

H&R Block Income Tax Course Registration Form

FOR 60 HOURS

Course materials costs will be waived for members of the military who provide an unexpired or retired Military ID card upon enrollment.

1. Enrollment Information¹

Name	D.O.B.	
Address		
City	State	Zip
Email	Telephone	

Indicate the Date/Time/Location of the course you are interested in attending:

Start Date	Projected End Date
Time	
Location	

Method of Payment No tuition is charged for the Income Tax Course, but you are required to purchase the electronic textbook and printed study guide. The total cost for the required course materials is \$149.00 (Minnesota is \$99).

Payment for the course materials is due in full at the time of registration by logging into your Block Academy account. Debit cards and credit cards, except Discover, are acceptable methods of payment. Cash is not accepted. In the state of Arkansas and Minnesota cost of the required course materials will be paid in the office on the first day of class.

Grievance Procedure Any student complaint should first be submitted to the Instructor in charge of the class. If the Instructor does not resolve the complaint, the student should contact the H&R Block District Manager or Franchisee. If the District Manager or Franchisee does not resolve the complaint, the student should contact Steve Guidroz, VP Learning & Development, HRB Tax Group, One H&R Block Way, Kansas City, MO 64105. Complaints must be in written form, signed by both the student and the school official, and marked with the date each step of the process is completed. If the student is not satisfied with the resolution reached with H&R Block they may contact the WI Dept. of Safety & Professional Safety - Educational Approval Program, 1400 E. Washington Ave., | Madison, WI 53703 | E-mail: DSPSEAP@wisconsin.gov | Website: www.dsps.wi.gov

1. You must be at least 18 years of age to enroll. Date of birth is requested by the State of Wisconsin, but not required by law.

2. Refund Policy

We understand that unexpected events may require you to cancel your enrollment. The refund policy for the required course materials (including the electronic textbook and the printed study guide) is provided below. If you decide not to take the course and need to withdraw, you must provide notice. Notice to withdraw and cancel your enrollment can be provided by one of the following methods:

- Go to your online Block Academy account, click on the course and select drop; or
- Call 1-800-HR-BLOCK (1-800-472-5625)

Note: In Wisconsin, H&R Block cannot require the student to give notice of termination. Instructors need to be aware of the requirements in their state and cancel student enrollments accordingly. Upon cancellation of your enrollment, access to the electronic textbook will be removed.

If you wish to reschedule or transfer to another Income Tax Course, please call 1-800-HR-BLOCK (1-800-472-5625) for assistance in transferring to another class.

You may be entitled to a refund of the required course materials cost if you return the printed study guide in an “unused” condition. The printed study guide is considered “unused” if it is in like new condition without markings and can be sold to new students. We will not refund any fee you paid to print a copy of the electronic textbook. The printed study guide can be returned to H&R Block by one of the following methods below:

- Returning the printed study guide to the H&R Block office where the printed study guide was delivered to you; or
- Mailing the printed study guide to: ITC Course Materials Return, 1 H&R Block Way, Kansas City, MO 64105

General Refund Policy

Refund Statement	Refund Outcome
If H&R Block cancels an Income Tax Course	Full Refund of required materials cost
If you (student) cancel or withdraw prior to the start date of your Income Tax Course	Full Refund of required materials cost
If you withdraw after classes start and return the unused printed study guide before class has ended	Full Refund of required materials cost
If you withdraw after classes start and your study guide is used	NO REFUND*

Refunds will be provided within 30 days of notice to the address provided at the time of your enrollment.

In addition to the General Refund Policy stated above, if you return the printed workbook you will receive a refund in accordance with the details:

Refunds for Tuition.

Note: Although the table below shows refund percentages for tuition, H&R Block does not charge tuition, so we will not be refunding any tuition. The refund percentages do not apply to the required course materials cost.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period is entitled to a pro-rated refund as follows:

At Least	But Less Than	Refund of Tuition
1 unit/class	10%	90%
10%	30%	70%
30%	40%	60%
60%	NO REFUND	NO REFUND

Refunds for Course Materials.

For students who withdraw, H&R Block will refund 100% of the required course materials cost to all students who return the printed workbook unused at any time prior to the end of the class. Unfortunately, because the course materials are updated annually, and the Income Tax Class is only offered during one time of year, H&R Block cannot reuse or resell used course materials, and the course materials cannot be returned by H&R Block to its supplier. Therefore, H&R Block will not provide refunds for printed workbooks that are used. See our standard H&R Block Course Material Refund Policy for more details.

3. Acknowledgements and Signature

Competitor Exclusion Acknowledgment: The H&R Block Income Tax Course is not intended for or open to any persons currently employed by or seeking employment with any tax preparation company other than H&R Block. H&R Block reserves the right to immediately cancel the student's enrollment should we learn of their employment oriented employment with a competing tax preparation company.

I acknowledge that I have received and had the opportunity to read the course catalog and this enrollment agreement. I understand that placement in a job with H&R Block is not guaranteed or promised to students. A seat in a classroom location is subject to availability. Course locations are subject to change.

I am at least 18 years of age.

This agreement becomes legally binding when signed by the student and accepted by H&R Block.

Student Signature	Date
H&R Block Associate Signature	Date
H&R Block Associate Title	