Dr. Mr. Ms. Mrs.

First Name _____ Initial _____ Last _____

Business: _____ (If applicable)

Address: _____ (include suite, apt. or office #)

City _____ State _____ Zip _____

Main Phone _____ Cell _____ Email _____

Program Information

1. Indicate the *Master's Certificate of Professional Development* Program you're requesting to enroll in?

- Strategic Human Resources Management (SHRM) Supervisory and Management Development (SMD)
 Management and Organization Development (MOD)

2. Indicate your purpose for enrolling in our Master's Certificate Program? (select all that apply)

- Personal Enrichment Continuing Education CEU Credit Professional Development Skill Development
 Other: _____

3. What is your current profession? _____

4. How did you hear about the HRC Corporate University's Master's Certificate Program?

- Referral Direct Mail Internet Brochure Word of Mouth Flyer Other: _____

Enrollment Fee

The HRC Corporate University requires a modest one-time, non-refundable enrollment fee of **\$25**. Your enrollment fee covers some essential administrative costs, but most importantly, it provides you a **Master's Certificate Program Binder** which is designed to maintain all your course materials for easy reference. Please attach a check payable to the Human Resources Consortium, Inc.

Acknowledgement

I acknowledge that I have read and agree to the HRC Corporate University's Terms and Conditions of Enrollment (see back of this form). I further acknowledge that I will practice the utmost in honesty and integrity in all aspects of my professional development work in pursuit of my Master's Certificate of Professional Development.

(x) _____

Enrollee Signature

Date

Mail To: Human Resources Consortium, Inc.

Attn.: HRC Corporate University
1941 N. Gateway Blvd., Ste. 102, Fresno, CA 93727

Fax To: 559.251.0234

Email: cu@hrconsortium.net

Phone: 559.227.6115

HRC Corporate University Enrollment Terms & Conditions

Introduction & Policy Statement

The HRC Corporate University is owned and operated under the Human Resources Consortium, Inc. HRC Corporate University courses are primarily designed for individuals interested in professional development or continuing education. All Courses are considered intensives ranging approximately three (3) to five (5) hours in length and are concentrated in business, operations, management and human resources. All hours associated with HRC Corporate University courses are considered non-credit hours and are non-transferrable to any educational institution for academic credit toward a degree or other academic certificate program. Enrollment in any online or seminar course shall constitute an understanding and acceptance of all HRC Corporate University terms and conditions.

Payment, Tuition and Materials Fees

Online and seminar course must be paid for at time of enrollment. Credit cards, such as Visa, Master Card, Discover, American Express and PayPal, including bank debit cards are accepted. Personal or company checks are accepted and payable to Human Resources Consortium, Inc..

The following are tuition and materials fees as of January 1, 2012:

- Tuition rate is \$13.00 per hour for online courses plus applicable materials fees.
- Tuition rate is \$12.00 per hour for seminar courses plus applicable materials fees.

Tuition and materials fees are subject to change without notice. HRC Corporate University courses do not qualify for any form of financial aid or loan deferment. Materials fees vary based on course requirements and may be assessed to reasonably cover costs associated with, but not limited to course supplemental materials, books, and workbooks. Materials fees are disclosed in the course catalog and/or at the time of registration.

Discounts

Members of the HRC are eligible to apply their "preferred member discount" toward any of our seminar courses. At this time, online courses are not eligible for a discount. From time to time, the HRC Corporate University may make available other discounts and incentives to the public. Please read your email announcements and invitations or check your mail for upcoming programs.

Non-Credit Hours

All hours associated with HRC Corporate University courses are considered non-credit hours are non-transferrable to any educational institution for academic credit toward a degree or other academic Certificate program.

Re-Enrollment and Credit

Learners may wish to take a course again. Learners may re-enroll in any HRC Corporate University course at any time. If a course is eligible for CEU hours/credit, it is recommended that the learner contact the provider which issued their license or certification to determine if they will receive credit for taking a similar course again. The HRC Corporate University does not accept any form of responsibility should the learner be denied credit by their license or certification provider.

Cancellations, Refunds and Credits

Seminar courses cancelled seven (7) or more business days prior to the course date will receive a refund, less a 15% administrative fee. If you cancel within seven (7) business days of the course date, a 50% refund will be granted. Please note that if you do not attend and/or do not cancel as described above, you are responsible for the entire payment and no refund will be issued. If the HRC Corporate University cancels a course, you will receive a full refund.

Online and seminar courses must be taken within twelve (12) months from the date of enrollment. After the 12th month, the course will be cancelled and made unavailable to the enrollee. If the enrollee wishes to enroll in the course, they will be required to re-enroll and pay the applicable course fee again.

Online courses purchased, but not started are eligible for a full refund. The HRC Corporate University, at its discretion, retains the right to verify if an online course had already been started prior to a refund being issued or authorized. An online course that has been started shall be defined as a course in which an individual has already begun reviewing the online course presentation regardless of how far or as little the individual has progressed.

Request for Course Transcripts

An individual may request a transcript of the courses they have taken to date. To request a transcript, the individual must complete a transcript request form and submit their request to the HRC Corporate University. A copy of the form may be obtained by calling (559) 227-6115 or online at www.hrconsortium.net/cu. Upon receipt of your written request, please allow up to five (5) business days for processing. The transcript will reflect actual courses taken and/or enrolled in, including course dates and course completion dates. Individuals may request up to one (1) copy of their transcripts at no cost. Thereafter, a modest administrative fee of \$5.00 will be assessed for each additional copy.

Grading & Evaluation Criteria

All courses offered under the HRC Corporate University are continuing education and professional development courses and no letter grade will be issued. For the purpose of online courses, a complete or incomplete grade will be issued to record an individual's eligibility to receive a Certificate of Completion at the end of the course. Upon the successful completion of a seminar-type course, the learner will receive a Certificate of Completion. If a course is eligible for CEU hours/credit, the learner will receive a Certificate of Continuing Education. Certificates will include all pertinent information pertaining to the course taken, including, if applicable, CEU hours, vendor numbers and course ID numbers.

Course Withdrawals & Substitutes

Course registrants must notify the HRC Corporate University of their intention to withdrawal from a course. Failure to notify the HRC Corporate University may affect any possibility of the registrant receiving a course refund or credit. However, the registrant may substitute another individual in their place. Substitutions should be communicated at least 24 hours in advance of the course date. This can be done by contacting the HRC Corporate University at (559) 227-6115. Thank you.

Honesty & Integrity

All individuals participating in the educational process at the HRC Corporate University are expected to pursue honesty and integrity in all aspects of their professional development work. Any acts of dishonesty, including plagiarism, will be viewed as a serious violation of this statement and may subject the individual being barred from future enrollment in HRC Corporate University courses. All acts of dishonesty, including plagiarism, will be thoroughly and reasonably reviewed.

Master's Certificates of Professional Development Program

An enrollment application and a one-time, non-refundable enrollment fee of \$25.00 is all that is required to be considered for the Master's Certificate of Professional Development Program. All program candidates must agree to adhere to the terms and conditions for enrollment and pursue honesty and integrity in all aspects of their professional development work while in the Master's Certificate of Professional Development Program. The enrollment fee covers some administrative costs, as well as a [Master Certificate Program Binder](#) which is utilized to maintain a student's course materials and notes while working toward a Master's Certificate. Once your application has been approved and enrollment fee processed, you will receive a confirmation package in the mail which will include a cover letter, course catalog, course enrollment forms, your Master Certificate Program Binder, and additional information and materials concerning the program concentration you initially enrolled in.

Course Catalog

The HRC Corporate University maintains a course catalog that is updated each calendar year. The course catalog includes detailed information for each seminar and online course currently offered. It is recommended that an individual use the course catalog to plan out their courses and/or progress toward earning a Master's Certificate of Professional Development. In addition, the course catalog outlines enrollment terms and conditions pertaining to an individual's enrollment or participation in an HRC Corporate University course – similar to these terms and conditions. Enrollment in any online or seminar course shall constitute an understanding and acceptance of all terms and conditions associated with their enrollment.

Additional Information & Support

The HRC Corporate University makes every effort to ensure the best in overall quality and instruction with every course. Should you require support at any time, please contact us at (559) 227-6115. Additional support can be found on our website at www.hrconsortium.net/cu.