

SCHOOL NAME
SCHOOL ADDRESS

Telephone: _____ FAX: _____

ENROLLMENT AGREEMENT

Student's Name: _____ Social Security Number: _____
Address: _____
Telephone: _____ Email Address: _____
Program Title: _____ Total Program Hours: _____
Start Date: _____ End Date: _____
Class Schedule: Monday – Friday Saturday
(9:00 AM – 4:00 PM) (9:00 AM – 4:00 PM)

There is a non-refundable registration fee of \$ _____. This fee is not part of tuition. The tuition will cover the entire program. The student is responsible for _____ percent of the total tuition payable on or before the first day of class. All tuition monies paid by the student will be refunded if the applicant cancels this contract within three (3) business days from the date of signing. This refund, less the registration fee, is applicable even if instruction has begun.

Fees: Registration: \$ _____
 Tuition: \$ _____
 Books: \$ _____
 Tools/Supplies: \$ _____
 Other (Test/Licensing/Inoculation) \$ _____
 Total \$ _____

The school has received the sum of \$ _____ on _____, 20____ with a remaining balance of \$ _____. This balance is to be paid within _____ installments beginning _____, 20____ and ending on _____, 20____.

Complaint Resolution Policy

Students must submit written complaints to the school director within _____ days of event. The school director will notify the student, in writing, within _____ days of written complaint of the procedures that the student and administration will follow when resolving the student's concerns.

Tuition Refund Policy

ABC School's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal

Within three business days of signing this contract
During the first week
Weeks two and three
After three weeks and prior to 25%
After 25% of program and before 50%
After 50% of program is completed

Student's Responsibility

0% of total tuition plus the registration fee
10% of total tuition plus the registration fee
20% of total tuition plus the registration fee
45% of total tuition plus the registration fee
70% of total tuition plus the registration fee
100% of total tuition plus the registration fee

The following certificate(s)/license(s) and/or professional credential(s) will be available upon completion of the _____ program(s): _____.

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

ABC School's post-training placement information is available at www.njtopps.com.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student, by signing this contract, acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above named student has been approved to enter the above named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school shall retain a copy of this agreement.

School Director's Signature

Date

Applicant's Signature

Date