



Contact: Dr. Carol Clark
9620 NE 2nd Ave. Suite 205.
Miami Shores, FL 33138
305-891-1827

Doctoral Program in Clinical Sexology

ENROLLMENT AGREEMENT

Purpose of This Document

The requirements in this document are to comply with Rule 6E-1.0032(8), F.A.C. This Enrollment Agreement serves as a binding agreement between the International Institute of Clinical Sexology (hereinafter to be referred to as “IICS”) and students to be enrolled in the Doctoral Program in Clinical Sexology (hereinafter to be known as “the Program”). It will go into effect immediately upon acceptance of IICS and the student.

Purpose of the Institution

“Sexology” is the study of sex or of the interaction of the sexes, especially among human beings. “Clinical” is relating to or based on work done with real patients. Therefore, the purpose of this institution is to educate and prepare healthcare providers with the knowledge and skills needed to incorporate Clinical Sexology into their practices. “Healthcare” encompasses the fields of psychotherapy, psychology, medicine, ministerial service, education, coaching, and other human service professions.

The program is comprised of three components: Basic Clinical Sexology Education, a specialty education track with a selection of areas of practice from which the student can choose, and a dissertation or doctoral project.

Mission of the Institution

IICS is a private, for-profit, educational institute that offers a Ph.D. in Clinical Sexology to licensed and license-eligible professionals in the healthcare field who intend to practice Sex Therapy, Consulting or Coaching, or provide Sex Education as an adjunctive service to their clinical specialty.

The Clinical Sexology program is designed to provide a curriculum that will prepare clinicians to work with a wide array of sexual concerns in a variety of treatment settings.

Licensure Status

IICS is licensed under the Florida Department of Education by the Commission for Independent Education (CIE) and is authorized to grant Doctor of Philosophy in Clinical Sexology degrees.

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU WILL NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS: THE ACCEPTANCE OF THE ACCEPTANCE OF THE TRANSFER OF CREDIT UP TO THE TRANSFERRING INSTITUTION.

Therapist Certification Association

Graduates of IICS will be eligible for certification as Sex Therapists, Clinical Sexologists, or Human Sexuality Professionals through the Therapist Certification Association.

Licensed by the Commission for Independent Education. Additional information regarding IICS may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

Time Required

This program is structured in three components: Clinical Sexology education, Specialty Concentration education, and Dissertation or Doctoral Project.

The Clinical Sexology education consists of 48 credits and can be completed in twelve (12) months.

The Specialty Concentration education consists of 24 credits and the completion time is also ten (10) months. This area may be taken concurrently with the Clinical Sexology education.

The student will have one year to complete the Dissertation or Doctoral Project, which is worth 24 credits.

A total of 96 credits are required for completion.

Credential for Satisfactory Completion

Each student who completes the required 96 credits and passes the exams in each area will receive a Doctor of Philosophy degree in Clinical Sexology.

Fee Schedule 2017

Total Program Tuition

The Ph.D. in Clinical Sexology is comprised of three segments and the fees are as follows:

1. Clinical Sexology education	\$8,160.00 (48 credits)
2. Specialty area of education	\$4,080.00 (24 credits)
3. Dissertation or Doctoral Project	\$4,080.00 (24 credits)
Total Educational Cost:	\$16,320.00

Administrative Fees and Costs

Registration Fee (one-time)	\$100.00
Transcript Request Fee	\$10.00 (each)
Re-Entry Fee	\$100.00

Students may work with IICS to formulate a payment plan as specified in **Terms of Payment of Tuition and Fees**. The default payment in this form is \$641 per month over 24 months.

Textbooks and Supplies

Students are required to purchase their own textbooks from either retail or online suppliers. The estimated cost for Clinical Sexology is \$240. The Specialty Concentration's cost is dependent on which Specialty Concentration the student selects.

Cancellation and Institutional Refund Policy

A student may withdraw from the program prior to taking any classes, regardless of number of days, and will be refunded all tuition paid within 30 days. Withdrawal must be made in person or via Certified Mail.

If a student is terminated, the Cancellation and Refund Policy will be applied. Students may be terminated from the program by the IICS Board for just cause as described under the **Student's Responsibility** section. Refunds in this case will be the same as student withdrawals.

Textbooks are the property of the student and are not subject to refund.

Drop/Add Period

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. The drop/add period is the first week at the beginning of each quarter. A student may drop a class/classes without incurring any charges. There will be no refunds for any class/classes dropped following the drop/add week. Those students who enter the program mid-quarter may have one week following attendance of first class to drop without incurring charge.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
6. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
7. Students are encouraged to notify IICS prior to the start of their program segment should they need to take an academic interruption during the program. All schedule changes must occur no later than the end of the first week of the start date in order to not incur all segment charges.

Class Attendance Requirements

Students are required to attend all classes to obtain credit.

Students may not record any classes using any recording media without the express permission of the Director. This includes phones, tablets, cameras, or other recording devices. It is possible that in the event of a student with a disability needing to record using specialized equipment that permission to record will be granted. Students may take written notes during class.

Transferability of Credits

Units or credits applied toward the award of the IICS Ph.D. may be derived from the following:

Units or credits may be earned at and transferred from other postsecondary institutions, when congruent and applicable to the IICS program and when validated and confirmed by IICS. The maximum amount of transferable credits accepted may not exceed 24 credits.

Units or credits obtained from a Therapist Certification Association (TCA) institution may not exceed forty-eight (48) credits. These institutions include the following: The Sex Therapy Training Institute, the Addictions Therapy Training Institute, and the International Transgender Certification Association.

Transferability of IICS credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. IICS has no written articulation agreements with other institutions.

Admission Requirements

The IICS application may be downloaded from the website or requested via email. The student will submit the completed application with a driver's license, curriculum vitae, and copy of professional license or certification.

The applicant's graduate degree or professional license or certification must be in a healthcare service, medical, or mental health field from an accredited college or university prior to enrollment. The Admissions Committee considers all applicants for admission on the basis of their academic record, personal and professional accomplishments, motivation, talents, recommendations, personal statement, and test results, as applicable.

All programs require an interview with the Committee. All applications will be initially reviewed by the Committee and a recommendation for acceptance or denial made. When approved, the applicant will respond to interview questions regarding past training, clinical experience, how the degree will be used, and any other information relevant to the applicant's ability to successfully complete the program. If any Committee member deems an applicant unacceptable, s/he will submit their rationale in writing and a meeting will be called for discussion and recommendations. The applicant will be notified in writing within thirty (30) days of the application as to their acceptance. If the Committee decides that an applicant is unacceptable but the reason is correctable, the applicant will be given the opportunity to correct their application and resubmit. If it is decided that the applicant is unacceptable or not likely to successfully complete the program, the applicant will be informed in writing and able to reapply in a year provided the reasons for non-acceptance are reversible.

All required application materials, including official graduate transcripts, must be submitted to the Office of Admissions within 30 days of the interview. All documents become the sole property of International Institute of Clinical Sexology (IICS) and cannot be forwarded to another institution or returned to the applicant.

IICS's method of assessing a student's ability to successfully complete the course of study for which he or she has applied will be based on the following:

- A non-refundable application processing fee of \$100 US currency (credit cards, money orders, treasurer or bank checks made payable to International Institute of Clinical Sexology). The application fee is waived for Sex Therapy Training Institute alumni.
- Current driver's license
- Curriculum vitae
- One of the following must be presented:
- Professional license or certification. The professional license or certification must be in a healthcare service, medical, or mental health field from the relevant state or jurisdiction. A Master's degree must be necessary to hold the license or certification.

OR

- Official transcript indicating proof of a Bachelor's degree and transcripts or certificates confirming sixty (60) graduate level credits in a healthcare field.

Upon Acceptance

Upon submission of initial application and acceptance into the program, IICS will further assess a student's ability to successfully complete the course of study by reviewing the following documents, which will need to be received within 30 (thirty) days:

1. Completed Enrollment Agreement
2. Verification (official transcript) of an earned Master's Degree from a College or University accredited by an agency recognized by the U.S. Department of Education or equivalent from country in which the student practices OR official transcript indicating proof of a Bachelor's degree and transcripts or certificates confirming sixty (60) graduate level credits in a healthcare field.
3. Verification of cumulative grade point average of 3.0 or better in previous graduate studies
4. Two letters of recommendation need to come from a professional who can speak knowledgeably about your ability to complete a doctoral dissertation or capstone project. Some of the qualities needed are:
 - ability to do research,
 - good writing skills,
 - ability to work independently,
 - good organizational skills,
 - good time management skills, and
 - ability to accept and utilize feedback.
5. An interview with Admissions Personnel.

International students may be required to take the Test of English as a Foreign Language (TOEFL) and earn a minimum score of 500.

All applications will be reviewed by the Admissions Committee. An unsuccessful applicant may reapply after six (6) months.

Admissions Committee

At this time Dr. Carol Clark is the sole member of the Admissions Committee.

Student Financial Assistance

IICS does not offer financial assistance nor does it work with any government agency to provide such assistance.

Students may work with IICS to formulate a payment plan as specified in **Terms of Payment of Tuition and Fees.**

Student Services

The Director, Administrator, and Instructors are all available via email and telephone for all student services.

Academic Advisement: The Director, Dr. Clark, has been trained in Admissions and will provide Academic Advisement, consisting of recommendations for specialty areas and dissertation topics. Drs. Volker, Dr. Batista, and, Dr. Rodriguez-Miller will provide advisement based on their own areas of concentration.

Dr. Maylin Batista is the Director of Student Services and will assign an Advisor to each student.

Financial Aid Advisement: There is no financial aid for tuition.

Personal Advisement: All Board members are able to provide consultation with students experiencing personal difficulties. Board members will not provide therapeutic services, but only referrals and recommendations to the students' local resources.

Employment Placement Services: IICS does not provide placement services. IICS will make available to students a list of institutions, agencies, and other venues where their services as Clinical Sexologists may be of value. IICS will also assist students with developing a marketing niche for their particular specialties. Records of initial employment of all graduates shall be maintained. Exceptions to this requirement shall be made for those graduates who attend the institution on a student visa or other temporary immigration status and who do not seek employment in this country.

Retention Improvement Plans: IICS will report its retention rate as defined by the Commission with each license review.

Terms of Payment of Tuition and Fees.

Students have several payment options. Whichever they choose, the entire program must be paid in full in order to receive the degree and/or transcripts

Methods of Payment

- Full payment at time of signing enrollment agreement
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

Students may negotiate, at the time of registration, a weekly, monthly, or quarterly payment plan. The balance may be paid in full at any time

Payments may be made using credit card, check, PayPal, or money order.

NOTE: For School offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. (N/A, if not applicable or line through)

Payment Plan

This Agreement constitutes a binding Contract between the Student and International Institute of Clinical Sexology

All students are responsible for the fees as specified in. There are no policies for reduction of tuition or fees.

The following will be included in each student’s contract:

ANNUAL PERCENTAGE RATE N/A	FINANCE CHARGE N/A	Amount Financed The dollar amount the credit provided to you or on your behalf. \$15,720	Total of Payment The amount you will have paid after you have made all payments as scheduled \$16,320	Total Sales Price The total cost of your purchase on credit including your down payment of \$600 \$16,320
YOUR PAYMENT SCHEDULE WILL BE:				
Number of Payments	Amount of each payment	When payments are due		
24	\$655	Beginning on ___/___/___ and on the same day each (check one) ___ weekly or <input checked="" type="checkbox"/> monthly or ___ quarterly thereafter		

Print Name _____ Signature _____ Date _____

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

Choice of Basic Clinical Sexology Education Track

All students have a choice of scheduling track for the Basic Clinical Sexology Education.

Please check your choice from the list below:

	Class Track	Start Date
<input type="checkbox"/>	Track 1 – Saturdays only	Classes begin 1-21-18
<input type="checkbox"/>	Track 2 – Five (5) days on alternating months	Classes begin - Closed
<input type="checkbox"/>	Track 3 – Five (5) days on alternating months	Classes begin 2-22-18

Choice of Specialty Concentration

All students will choose a specialty concentration based on their own preference.

Please check your choice from the list below:

<input type="checkbox"/>	Sex Addiction and Compulsivity –	Classes begin 2-9-18
<input type="checkbox"/>	Transgender Care –	Classes begin 1-26-18
<input type="checkbox"/>	Hypnotherapy and Sexuality –	Classes begin 6-14-18
<input type="checkbox"/>	Kink Conscious Education-	Classes begin TBD

GROUNDS FOR TERMINATION

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications

GRADUATION REQUIREMENTS

I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the School.

ACKNOWLEDGEMENT

This contract contains the entire agreement between the School and myself, and no further modification or representation except as herein expressed in writing will be recognized.

NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

Statement and Attestation of Receipt and Understanding of the Binding Document and Catalogue

I, (Print student name) _____

Do hereby state and attest that I have received and read a copy of the binding document and catalog.

Student Signature _____

Date _____

IICS Official (Print) _____

Date _____

IICS Official (Signature)