

July 17, 2024

## **PSI Project Management Student Enrollment Agreement (R2)**

PSI Project Management, Inc.

Email: [roym@psipm.com](mailto:roym@psipm.com)

Phone: 864-915-7808

### **Included In Cost:**

- Live Virtual Classroom Instruction
- Textbooks
- Workbook (As Appropriate)
- Handouts (As Appropriate)

Additional Items Included In Cost For Advanced Project Management Training Program:

- Instructor-facilitated precourse training
- On-line PMI PMP/CAPM test simulator
- Other paper based and computer based simulated exams

\*Copy of PMBOK® Guide is not included in the cost. Recommend becoming a PMI member and download the electronic version of the PMBOK® Guide.

### **Additional Costs Associated With Certifications:**

If the student is going to take a Project Management Institute Certification Exam, there will be additional costs that must be paid by the student directly to PMI. Visit [www.pmi.org](http://www.pmi.org) under the appropriate certification to determine the exam fee that would be required.

### **PSI Project Management's Course Warranty:**

PSIPM under no circumstances warrants that students taking the certification courses, Advanced Project Management Training Program, will pass the PMP®, or CAPM® exams. Curriculum for the course covers the subject materials and provides the methodology and instruction required to enable the student to pass the specific exam. If the student takes the exam within 30 days of completion of this course and is unable to pass it, the student may participate in another class, some fees may apply if course materials have changed. Attendance will be scheduled in the earliest available class depending on class availability and the number of students scheduled for the class.

URL: <http://psipm.com/> – Phone: 864-915-7808 – Email: RoyM@PSIPM.COM

**PSIPM Provides More Than A Project Management Course.**

**PSIPM Is Committed to Helping You Achieve Your Goals.**

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**PSI Project Management's Refund Policy:**

Refund Or Cancellation Is Requested by Student – If the student cancels the enrollment agreement or contract within seventy-two hours, before midnight of the third day, excluding Saturday, Sunday, legal holidays, a full refund will be provided. If this notification is not met and the student does not attend class, a \$100 administrative fee will be retained by the organization.

If the student is unable to attend the course, substitution of another person may be made, or the student may reschedule to a later course.

Should it be necessary for a student to withdraw from the course for unforeseen mitigating circumstances, such as sickness, emergencies, etc., the student may request a refund. The refund will be made on a prorated basis of where the student is currently in the class. The student also has the option of rescheduling to a future class. If the textbooks and material change, the student will be required to pay for the new textbooks and material. In addition to the above, a \$100 administrative fee will be charged for all early withdrawals or cancellations after the class has started.

The printed books may be returned if they are in new condition and have not been used. The access codes for the classes may be returned if they have not been activated. If the books are not in new condition or the access codes have been activated, the cost of these will be deducted from the refund amount.

Course is cancelled by PSIPM - All classes are guaranteed to run unless there are special mitigating circumstances, such as sickness, emergencies, etc.

Should it be necessary for PSIPM to cancel the class for some reason, such as above, the student will be contacted by phone, text, or email. A make-up course will be scheduled as soon as possible. If the student requests a refund if a course is cancelled, a full refund will be made and the return of printed books and access codes will be required if the student has not used them. If they have been used, the cost of the books will be deducted from the refunded amount.

PSIPM Courses Refund Table Based On Hours Of Participation**			
Course	Description	Hours Completed	Refund Percentage
Advanced Project Management Course	Precourse Study Wk 1	1 ½	90%
	Precourse Study Wk 2	3	80%
	Precourse Study Wk 3	4.5	70%
	Precourse Study Wk 4	6	80%
	Precourse Study Wk 5	7.5	60%
	Class Day 1	8	50%
	Class Day 2	8	40%
	Class Day 3	8	30%
	Class Day 4	8	20%
	Class Day 5	8	0%

## Enrollment Agreement - Continued

Course	Description	Hours Completed	Refund Percent
Project Management Fundamentals/CAPM	Three Day Course (24 Hrs)	8	66%
		16	33%
		24	0%
Practical Project Management Course	Three Day Course (24 Hrs)	8	66%
		8	33%
		8	0%
Introduction To Project Management	One Day Course (7 Hrs)	7	0%
**Note: If student shows up for class, they are assumed to have attended class for the day.			

All refunds will be made within 40 days from the effective date of termination.

The printed books may be returned if they are in new condition and have not been used. The access codes for the classes may be returned if they have not been activated. If the books are not in new condition or the access codes have been activated, the cost of these will be deducted from the refund amount.

Material and books may be returned if they have not been used and are in new condition. If the books have been used or are not in pristine condition as determined by the instructor, a fee will be charged to recover the book price as follows:

- Advanced Project Management Training Program - \$500
- Introduction to Project Management Course - \$100
- Project Management Fundamentals Course - \$150
- Practical Project Management Course - \$200

### **Job Placement:**

PSIPM does not provide job placement services.

PSIPM does not guarantee that enrollment or completion of any of the project management courses will enable a person to find employment.

### **Continuous Improvement:**

PSIPM is committed to continuous improvement of each course it offers. Feedback from each student is requested through a course survey which is issued to the student at the end of the class, and the information provided by the student is used to improve the appropriate course.

### **PSI Project Management's Issue/Complaint Resolution Policy:**

PSI Project Management is always concerned about any issues or complaints its clients may have. It is PSIPM's objective to resolve all issues or complaints immediately if possible, and within ten business days from being reported if possible. The issue should be reported to Roy Mathena, President, PSI Project Management by completing the "Issues/Complaint Form" which is downloadable from [www.psim.com](http://www.psim.com). The

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## Enrollment Agreement - Continued

completed form should be emailed to [roym@psipm.com](mailto:roym@psipm.com). Receipt of the form will be acknowledged, and after careful investigation, a response will be provided to the sender by the President. The goal is for all issues/complaints to be resolved and agreed to by both parties.

To access the form, go to: <http://psipm.com/wp-content/uploads/2020/05/PSIPM-Client-Issue-Complaint-Form.pdf>

The client agrees that any dispute which cannot be resolved between the parties, client and PSIPM will be handled under the jurisdiction of the State of South Carolina, preferably through generally accepted alternative dispute resolution methods. Litigation is not preferred and is the last alternative.

If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The form is available on the Commission's website at [http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf).

### **Hours Earned For Courses:**

PSIPM courses are not generally transferable to other institutions. The exception would be contact hours of training that are required by the Project Management Institute for the Project Management Professional exam and the Certified Associate in Project Management exam. The hours earned through PSIPM courses can be used to satisfy the prerequisite project management contact hours of training that is required for these certifications.

PSIPM does not claim or guarantee that that credit earned will transfer to another institution.

### **Truth in Lending:**

All payments are due at the time of registration.

Sincerely,



Roy L. Mathena, PMP, ATI

President

PSI Project Management

Phone: 864-915-7808 Email: [roym@psipm.com](mailto:roym@psipm.com)

