

ENROLLMENT CONTRACT

Leadership Institute of Seattle

2222 Alki Ave SW, #301

Seattle, WA 98116

206-369-9200

This enrollment agreement is between the above-named school and:

Student Name: _____ Telephone: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Master of Science in Leadership, Management and Organization Development Program start date: Fall Semester of 2025.

Month	Residency#	1st Year Course	2nd Year Course	Course Start Date	Residency Dates	Course End Date
September	1	LOD 501	LOD 507	8/18/2025	9/14 to 9/20	9/20/2025
October	2	LOD 502	LOD 508	9/29/2025	10/27 to 10/31	10/31/2025
December	3	LOD 503	LOD 509	11/12/2025	12/8 to 12/12	12/12/2025
February	4	LOD 504	LOD 510	1/13/2026	2/9 to 2/13	2/13/2026
April	5	LOD 505	LOD 511	2/23/2026	3/23 to 3/27	3/27/2026
June	6	LOD 506	LOD 512	5/4/2026	6/1 to 6/5	6/5/2026

Please note - Course end dates are the final day of each residency. All residencies combine first and second year students.

Figure 1: Leadership Institute of Seattle 25/26 Course Calendar

The school agrees to provide the following training: Master of Science in Leadership, Management and Organization Development.

COST:

Application Fee	\$50
Registration Deposit	\$500
Tuition	\$50,000 (\$12,500 per semester)
Workbook fee	\$150
TOTAL	\$50,700

Tuition is divided into 4 semesters of study at \$12,500 per semester. Semester tuition is due in full 1 month before the first day of the first course of each semester. The workbook fee is due 1 month before the start of the first semester only.

METHOD OF PAYMENT:

I agree that the payment of program costs will be satisfied by (check all that apply):

☐ Check ☐ Credit Card ☐ Scholarship (Full or Partial)

*Alternate payment options are available upon request. Credit card payments include a 3% processing fee.

AGREEMENT NOTICE:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

CHANGES TO AGREEMENT NOTICE:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student's parent or guardian if he/she is a minor.

CANCELLATION AND REFUND POLICY:

1. The school must refund all monies paid if the student is not accepted except for the \$50 application fee.
2. The school must refund the \$500.00 registration deposit if the student cancels within five business days (excluding Saturday, Sundays, and holidays) after the day the enrollment contract is signed or an initial payment is made, as long as the applicant has not started the first course. The \$50 application fee will be retained by the school.
3. The school may retain the registration deposit of \$500.00 if the applicant cancels past the fifth business day after signing the contract or making an initial payment.
4. The school may retain the registration deposit of \$500.00 if the student is enrolled, paid tuition but has not attended a day of the first residency of the semester.
5. The school may retain the registration deposit established under (2 & 3) of this subsection, plus a percentage of the total tuition as described in the following table if the student cancels enrollment after the student has attended the first day of instruction for any residency:

If the student starts or completes a course within a semester:	Refund
Course 1	Refund for Course #2 and #3
Course 2	Refund for Course #3
Course 3	0% of semester tuition

1. When calculating refunds, the official date of a student's termination is:
 - a. The last day of recorded attendance; or
 - b. When the school receives notice of the student's intention to discontinue the training program; or
 - c. When the student is terminated for a violation of a published school policy which provides for termination; or
2. When a student, without notice, fails to attend any classes for a residency.
 - a. All refunds must be paid within thirty calendar days of the student's official termination date.

Course Cancellation Policy

The Leadership Institute of Seattle (LIOS) programs are supported by tuition and course fees; therefore, classes must meet minimum enrollments to cover costs involved.

LIOS will cancel courses only when absolutely necessary, but reserve the right to do so, as well as to reschedule courses and change instructors.

If LIOS is unable to deliver instruction for a course in its entirety and we are unable to reschedule instruction for a course in its entirety, LIOS will refund the full amount of tuition paid for that course.

In the event that we must cancel courses due to weather or other emergency-related events, we'll make every effort to accommodate students. However, we cannot guarantee makeup hours for courses canceled as a result, nor can we provide refunds.

When courses are canceled due to low enrollment, we will make every effort to notify you by email or phone before the start date. Please make sure we have your current email and phone number on file so we can contact you. If accommodations cannot be made, you will automatically receive a full refund.

All cancellations or schedule changes will also be posted on the LIOS website.

NOTICE TO BUYER:

Do not sign this agreement before reading or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. The student is entitled to an exact copy of the agreement, school catalog, and any other signed documents. The student is required to sign a statement acknowledging receipt of those documents.

CANCELLATION OF CONTRACT:

If the student has not started training, the student may cancel this contract by submitting an email notice of such cancellation to the email address of the LIOS Academic Officer. The email notice must be sent no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract. In event of dispute over timely notice, the burden to prove service rests on the student.

UNFAIR BUSINESS PRACTICES:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student, or the student's parent or guardian if the student is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

CERTIFICATION:

I certify that I read and understand the cancellation and refund policy. I received a copy of the school catalog and I am entitled to an exact copy of this enrollment agreement, school catalog, and any other papers I sign.

Student:

Please print

Signature

Date

Parent or Guardian (if the student is under 18 years of age):

Please print

Signature

Date

Authorized School Representative:

As the authorized representative of the school, I hereby agree to the conditions set forth herein.

Please print

Signature

Date

Leadership Institute of Seattle

2222 Alki Ave SW #301

Seattle, WA 98116

206-369-9200

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

Washington law requires schools to inform students how to file a complaint. First, a school representative must discuss the school's complaint policy with the student. Following this discussion, the student will be provided with this attachment to sign. After the student signs this form, the school will provide the student with a copy. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I will first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand that I have two years to file a complaint from my last date of attendance.

Name: _____ Signature: _____

Date: _____, 20____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school's complaint policy.

Name: _____ Signature: _____

Title: _____

Date: _____, 20____

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

Student Academic Grievance-Complaint/Appeal Process

LIOS presumes faculty are best able to evaluate a student's academic performance and assign grades for their academic work. Once grades have been recorded in the registrar's records, a grade may be changed only:

- Upon the instructor's certification that an error has occurred; or
- As a result of the academic grievance procedure.

Faculty assessment of the quality of a student's work is not normally subject to review. However, if a student believes a grade is unjust, was assigned arbitrarily, or that crucial factors were not taken into account, the student may appeal the grade by the following procedure:

1. Students are obligated first to discuss the disputed grade with their course faculty in order to gain clarity regarding the reason the grade was given, and to reach a mutually satisfactory resolution. The grade grievance procedure cannot go forward without an initial review between student and faculty.
2. If a satisfactory resolution to the grievance is not achieved in Step 1, a student must request a meeting with the course lead faculty in order to reach a mutually satisfactory resolution. The request must be in writing and be made prior to the end of the semester, immediately following the semester in which the dispute occurs. The grade grievance process cannot go forward without this step being completed.
3. If the grievance is not resolved in Step 2, a student must request, in writing, a meeting with the LIOS Academic Officer. The Academic Officer may include others as deemed necessary in this meeting. Upon completion of this meeting, the Academic Officer will make a decision to:
 - a. Uphold the grade initially given,
 - b. Ratify an agreement whereby the faculty agree to change the grade, or
 - c. Direct the registrar to change the grade.
4. If either the faculty or student disagrees with the Academic Officer's decision, the student has 10 days from the decision date to request in writing a review of the academic grievance by the Leadership Institute of Seattle President and CEO. The president and CEO's decision will be final, and not subject to further appeal.

Student Non-Academic Complaint

Student non-academic complaints can be submitted to the Student Services Officer at Leadership Institute of Seattle, 2222 Alki Ave SW # 301, Seattle, WA 98116. Phone number TBD. Student Affairs Officer email is (TBD).

The written or email request should include the following information:

1. Student's full name, current address, and current phone number.
2. A statement of the concern including dates and times.
3. Date of complaint letter and signature of the student.

The Student Services Officer will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. The Student Services Officer will have final decision-making authority.

The Leadership Institute of Seattle is not accredited by an accrediting association recognized by the United States Department of Education and the Washington Student Achievement Council. The Leadership Institute of Seattle has been granted a temporary waiver from the Washington state accreditation requirement based on submission of a plan for accreditation with the Northwest Council of Colleges and Universities.