

**Institute of Contemporary Psychoanalysis**  
**10780 Santa Monica Boulevard, Suite 350 Los Angeles, CA 90025-4779**  
**ENROLLMENT AGREEMENT for S e p t 2017 - June 2018**

Candidate Name: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**A. LEGALLY BINDING CLAUSE**

This agreement is a legally binding instrument when signed by the candidate and accepted by ICP. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the courses and educational services including all material facts concerning ICP and the program which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

**B. COURSE HOURS**

This agreement is for the ICP Psychoanalytic Training Program:

	<u>Total Units:</u>	<u>Total</u>
<u>Hours:</u>		
Psychoanalytic Training Program:	32 units	420 hours

3 supervised cases of 1 1/2 years each (65-70 hours) are required.

\_\_\_\_\_  
*Candidate Initials*

18 months or 300 hours of 4 times per week of psychoanalysis with an ICP Training and Supervising Analyst is required. Personal psychoanalysis is not covered by tuition fee: candidate pays fee on an individual basis; all fees with training analyst are negotiated and paid between the supervisor and candidate privately without ICP's involvement.

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*Candidate Initials*

A Candidate in part-time training is not permitted to begin coursework at ICP before the initiation of a minimum two times per week personal psychotherapy with an ICP-approved Training Analyst. Upon becoming a full-time candidate, the personal psychoanalysis required is a minimum of 4 sessions per week for a period total of at least 300 hours.

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*Candidate Initials*

### C. STUDENT'S RIGHT TO CANCEL

You may cancel this enrollment agreement and obtain a refund by providing written notice to The President(s), ICP, 10780 Santa Monica Blvd., Suite 350, Los Angeles, California 90025-4720. See refund policy below.

### D. REFUND INFORMATION

Students who withdraw on or before the first week of class will be refunded all tuition paid. After the first week of class, but before 60% of the course is completed, tuition earned by the Institute will be calculated on a prorated basis. After 60% of the course is completed, there is no refund.

A definition of the enrollment period at ICP is that each semester or session is a separate enrollment/contract for the candidate and the total of all the enrollment agreements (contracts) equal the total courses and units necessary to meet all course requirements for the degree.

#### Refund of Tuition

Refunds are processed only upon written notice or discontinuance and application for a withdrawal and refund process has been processed. The refund amount is calculated by using the refund formula above and takes approximately 30 days to process as in accordance with California Education Codes.

#### Refund Explanation

The prorated amount is calculated as follows: The tuition fee is divided by the total weeks of the enrollment period, and this quotient is the weekly program charge. In order to get the amount of tuition owed to ICP the weekly program charge is by the weeks the student attended the program.

#### Refund Example

If the enrollment agreement is for 4 units the agreement will equal 52.5 clock hours. If the candidate withdraws and has only completed 20 hours of the 52.5 hours of the agreement, the candidate has 32.5 remaining hours on this agreement and it is considered a pro-rated refund. Here is how the calculation of this student's refund would work:

In order to get to the refund amount you take the semester tuition fee of \$1,500.00 and divide this amount by the 52.5 hours the candidate enrolled to attend on this agreement. This amount which is \$28.58 is the per hour charge, you must now multiply this figure of \$28.50 by the 20 hours that the candidate attended on this agreement. This is the amount the candidate owes the college for their attendance. The amount in this example is \$571.60, if the candidate had paid the institute \$1,500.00 on this enrollment agreement, their refund would be \$928.40.

#### Effect of Refund on Promissory Notes:

If the ICP is the holder of any promissory note(s) from the student, the ICP shall adjust any promissory note(s) to reflect the new total owing to the ICP. However, both student and ICP agree that the terms and conditions of any promissory note(s) shall remain unchanged, unless the refund causes the entire amount of the promissory note(s) to be refunded, in which case the promissory note(s) shall be discharged.

**E. CONTRACT AMOUNT AND SCHEDULE OF CHARGES**

The Candidate is responsible for the following fees and charges: PROGRAM FEES:

**Tuition and Fees Schedule (per year) for the Psychoanalytic Training Program**

Description	Fee
Application Fee	Non-refundable -- \$125 early application/ \$150 regular application
Full-time Tuition (\$375 per unit)	\$3000
Part-time Tuition (\$375 per unit)	\$1500 tuition
Supervision for control cases	(NOT covered by tuition fee; candidate pays supervisor's fee on an individual basis, all fees with supervisors are negotiated and paid between the supervisor and candidate privately, without ICP's involvement. Each supervisor is required to provide one low fee slot for candidate supervision, for \$75. Otherwise there is a wide range of charges.
Training Psychoanalysis	18 months or 300 hours of 4 times per week of psychoanalysis with an ICP Training and Supervising Analyst is required. Personal psychoanalysis is not covered by tuition fee: candidate pays fee on an individual basis; all fees with training analyst are negotiated and paid between the supervisor and candidate privately without ICP's involvement.
Administrative Fee	<p style="text-align: center;"><u>\$100</u></p> <p>Subject to required readings. Over 60% of required reading materials are provided to the candidates by the ICP; Most other readings can be obtained from the PEP-web account provided by ICP to members and candidates. Of materials not provided, most can be obtained from personal libraries of ICP members, or other facilities.</p>
Student Tuition Recovery Fund	State mandated fee as required by CA Education Code 94810(a)(10), please see <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a> for current rate percentages and info on refund requests. Fee is \$0.00

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

If you obtain a loan to pay for training at the Institute of Contemporary Psychoanalysis, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## STUDENT TUITION RECOVERY FUND (STRF):

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: At present, the fee is \$0.00.

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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.

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

This is a state mandated fee as required by CA Education Code 94810(a)(10), please see [www.bppe.ca.gov](http://www.bppe.ca.gov) for current rate percentages and info on refund requests.

ICP's current STRF fee is \$0.00.

*Notice to Prospective Degree Program Students*

**This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:**

- **Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.**
- **Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.**

**If this institution stops pursuing accreditation, the following will happen:**

- **The institution must stop all enrollment in its degree programs, and**
- **Provide a teach-out to finish the educational program or provide a refund.**

**An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.**

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Institute of Contemporary Psychoanalysis (ICP) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Psy.D. or psychoanalyst certification you earn in ICP is also at the complete discretion of the institution you may seek to transfer. If the course units, Psy.D. or psychoanalyst certification that you earn at this institution are 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 ICP to determine if your units taken, Psy.D. or psychoanalytic certificate awarded will transfer.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone: 888-370-7589 or 916-431-6959  
Fax: 916-263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website, [www.bppe.ca.gov](http://www.bppe.ca.gov). Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact sheet related to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable prior to signing this agreement.

Total charges for the current period of attendance: \$3000 tuition/\$100 admin fee per year.

The total amount for all fees, charges and services the candidate is obligated to pay to ICP for the course or educational service is:

- \$12,400 for the 32 units for the PsyD program
- Yearly tuition fees must be paid before the start of classes. All fees are subject to periodic review.
- Fees for personal analysis and supervision are established privately between analyst or supervisor and candidate.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates placement rates, license examination passage rates, and salary or wage information, and the most recent

three year cohort default rate, if applicable, included in the School Performance Fact sheet and have signed, initialed, and dated the information provided in the School Performance Fact sheet.

\_\_\_\_\_  
Candidate's initials

I UNDERSTAND THAT THIS ENROLLMENT CONTRACT COVERS THE ENROLLMENT PERIOD OF SEPTEMBER, 2016 THROUGH JUNE 2017, TOTAL TUITION AND ADMINISTRATION FEES OF \$3100. I UNDERSTAND THAT I WILL BE REQUIRED TO PAY HALF OF THIS AMOUNT PRIOR TO THE START OF EACH SEMESTER . I UNDERSTAND THAT MY TOTAL TUITION OVER THE COURSE OF MY TRAINING (32 UNITS) WILL BE \$12,400, AND THAT THESE TUITION FEES DO NOT INCLUDE PRIVATE ARRANGEMENTS MADE FOR MY TRAINING ANALYST AND SUPERVISION.

This agreement is not operative until the candidate attends the first class or session

of instruction. Date of first class: \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

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 institution's cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
*Signature of Candidate*

\_\_\_\_\_  
*Date*

I certify that the Institute of Contemporary Psychoanalysis has met the disclosure requirements of Educational Code 94312 of the Private Postsecondary and Vocational Reform Act of 1998.

\_\_\_\_\_  
*Signature of Candidate*

\_\_\_\_\_  
*Date*

This agreement is accepted by \_\_\_\_\_  
*Signature of School Official*

\_\_\_\_\_  
*Date*