

**KEITH & ASSOCIATES DISTANCE DIETETIC INTERSHIP  
ENROLLMENT AGREEMENT**

Effective Date November 1, 2020

**Name of School:** Keith & Associates Distance Dietetic Internship  
**Address:** 115 W. 3<sup>rd</sup> Street, Suite 800, Tulsa, OK 74103  
**Telephone:** (918) 574-8598  
**Fax:** (918) 585-3047

**Student Name:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

**Student Phone No:** \_\_\_\_\_

**Student Emergency Contact:** \_\_\_\_\_

**Student Emergency Contact Phone No:** \_\_\_\_\_

**Title of Course:** Dietetic Internship Certificate

**Total number of contact hours in Program:** 1212 supervised practice hours

**Total tuition and cost of Program:** \$10,750

Payment Schedule	Amount Due	Spring Match	Fall Match	Date Paid:
*Deposit	\$750	April 10	Nov 10	_____
Payment #1	\$5,000	June 15	Dec 15	_____
Payment #2	\$5,000	Aug 15	Jan 15	_____

\*Nonrefundable deposit is due when the appointment is accepted; it will be applied to the total tuition due (\$10,750). It will be refunded if the intern cancels within three days of accepting the appointment.

Amount	Expense
\$55	Drug screen
\$70	Background check
\$625	On-boarding expenses (administrative time for immunizations, background check, arranging drug screen, collecting documents, executing affiliation agreements, etc.)
_____	
\$750	TOTAL deposit non-refundable after the 3-day cancellation period)

<b>Select One:</b>	<b>Full-Time</b> _____	<b>Part-Time</b> _____
<b>Hours:</b>	1212 hours at 40 hours/week	1212 hours at 20-39 hours/week
<b>Start Date:</b>	_____	_____
<b>Orientation Date:</b>	_____	_____

**INTERN RETENTION, TERMINATION, AND REFUND POLICY**

The Keith & Associates Distance Dietetic Internship (KADDI) Program has admission criteria that guide the KADDI Program in choosing interns who are likely to succeed in completing the KADDI Program. It is our intent that every intern will graduate and pass the Registration Examination for Registered Dietitian Nutritionists offered by the Commission on Dietetic Registration. However, if an intern cannot pass the

assignments, or attain satisfactory weekly performance scores, even after remediation, he or she will be dismissed from the KADDI Program and directed into a career path more appropriate to his or her abilities.

Any intern who has professional or ethical behavior failures, as determined at the sole discretion of the KADDI Program, will be dismissed from the KADDI Program.

Notice of an intern's cancellation of the KADDI Program must be made in writing to Patti Landers, DI Director, 115 W. 3<sup>rd</sup> Street, Suite 800, Tulsa, OK 74103, or an additional fee of \$25.00 will be deducted from the intern's refund. This refund policy applies regardless of the circumstances of the intern's cancellation whether cancellation is made by the intern or the KADDI Program.

Refund of tuition or fees is time-driven according to minimum regulatory standards. A full refund of tuition and fees will be provided to the intern if cancellation is made within three (3) days of signing the Enrollment Agreement and the making of any payment. No refund of tuition and fees will be provided to the intern if cancellation is made once an intern has completed Fifty (50%) percent of the KADDI Program. . There are other refund levels in between. All refunds are subject to and will be in compliance with O.A.C. 565:10-11-3.

## **LAW AND VENUE**

This agreement is governed by and construed under the law of the State of Oklahoma. All disputes shall be resolved exclusively in State or Federal Court in Tulsa County, Oklahoma.

In the event a dispute arises out of or in connection with this agreement, the parties will attempt to resolve the dispute through friendly consultation. If the dispute is not resolved within a period of thirty (30) days then any or all outstanding issues may be submitted to mediation in Tulsa County, Oklahoma in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute, the parties may then resort to arbitration, litigation or another dispute resolution procedure.

## **VERIFICATION STATEMENT**

Upon an intern's successful completion of the entire KADDI Program an intern will receive a signed Accreditation Council for Education in Nutrition and Dietetics Verification Statement. In order to graduate and receive a verification statement, interns must:

- Complete a minimum of 1212 hours (including prior assessed learning credit if any)
- Finish all assignments in the curriculum (except any waived for prior assessed learning)
- Meet each ACEND competency for Registered Dietitian Nutritionists one or more times
- Pass the final competency exam with a score of 70% or better, or have attempted it three times
- Have a zero financial balance

## **HOLDER IN DUE COURSE RULE**

Any holder in due course, as defined by U.C.C. § 3-302, of this consumer credit contract is subject to all claims and defenses, as provided in U.C.C. § 3-305, which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

## **GENERAL DISCLAIMERS**

It is understood that if you list the program director and/or any other persons affiliated with the KADDI program as references for employment, the reference given will be honest as to the intern's performance throughout the internship whether in favor of the intern or not.

Interns are responsible for finding and suggesting their own preceptors. The KADDI program will screen all preceptors and sites to ensure they meet minimum qualifications, demonstrate required credentials and knowledge about the specific area of expertise related to dietetics. However, KADDI will not be responsible or liable for the actions, personal opinions or public relation skills of the facility or of the preceptor.

The intern acknowledges that he/she has received, read, understands and abides by the information presented in the KADDI Student Handbook.

## **STUDENT ATTESTATION**

### **I HAVE READ AND UNDERSTAND THIS AGREEMENT**

\_\_\_\_\_

↑ Print Name

\_\_\_\_\_

↑ Signature

↑ Date

↓ **SCHOOL OFFICIAL SIGNATURE**

\_\_\_\_\_

Patti Landers, Dietetic Internship Director

↑ Date