

# Enrollment Agreement

## Music Alliance Academy

6635 W Badura Ave, Unit A1 (110), Las Vegas, NV 89118  
(833) 469-6874

### Instructions to students:

A contract must be completed and signed by the applicant and by an authorized staff member prior starting a full-time program. The contract sets out program details, terms and conditions of enrollment that include: 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject 3) a program cost breakdown and payment schedule and; 4) a copy of the school's policies, rules and regulations, and a copy of the Tuition Refund Policy. All sections of this contract must be completed. The signed contract must be copied to the student file and the original provided to the student within five days of commencing the program.

## SECTION 1: Applicant Information

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ S.S.N. \_\_\_\_\_

Is English your first or primary language: Yes \_\_\_\_\_ No \_\_\_\_\_

If no, name of standardized ESL test: \_\_\_\_\_ Results: \_\_\_\_\_

If no, see Appendix A

**2. Education/Experience** (Note: Applicants are required to provide verification of Grade 12 or equivalent, and such verification is to be placed in the applicant's file unless they are 19 or over)

Public School attended / location: \_\_\_\_\_ Grade achieved: \_\_\_\_\_

Post-secondary education: \_\_\_\_\_

Name of current employer: \_\_\_\_\_

### 3. Contact Person:

In case of emergency, school is to contact:

Name of person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of doctor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Are there any medical conditions, disabilities, or allergies, that we should be aware of that may affect absenteeism or create learning difficulties:

\_\_\_\_\_  
\_\_\_\_\_

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**SECTION 2: Program Information** – referenced to **Appendix B**

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**Specific program information is contained in Appendix B which forms part of this contract.**

**Program Name:** \_\_\_\_\_ **Effective Catalog Date:** January 2019

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_ **Weeks of instruction:** \_\_\_\_\_

**Program Costs:**

Application and Assessment Fee	\$ 150.00
Tuition	\$ _____
Student Fee	\$ _____
<b>Total:</b>	<b>\$ _____</b>
<p>Books &amp; Supplies are the student's responsibility and not included in the program price. The estimated cost for the whole program is \$_____.</p>	

**NSF payments**

Students will be required to pay \$35 for any NSF charges incurred to the school.

**Method of Payment:**

Private Pay  Third Party Pays  Other \_\_\_\_\_

The applicant agrees to payment based on the attached Tuition Payment Agreement– **Schedule B: Schedule of Payments**

## SECTION 3: Terms and Conditions

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### Credit for previous training

Direct entrance into a curriculum that has prerequisites can be requested (see: Catalog - Credit for previous training). An assessment fee will be charged proportionate to the level and type of assessment required. Assessments can include a review of previous courses passed, practical skills exams, written tests, interviews, and 360 reviews. In a full diploma program, 60% of the courses must have been taken and passed to receive a diploma. Part time courses, workshops, seminars are not eligible for challenges.

### Complaint Resolution Policy

We encourage students to communicate with the school on an ongoing basis throughout their studies. We listen and act on well presented, constructive ideas and suggestions from the student body. While sometimes unable to facilitate every suggestion or idea, the school is committed to providing an explanation for why. We strongly recommend a student:

- Goes to the person with which they have an issue first.
- If that person is an instructor, and the student feels their issue has not been resolved, the program manager (or Academic Director if there is no program manager) can be contacted.
- If an issue cannot be resolved through the Academic Director, MAA will initiate a formal complaint process.
- Formal processes are typically stressful and time consuming for all parties and therefore we urge all students to do their best to be proactive and collaborative to resolve their issues informally before they become major problems.

### Refund Policy

Music Alliance Academy follows the Nevada Student Refund Policy (NRS 394.441/449 Revised 2021)

### Schedule "A" - Nevada Student Refund Policy (NRS 394.449)

- A. The enrollment agreement may be cancelled not later than 3 days after signing the agreement
  - B. A cancellation within the 3-day period is eligible for 100% refund less any textbooks, equipment, and/or materials that have been used or opened.
  - C. An email notice of cancellation to [academy@musicalliance.co](mailto:academy@musicalliance.co) is the only acceptable form of cancellation within 3 days of signing. Signers may try to use other forms of communicating a notice of cancellation but this is the only reliable method to ensure it is received in time.
  - D. After the 3<sup>rd</sup> day of signing, the Nevada Student Refund Policy (below) goes into effect
1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
    - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

- (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
- (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
- (a) The period of, a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

## SECTION 4: Declaration - Private Career School

I hereby certify that:

1. The student has been, prior to signing this contract, provided with; 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a program cost breakdown; 4) a copy of MAA's policies, rules, and regulations in the Catalog; 5) a copy of the Tuition Refund Policy 6) available employment statistics relating to the program of study.
2. This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
3. A student having graduated from the program and in good standing in all respects following graduation will receive their certificate / diploma no later than 30 days following the registered end date.

School Official (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Operator / School Official \_\_\_\_\_

## SECTION 5: Declaration - Applicant

I hereby certify that **prior to signing this contract agreement:**

1. **I have received, read, reviewed each section, and understood this enrolment agreement as well as the schedule of payments and total cost of program or each course, and had the opportunity to ask questions prior to signing.**
2. **I understand that by signing this contract I have not been guaranteed or promised employment upon completion of the program requirements.**
3. **I understand the minimum number of hours of instruction or credits for the \_\_\_\_\_ are \_\_\_\_\_ and the date upon which each course begins;**
4. **I have received, read, and understood the catalog and I understand that the catalog is part of the contract:**
5. I have been provided with; 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a complete program cost breakdown; 4) a copy of policies, rules and regulations; 5) a copy of the Tuition Refund Policy
6. I understand the admission prerequisites for this program and certify that I meet those requirements.
7. I fully understand and agree to the terms, conditions, policies, rules and regulations of the school.
8. I understand that financial assistance in the form of a loan may be available and that it is my responsibility to repay the loan as determined by the lender.
9. I understand that while the school makes every attempt to provide computer systems in good working condition, equipment and/or network problems might occur.
10. I understand that some classes/labs may be held off campus and I am responsible for any and all costs incurred for my transportation to and from any mandatory offsite instructional components.
11. I understand that it is my responsibility to back-up my files on a regular basis and will not hold MAA responsible for loss of my work.
12. I understand that any personal property I bring to the school is my responsibility, and will not hold the School responsible for loss, theft or damage to such personal property.
13. I understand that the school is not responsible to make up missed classes due to storm closures or other acts of nature and that no financial restitution will be made.
14. I understand that although intellectual property rights on my original work belongs to me, I permit Music Alliance Academy to freely use my work (in whatever form, including but not limited to written and musical forms) created while in the program or as part of the program, as well as my photographic or video image, or audio recording, for the purpose of demonstration, education, advertising, exhibition, and promotion of MAA for an indefinite period of time.

\_\_\_\_\_  
(print) Name of Applicant

\_\_\_\_\_  
Name of Parent/Legal Guardian if under the age of 18

\_\_\_\_\_  
Signature of Applicant or Parent/Legal Guardian if Applicant is under the age of 18

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Applicant/Guardian initial: \_\_\_\_\_ Page 5 of 15

## AUTHORIZATION FOR USE/DISCLOSURE OF INFORMATION

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By completing and signing this form you are authorizing Music Alliance Academy to release your personal information to the person(s) listed below. Please note that without your signature we are unable to release this information to any third party. This waiver is in effect until you withdraw your permission, in writing, to Music Alliance Academy.

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I authorize Music Alliance Academy to release the following information regarding my student status:

- Information related to my admission, registration, grades, class attendance and other academic issues including my transcript.
- Information related to learning difficulties/possible learning disabilities as it relates to my academic performance.
- Information regarding financial aid (limited by what is protected by Freedom of Information and Protection of Privacy Act and can be authorized by the student)
- Information on my student account (i.e. cost of tuition and payments made; amounts still outstanding)
- Demographic information on me including where I live, phone number, etc.

I \_\_\_\_\_ give Music Alliance Academy permission to disclose the above noted information to the individuals listed below:

(PLEASE PRINT)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A from SECTION 1: English requirements

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For applicants whose primary language is not English, verification of English proficiency is required for all programs/courses that are delivered in English. Proficiency verification is by standardized English Proficiency Assessment score submission that meet the minimum requirements of MAA and the program.

Equivalent to a score of:

- TOEFL score of 68 Internet-Based Testing (IBT)
- TOEFL score of 190 Computer-Based (CBT)
- TOEFL score of 520 Paper-Based (PBT)
- TOEIC score of 700
- Cambridge First Certificate in English (FCE) Level B1
- IELTS Band 6.0
- Canadian Test of English for Scholars & Trainees (CanTest) Minimum 4.0 in each component
- Cambridge Certificate of Proficiency in English Minimum C Grade
- Pearson Test of English Minimum 58%
- Canadian Language Benchmark Examination (CLB) Minimum score of 7

A live voice (e.g., phone or web conference) interview may be required at any level below the equivalent of 600 on the paper-based TOEFL exam.

Other proficiency standardized tests will be considered, and a list of commonly accepted tests and scores can be provided by request.

## Appendix B from SECTION 2: Program Information

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**Program Name:** *Music Career Management & Marketing*

**Effective Catalog Date:** October 2022

**Program Prerequisite:** *Grade 12 or equivalent or mature student status [19+ years], or by special circumstance approval.*

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **Total Hours:** 33 **Weeks:** 11

### Program summary by subject and duration:

#### Music Career Management & Marketing

##### class 1 – People in the Industry:

This class explores the structure and roles emerging in the contemporary music industry as it continues to evolve from traditional business models, and the implications this has for successfully navigating the music industry. Topics include A&R, Music management, Publicists, Booking Agents, Tour Manager, Image Consultants, Musicians, Songwriters, Engineers, Artists, Producers, and the shifting skills embodied by a major label team.

##### class 2 – Revenue Streams In Audio

Class 2 looks at income streams in the current music industry, including the various ways that a recording makes money for the owner/s of copyright; Royalties/ Licenses including Mechanical and Performance Royalties; Advances; how revenue is generated in Independent Companies: Labels, Production Co., Publishing Co., and Promotional Companies.

##### class 3 - Sampling and Live Shows

As a standard practice in contemporary music production, sampling has challenged legal definitions and limits. This class looks at sampling usage, sound-alikes and sample replacement, sample copyrights, dangers of unlicensed samples and the impact of using samples on profit/loss for a release, and how to clear samples. Addition topics include components of successful live shows, effective merchandise strategies for the independent musician, understanding live show dynamics, and revenue for touring artists.

##### class 4 – Funding Sources

Learn the various paths to funding from private and institutional funding to addressing the criteria for obtaining grants.

##### class 5 – Marketing and Branding

Understanding the creation of a unique brand, what are your unique selling points, and how to pitch yourself are foundational aspects of success in the music business, especially for artists. This class looks at branding, how music is used in modern advertising, finding your USP - unique selling proposition, and pitching to clients.

##### class 6 – midterm

Students must demonstrate their grasp of all topics discussed prior to this lesson. A written examination will be used to evaluate all theory discussed.

##### Class 7 – Contracts



Understanding and negotiating contracts is another essential skill for success in the music industry. This class examines contract terminology, label contract components, live contracts, tech riders or hospitality riders, and the components of a 360 deal.

class 8 – On Line Presence 1: Work For Hire / Production Music

Classes 8 & 9 pull all the elements together in the planning and implementation of marketing and selling yourself and/or your products and services in the music industry. Topics include social media and music, using a website as a hub, monetizing plays, online audio distribution and music sharing platform – part 1 (SoundCloud), social media platforms and their core uses, using your website as a hub, principles of turning followers into tangible fans, and making rational decisions with your career.

class 9 – Online Presence 2: Work For Hire, & Analytics

Class 9 delves deeper into the application of course content began in the previous class. Topics include a deeper look into music distribution/sharing platforms and their functionality – part 2 (SoundCloud), the concept of work for hire, Facebook insights, Google analytics, SEO, and production and library music.

class 10 – Presentations

Students present their main course assignment supported by relevant multi media clips, audio tracks and images. Presentations are peer and lecturer evaluated.

class 11 – Final Exam

Students demonstrate their capacity on all topics discussed in the course. A written examination will be used to evaluate all theory discussed.

Week 12 – Final grades and follow up

The final week is for tying up any loose ends, questions, and finalizing assessments for the course.

**Recommended books**

Recommended books will be available on the open market and are the student's responsibility. Courses and any recommended books are updated regularly. At the time of publication, the following books were recommended for the MCMM program.

- Confessions of a Record Producer
- All You Need to Know About the Music Business
- Piece of the Fame



**Schedule B**

The \$150 non-refundable application fee is required to begin the application process and is not part of the tuition amount.

**Program Costs: Music Career Management and Marketing**

Application and Assessment Fee	\$ 150.00
Tuition	\$ 650.00
<u>Student Fee</u>	<u>\$ 50.00</u>
<b>Total:</b>	<b>\$ 700.00</b>
Books & Supplies are the student's responsibility and not included in the program price.	
<b>NSF payments:</b> Students will be required to pay \$35 for any NSF charges incurred to the school.	

**MAA does not promise or guarantee jobs or work placements.**

Learner agrees to make enrollment deposit of \$\_\_\_\_\_ upon submission of the enrollment application. Learner agrees to remit \$\_\_\_\_\_ prior to main program start and agrees to remit monthly payments of \$\_\_\_\_\_ due on the first business day of each month until completed.

**Books:** Students are responsible for books, which will available on the open market. Books are not included in the program tuition.

\_\_\_\_\_  
For MAA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Date

## Appendix B from SECTION 2: Program Information

Program Name: *Digital Music Production* Effective Catalog Date: October 2022

Program Prerequisite: *Grade 12 or equivalent or mature student status [19+ years], or by special circumstance approval.*

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total Hours: 904 (1002) Weeks \_\_\_\_\_ (minimum 52)

### Program summary by subject and duration:

Production Competency Areas and Hours	640	Competency Levels				
Music production theory	99	INITIATE	LEARNER	VERSANT/ PRACTICE APPRENTICE		SKILLED (semi-pro)
Production skills - technical	144			D		
Production skills – Applied Electronic Music	165					
Artistic Development	33	I	L	V	A	S
Professional Business skills	33	1-10	11-20	21-30	31-40	41-50
Production Skills – Breadth and Depth	166			PRO (entry level)	SEASONED VETERAN	MASTER PRO (area expert)
Electronic Music Program Labs	264					
<b>Tot Hours: Production Competency Area and Labs</b>	<b>904</b>			51-60	61-70	71-80

Music technology production program progression of topics and competencies		Initiate - Learner	Learner - Practiced	Apprentice	Skilled	Tot area hrs
		term1 - Qtr 1 Tier1 Lev1	term2 - Qtr 2	term3 - Qtr 3	term4 - Qtr 4 Tier1 L2	
Main topic area (not exclusive of other topics)		221	220	238	225	904
Topic code	Area Topic	tion Competency Hours befc				640
MSS 1010-3	Music Studio Setup (DSPT 1:1 mentoring)	12				12
PrdAZ 1120-9	Producing A-Z 1: TE,CA,SD,MM	33				33
PrdAZ 1220-9	Producing A-Z 2: TE,CA,SD,MM	33				33
TRE 1110-3	Theory of Recording Engineering 1	33				33
AMP 1110-3	Applied Music for Producers 1	33				33
PrdAZ 2320-9	Producing A-Z 3: TE,CA,SD,MM		33			33
PrdAZ 2420-10	Producing A-Z 4: TE,CA,SD,MM		33			33
AMP 2210-3	Applied Music for Producers 2		33			33
MPSD 3110-6	Music Production and Sound Design		33			33
TRE 3210-3	Theory of Recording Engineering 2		33			33
PRST 3010-6	Producing Styles			33		33
MDAM 4010-3	Mix Down and Mastering			33		33
MCMM 4010-3	Music Career Management and Marketing			33		33
MPSD 4210-6	Music Production and Sound Design			33		33
MC 5010-3	Master classes: TE,CA,SD,MM			40	60	100
DMAS 3010-6	Digital Music Arranging and Scoring				33	33
EMP PPW 4010-3	EMP Portfolio Preparation Workshop				33	33
VMIP 5010-3	Vocal and Musical Instrument Producer				33	33
OLMT	Online labs, Mentoring, Tutoring	77	55	66	66	264
<b>Per week (11 weeks)</b>		<b>20.1</b>	<b>20</b>	<b>21.6</b>	<b>20.5</b>	
lab hrs/wk		7	5	6	6	
TE	Technical/Engineering	SD	Sound Design	MB	Marketing & Business	
CA	Composing & Arranging	MM	Mixing and Mastering			

- Course sequence may be adjusted according to the rate of progress and prior skills of the participants.
- Diploma requirements: A minimum of 60% of an eligible diploma program must be taken with Music Alliance Academy, i.e., a maximum of 40% can be transferred or challenged.

T=Theory
A=Applied Theory
S=Skills
L=Labs
M=Mentoring/Master Class
W=Workshop/tutorial/short class

<b>Production Competency Areas</b>
Music production theory
Production skills - technical
Production skills – Applied Electronic Music
Artistic Development
Professional Business skills
Production Skills – Breadth and Depth

**Quarter Terms:** 11 weeks instructions; week 12 finals/makeup classes/grading; week 13 break

**Program Costs: Digital Music Production (DMP)**

Tuition	\$ 9,800.00
Student Fee	<u>\$ 0.00</u>
<b>Total:</b>	<b>\$ 9,800.00</b>
Books & Supplies are the student’s responsibility and not included in the program price. The estimated cost for the whole program is \$1000.	
<b>Application and Assessment Fee</b> (not part of tuition)	\$ 150.00
<b>NSF payments:</b> Students will be required to pay \$35 for any NSF charges incurred to the school.	

**MAA does not promise or guarantee jobs or work placements.**

Student Statement of understanding and acceptance of the program design and delivery: It has been fully explained to me and I understand that the Digital Music Production (DMP) is an online competency-based program with \_\_\_\_ core hours as per the 6 core areas of: *Music production theory; Production skills – technical, Applied, and Breadth; Artistic Development, and Professional Business skills.* I understand that my competencies will be assessed on an ongoing basis and the topics as listed within each competency area above are only organized with course titles for administrative convenience such as scheduling, traditional grading reports, and retakes, and are subject to updating changes to names, hours, flow, assignments, and content descriptions. **Specifically, I understand and agree that the \_\_\_\_ hours in 6 core areas are contracted and won’t change, and that individual topics/courses, titles, and hours may be redistributed/changed within the core areas as the program is updated, and that the program duration will be the number of weeks specified in the enrolment agreement. I understand that homework is in addition to the program hours.** Initial: \_\_\_\_\_

## Schedule of Payments – Schedule B

The following is an agreement between:  
Music Alliance Academy (Hereafter referred to as MAA)  
6635 W Badura Ave, Unit A1 (110), Las Vegas, NV 89118

And

\_\_\_\_\_  
Learner Name  
(Hereafter referred to as Learner)      Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Whereby:

Learner has been conditionally accepted and enrolled in the MAA Digital Music Production (DMP) program (Hereafter referred to as DMP) and agrees to make payments for this program under the terms and conditions of this agreement.

Learner agrees that participation in the MAA Education Rebate Program, rewards uninterrupted payments at the end of the program, as per the included Education Rebate Program chart in the attached schedule B. Rewards will be paid as eligible, within 30 days of program completion.

Learner agrees that the conditions of this agreement are met if all the payments are timely and up to date. Payments not received within 72 working hours are considered late payments and payments remaining unpaid after one week are considered missed payments as defined in this agreement. Students with late and missed payments are in default, notwithstanding specific alternative arrangements made between Learner and the MAA student finance department. Students are no longer eligible for Education Rebate Program rewards if they are late more than 2 times or if they miss payments as defined herein. Students in a state of default may be terminated at the discretion of MAA at any time. Refunds for tuition, if any are due, will be in accordance with the State of Nevada Commission for Post-Secondary Education and based on the date of the termination notice. Outstanding tuition will remain the obligation of the Learner and will be due immediately.

Learner agrees that no excusing or overlooking by MAA of any default breach or non-observance or non-performance by the Learner at any time, of any of the agreement's terms and conditions herein, shall operate as a waiver of MAA rights in respect of any continuing or subsequent default breach or non-observance or affect in any way the rights and remedies of MAA hereunder. No waiver by MAA shall be inferred from or implied by anything done or omitted by MAA unless expressed in writing and signed by MAA. Any consent or approval given by MAA shall operate as a consent or approval only for the matter to which it relates and shall in no way be considered as a waiver or release of any other provision nor shall it be construed as dispensing with the necessity of obtaining the specific written consent or approval of MAA in the future.

This agreement shall not contravene any aspect of the State of Nevada Commission for Post-Secondary Education and [Nevada Revised Statutes](#) and [Nevada Administrative Code](#) Chapters 394. Should any conflict arise, resolution will defer to the code.

## Schedule B

The \$150 non-refundable application fee is required to begin the application process and is not part of the tuition amount.

Learner agrees to make enrollment deposit of \$\_\_\_\_\_ upon submission of the enrollment application. Learner agrees to remit \$\_\_\_\_\_ prior to main program start and agrees to remit 12 monthly payments of \$\_\_\_\_\_ due on the first business day of each month until completed.

\_\_\_\_\_  
For MAA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Date

### **Part Time courses and customized program flows**

Part Time courses are considered personal development courses by the NV CPE and therefore are treated separately of the MAA catalog. If a student wishes to take parts of the registered program or customize a program, MAA will do its best to accommodate. Students best served in this way may have to register for a full program and then withdraw or receive credit for course not taken with MAA, after completing the desired elements. MAA will arrange tuition payments that reflect the intended program elements.