

## **ADMISSION AGREEMENT**

### **THE PROGRAM DEFINED**

NARCONON FREEDOM CENTER, INC. (FREEDOM CENTER) drug and alcohol rehabilitation program has an excellent success rate for students who actively and honestly participate. Our program is designed to achieve this positive result with specific program steps and procedures, in a gradient found to be most workable and successful based on 45 years of experience in treating chemical dependency.

Freedom Center delivers a comprehensive drug and alcohol treatment program using the Narconon program methodology. This is based on the client's (called students) completion of established, results-oriented treatment goals, as opposed to a set number of days or weeks in treatment. The amount of time it takes each individual to complete the program varies with each student, but should average between three and six months.

### **THE NARCONON PROGRAM**

Withdrawal is the first crucial step of the program. It aids an individual to cease existing drug use rapidly with minimal discomfort. Withdrawal is accomplished using proper nutrition, vitamin supplements, and clinical care from experienced Narconon staff, physicians and withdrawal specialists.

The communications course extroverts the individual and provides one the tools to better communicate with others and with ones environment. There are eight training routines on this course. Each is a specific drill on the parts of communication and how to get one understood and how to communicate with others.

The Narconon New Life Detoxification Procedure is a detox program developed by author and humanitarian L. Ron Hubbard. This step of the program removes drug residues and other toxic substances from the body. This residue remains locked within fatty tissues of the body and may be released into the blood stream several years after an individual has stopped taking drugs. The lingering residue can cause cravings for more drugs so it needs to be eliminated from the body. Residue elimination is accomplished through an exact regimen of exercise, sauna, and nutritional supplements. This procedure will release the drug residues and rid them from the fatty tissues of the body.

The Learning Improvement Course provides the individual with the ability to study and retain knowledge along with the skill to recognize and overcome barriers to study and comprehension. The individual learns data on the three barriers to study. One learns how to clear a word in a dictionary so it is fully understood, how to perform demonstrations of concepts so one can easily grasp them and how to recognize and undertake any difficulties in ones study.

The Communication & Perception Course gives the individual the ability to get into full communication with others and ones environment. The individual polishes their communication skills by redoing the eight Training Routines. Then one performs a series of new exercises

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which fully extroverts the individual and gets their attention off of themselves and onto the environment. This greatly raises perception and ability to handle the environment and control their life.

The individual also helps another individuals do the exercises. One takes responsibility for helping another, which increases their responsibility and ability to handle life and help others.

The Ups and Downs in Life Course gives the individual the ability to spot and handle those influences in ones environment that would cause one to lose any gains one has made.

The individual learns the characteristics of the social personality as well as those of the anti-social personality so that one can spot the difference and better choose ones friends and associates. Completing this course makes the student less susceptible to those who would influence one to revert back to drugs.

The Personal Values and Integrity Course provide one with the data one needs to improve ones survival potential. It teaches one the eight survival dynamics, gives one invaluable knowledge about personal ethics, honesty, and integrity and shows one how to correct contra-survival behavior by ridding oneself of past harmful deeds.

The Narconon Changing Conditions of Life Course gives one the exact step-by-step technology one needs to improve ones life. This ethics technology covers exactly how to apply these steps to improve conditions in life. It also teaches one how to repair previous bad conditions and how one can apply this technology and keep winning.

“The Way to Happiness” course teaches a non-sectarian moral code which is a guide to living a happy life based on the book “The Way to Happiness.”®

### **PROGRAM DURATION**

A number of circumstances can add to or subtract from the amount of time it takes for a person to complete the full FREEDOM CENTER drug rehabilitation program. Some of the most common are:

1. Length and type of drug or alcohol abuse;
2. Physical condition at the time of enrollment and literacy rate;
3. Legitimate legal, medical, or bereavement;
4. The degree of staff intervention required to keep a one focused on successfully completing each of the steps of the program; and
5. How well a one adheres to and follows the program rules as described in the Student Rules of Conduct.

### **VIOLATIONS OF STUDENT RULES OF CONDUCT**

It is common knowledge that some of the primary symptoms of drug or alcohol addiction are declining moral values, unethical conduct and dishonesty. The severity of these symptoms will vary from individual to individual but nonetheless are present to some degree in all cases and are an important aspect of addiction that must be addressed if successful rehabilitation is to

occur. The FREEDOM CENTER Student Rules of Conduct are designed to provide a social guideline of conduct that, when followed, creates a positive treatment environment that is conducive to successful rehabilitation, along with long term success.

When students break the rules, their progress in the rehabilitation process is impeded. Our drug and alcohol rehabilitation program has an effective treatment system that addresses unethical or immoral behavior that is incorporated throughout the treatment program. When there are infractions of the rules, staff members intervene with disciplinary educational actions used on a gradient scale of severity. The degree of discipline used depends on the seriousness of the infraction and whether the student is a repeat offender or not. Staff members have the understanding that raising an addict's moral and ethical awareness and responsibility is a critical part of the recovery process. Thus, great measures are taken throughout the program and go far and beyond what most other programs will tolerate. This is in order to help the student realize that conducting oneself honestly and treating others with integrity and respect is a key factor in accomplishing long term sobriety.

Less severe violations of the Student Rules of Conduct will result in corrective actions during the program, but repeated or serious violations may result in the student leaving the program. Should the facility suspend or dismiss them, this will result in the individual program fees being ineligible for any repayment, with the full amount of the fees then unpaid remaining due and owing.

### **STUDENT SUSPENSION AND DISMISSAL**

Suspension from the program is one of the more severe disciplinary measures and is used only after a student has not responded favorably to earlier ethics work with staff. Suspension is not banishment from the FREEDOM CENTER drug and alcohol rehabilitation program, but is used for the purpose of achieving improved behavior and program focus for students who are having extreme difficulty in complying with the student rules. The purpose of the suspension is to cause the student to refocus on the rehabilitation program and actively participate in accomplishing treatment objectives. The family and loved ones or others directly involved in the student's life can be instrumental in helping get a student through their suspension program and returned to successfully complete the entire program.

When a student is suspended from the program, FREEDOM CENTER staff will develop an individually tailored re-entry program of actions for the student to accomplish outside of the facility. The length of the suspension and re-entry program is based on the degree of difficulty the suspended student has had in following the student rules and the severity of the infractions that led to the suspension. Prior to executing the suspension, the student and immediate family or loved ones will be notified by FREEDOM CENTER as to how long the student will be suspended. Speedy communication is critical at these times. Should we be unable to reach a parent or loved one within 5 hours, the student will be escorted off the property and into an environment (ie: a motel, hotel or shelter) with access to a telephone. You may put in writing what you wish to have happen under these circumstances and we will comply with the best of our ability. Ethics staff can be contacted during the suspension period to ask questions or seek advice in the best way to help the student through his or her ethics program so that he or she can successfully return to resume the treatment program.

It is important to note that suspension from the program can be an extremely valuable tool to help students with a history of discipline problems. If this treatment tool is used with the support of family or loved ones, great results can be achieved with the student successfully on the road to recovery. Often if a student is remorseful and sincere and works hard on their suspension program, the Ethics staff will take a student back early. In these cases, the student typically returns with a renewed desire to change his or her ways and honestly do the program.

If, while on suspension, the student has relapsed to drug or alcohol use, a new medical assessment and additional withdrawal services an extra cost may be required as part of the terms of reenrollment along with the fees related to these services. The decision as to whether such services will be required is the sole province of the Senior Case Supervisor. There is no reduced fee for withdrawal and medical services and the financially responsible party will be charged full rate for those services.

If the extent of the student's drug and alcohol use also requires the student to redo any portions of the program that had previously been completed, additional fees for those services will be charged. All services that must be redone, with the exception of withdrawal and medical services will be provided at the original fee. The Senior Case Supervisor determines which services will have to be re-done, if any, beyond withdrawal and medical services.

### **NO TOLERANCE POLICY**

There are three basic offenses that, if committed by a student while on the program, can result in immediate dismissal from the program without recourse. They are:

1. Smuggling or using drugs or alcohol on the facility grounds or while a participant in The Freedom Center program.
2. Violent behavior that poses a threat to the physical well being of any individual.
3. Commission of a crime while enrolled in the FREEDOM CENTER program whether on or off the facility grounds.

Dismissal is the most severe disciplinary penalty used in the FREEDOM CENTER program. Once a student has been dismissed from the program their chances of being allowed back are greatly diminished. A dismissal may come about only after all existing disciplinary measures, including suspension, have been unsuccessful in correcting a student's negative behavior or if a student has committed any of the three major offenses as described in FREEDOM CENTER'S "No Tolerance Policy" above.

Dismissal from the program is the last resort to correct a student whose continued disregard for the program rules has caused serious disruption to the organization or the progress of other students in the program. FREEDOM CENTER reserves the right to determine if a student who has been dismissed from the program has any recourse to resume their treatment status or not.

### **VOLUNTARY CESSATION OF PROGRAM**

It occasionally happens that a student feels that he has achieved the results for which he or she came to the program to receive prior to actual program completion. Should this occur and

should the student be adamant in this position, FREEDOM CENTER will consider that it has fulfilled its obligations under this agreement and no repayments for undelivered portions of the program will be made. Should that student decide, within one year of departure, that he or she wished to return to complete the program such return will be allowed providing space is available at the time; and subject to re-application, clearance through the ethics department and payment of any applicable fees.

In such a case any portions of the program which were delivered but which, in the estimation of the Senior Case Supervisor, must be re-done by the student will be charged to the responsible party at one-half the original fee. The only exception to this is for medical services, or the withdrawal and sauna portions of the program which, if re-delivered to the student, will be charged at the full rate.

### **PROGRAM FEES**

Call intake counselor for admission fees.

### **INTEGRATED AGREEMENT**

This represents the entire agreement between the parties and supersedes all prior written and oral agreements. No subsequent written agreement shall become part of the original agreement unless executed by all parties, captioned as an amendment to the original agreement and the same formalities as the original agreement. No oral agreements or understandings shall have any standing or validity with regard to the agreement between the parties. The parties are only those parties named in this Admission Agreement.

### **NO GUARANTEE**

The success of the program is based upon the student's willingness to change, get honest, take responsibility for past actions and seek a new way to live. Due to these essential factors and the nature of addiction, there are no guarantees that the student will respond to treatment, stop using drugs or alcohol, stop breaking the law or change in any way, although many individuals have found great success with the program.

### **RE-APPLICATION FOR ADMISSIONS**

An individual who leaves prior to completion of their program often regrets that decision days or weeks later and realizes they would like to return and do a thorough and honest program. Thus, a student may return to the program subject to re-application, clearance through the Ethics Department and payment of any applicable fees.

### **STUDENT'S PERSONAL PROPERTY**

FREEDOM CENTER is not a lock-down facility. While every practical step is taken to ensure the security of personal property, no guarantees can be made with respect to this. Therefore, it is the policy of FREEDOM CENTER that each student is responsible for his or her own personal property. FREEDOM CENTER assumes no liability for the personal property of any student.

Students are encouraged to bring as little personal property as possible with them when they arrive. They are also encouraged not to bring any property of great value, as any loss will be the responsibility of the individual student.

Additionally, due to space and storage issues, any personal possessions left by the student after leaving the facility, whether successfully graduating or leaving for any other reason will be stored by FREEDOM CENTER for a period of no more than seven days. Arrangements should be made for shipping any items that cannot be easily transported. Should additional time be needed, please inform FREEDOM CENTER in writing so that we can coordinate the transport of property.

### **INSURANCE BILLING INFORMATION**

FREEDOM CENTER will automatically provide insurance billing at a service fee of 15% of the recovered amount. We will make every attempt to get reimbursement for the maximum benefit allowable by your insurance company's contractual benefits.

In order to correctly process the insurance we will need the insurance information given to us in advance. This is so we have the time needed to prepare for the submission of the claim. Then MedPro billing will create a claim and submit it to the insurance company of the student for processing. MedPro will follow up to ensure they receive it and have all data needed to begin processing the claim. Insurance companies usually take another 30 days before they will even begin to process.

Prior approval or precertification by the member may be required in some instances, especially if the treatment program is out of state. It is the guarantor's responsibility to check with the insurance company on whether this is required. If so, feel free to contact our medical biller with any questions on how to proceed or simply verify approval prior to the student's arrival.

Once the claim has been processed, a check will be sent payable to us for all benefits. The Finance department will deposit the check and a new check will be issued to the guarantor for 85% of the amount received, not to exceed the program fee total. Of course, FREEDOM CENTER cannot guarantee that any insurance company or any other source of funding will pay, but can only make estimations or suggestions based on what information the insurance company provides to us. The responsible party understands that if insurance does not pay they are liable for all fees.

If you wish to check status of the claim, you should contact your Insurance Company's customer service department on the back of the card. Should you choose to waive this insurance billing service, please inform us in writing. We will instead, provide you with a claim to process on your own at a fee of \$398.00. We assume no responsibility for any and all insurance billing. If insurance does not pay, it is the responsibility of the responsible party to pay the balance due for the program.

### **ARBITRATION**

The parties agree that any controversy, dispute or claim arising out of or relating to or involving this policy that cannot be promptly settled by direct communication shall first be submitted for

resolution by mediation through a qualified facilitative mediator approved by the American Arbitration Association to be agreed upon by the parties. The parties shall each pay half the costs of such mediation unless otherwise specifically prohibited by law. A party's request or petition for mediation must be in writing and must be submitted to the other party within ninety (90) days following the event giving rise to the dispute. The mediation shall take place in Kalamazoo or Calhoun Counties, Michigan, with the specific location agreed by the parties.

If the best efforts of the parties to mediate a resolution do not result in a settlement of their differences, then any claim or dispute out of and/or involving this Agreement shall be resolved by binding arbitration by an arbitrator mutually agreeable to the parties. The parties understand and agree that in the event of arbitration, the decision of the arbitrator shall be binding and conclusive on the parties.

### **FOLLOW UP SERVICES**

FREEDOM CENTER will continue to follow-up with students free of charge for a period of 12 months after graduation from the program. Our Aftercare Specialist will call graduates. The graduate may voluntarily contact our Aftercare Specialist for help outside of this schedule at any time for extra assistance. This will give the graduate an opportunity to speak with staff in order to work through any difficulties or problems during the transition back to life outside the facility.

### **THE ROLE OF THE FAMILY**

FREEDOM CENTER is dedicated to helping individuals achieve a drug-free, ethical and productive life. In order to achieve this it is critical that we receive full cooperation from the family of the individual.

If you are aware of any difficulties the student is experiencing during the program, we ask that you immediately contact the Family Consultant, who will work with you and appropriate FREEDOM CENTER staff to resolve any difficulties and help the student through the barriers he or she must overcome in order to achieve the overall treatment goal. Beyond providing us with necessary data, we ask that you follow our lead in the treatment program and let your loved one know that he or she can fully recover only by cooperating fully with staff.

We have but one goal, to ensure that each individual coming to FREEDOM CENTER achieves the product of a drug-free, ethical and productive life and the better we can work with the student and his or her loved ones, the greater the chance of success.

For good and valuable consideration and the promises made herein, the parties hereto agree to be bound by the terms of this Admission Agreement.

All payments must be submitted on or before dates indicated above to ensure uninterrupted rehabilitation services and avoid late fees.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_

FREEDOM CENTER: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

\*Please fill out, sign and return this page

The Narconon FREEDOM CENTER program requires one TB Test, liver enzyme check, pregnancy test if applicable and physical examination for the purpose of determining qualification for the residential program, including the New Life Detoxification (sauna program). These are included in the admission fee and will be provided for the client.

ANY additional tests, doctor visits, blood work such as AIDS, Hepatitis, etc are NOT provided and if requested by the client, are his or her financial responsibility. Chiropractic, Optometry and Dental are other services NOT provided. If the client becomes ill or injured while at any Narconon FREEDOM CENTER facility and ANY treatment is necessary, these services are also the financial responsibility of the client. All medical treatment, emergency or otherwise, must be paid for at or before the time of care by the client or the client's financier.

Narconon FREEDOM CENTER will not be responsible for any medical expenses incurred by the student during his or her stay at our program.

Please fill out the form below and return it to our office, acknowledging that you have read and understand the above

Your Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Your Signature \_\_\_\_\_

Student Name \_\_\_\_\_