



Enrollment Agreement

PERSONAL INFORMATION

Social Security No.			
First Name	MI	Last Name	
Home Address	City	State	Zip
Home Phone	Cell Phone	Pager/Other	
Date of Birth Mo. ____ Day ____ Yr. ____	Marital Status [S] Single [D] Divorced [M] Married [W] Widowed	Sex [M] Male [F] Female	
Ethnic Identity [A] Asian/Pacific [H] Hispanic	[B] Black [I] Indian	[C] Caucasian [O] Other _____	
Educational Background [N] No Diploma [S] Some College	[G] GED [A] Associate Degree	[H] High School [B] Bachelor Degree [P] Post Graduate	
Name of High School	Date Graduated Month/Year _____	Location of High School City _____ State _____	
Are you disabled? [Y] Yes [N] No If so, please describe:	Are you a U.S. Citizen? [Y] Yes [N] No Are you a Veteran? [Y] Yes [N] No		

LOGIN INFORMATION

Username and passwords must be at least 6 characters and no more than 25 characters. Usernames cannot contain 'admin' or 'administrator'. Passwords cannot contain 'password', '123456', '654321' or contain the username).

User Name	Password	Email Address
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EMERGENCY CONTACT INFORMATION

**PERSON TO CONTACT
IN THE EVENT
OF AN EMERGENCY**

Name _____
Relationship _____ Phone _____
Address _____

EMPLOYMENT INFORMATION

Employment Status [F] Full Time [P] Part Time [N] Not Employed

Employer _____ Phone _____

Employer Address _____

City, State, Zip _____

OTHER INFORMATION

How did you hear about AC/C TECH? [P] Phone [M] Mail [T] TV [R] Radio [F] Friend [E] Employer [P] Parent [O] Other

ENROLLMENT OPTIONS & TUITION FEES

Courses Only

☐ _____
☐ _____
☐ _____
☐ _____

Tuition/Course - \$250.00

Tuition/Workshop - \$75.00

Technical Certificate Programs	Tuition	Books	Tools/Supplies	Uniforms	Total Cost
<input type="checkbox"/> HVAC Maintenance	\$1,500.00	\$163.75	\$439.07	\$160.00	\$2,262.82
<input type="checkbox"/> Plumbing Maintenance	\$500.00	\$254.83	\$603.55	\$160.00	\$1,518.38
<input type="checkbox"/> Interior/Exterior Maintenance	\$1,075.00	\$69.90	\$1,114.95	\$160.00	\$2,419.85
<input type="checkbox"/> Electrical Wiring Maintenance	\$575.00	\$198.95	\$293.95	\$160.00	\$1,227.90
<input type="checkbox"/> Appliance Repair	\$1,250.00	\$174.75	\$682.14	\$160.00	\$2,266.89
<input type="checkbox"/> Swimming Pool & Spa Maintenance	\$1,000.00	\$59.95	\$439.07	\$160.00	\$1,659.02
<input type="checkbox"/> Completion of AAS Degree	\$1,250.00	\$50.00	\$0.00	\$0.00	\$1,300.00

AAS Degree Program	Tuition	Books	Tools/Supplies	Uniforms	Total Cost
<input type="checkbox"/> Residential & Apartment Technology	\$7,150.00	\$972.13	\$3,572.73	\$960.00	\$12,854.86

CANCELLATION POLICY

Students may cancel an enrollment anytime.

Prospective students who have not visited AC/C TECH prior to enrollment will have the opportunity to cancel (without penalty) following a regularly scheduled orientation or following a tour of the facilities, where training will be provided.

REFUND POLICY

AC/C TECH will pay a refund to students in the amount calculated under this policy, or as otherwise approved by the Indiana Board for Proprietary Education. The refund will be made no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

- A student is entitled to a full refund if one or more of the following criteria are met:
 - The student cancels the enrollment agreement or enrollment application within six days after signing.
 - The student does not meet the minimum admission requirements.
 - The student's enrollment was procured as a result of a misrepresentation in written materials used by the institution.
 - If the student has not visited the institution prior to the enrollment, and, upon touring the facilities or attending the regularly scheduled orientation or classes, the student withdrew from the program within three days.
- A student withdrawing from an instructional program, after starting the instructional program and attending one (1) week or less of the program, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- A student withdrawing from a program, after attending more than twenty five (25%) of the program but equal to or less than fifty percent (50%) of the program duration, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- A student withdrawing from a program, after attending more than fifty percent (50%) of the program but equal to or less than sixty percent (60%) of the program duration, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less the application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- A student withdrawing from a program, after attending more than sixty percent (60%) of the program duration, is not entitled to a refund.

FINANCIAL ASSISTANCE

Have you applied for Financial Aid? [Y] Yes [N] No
Is Financial Assistance required? [Y] Yes [N] No

If yes, AC/C TECH offers a Standard Promissory Note to satisfy enrollment fees. Students have an option of repaying the loan in "Lump Sum" or "Installments". If Installments are desired, you have an option of making payments on a weekly basis, or pay period basis, or monthly basis. As long as you make regularly scheduled payments, no interest will be applied. When payments are not made pursuant to the scheduled timeline, AC/C TECH will apply a \$25.00 late fee for each occurrence. (See Standard Promissory Note on page 4)

COLLECTION POLICY

AC/C TECH's collection practices and procedures are fair, encourage students' progress, and will seek to retain their good will.

1. AC/C TECH accepts cash, personal checks, money orders, and charge cards.
2. Financial assistance is available as noted above.
3. Payment processing will be made in accordance with the promissory note.
4. If the student's credit card information is no longer active or payment has been declined, AC/C TECH will contact the cardholder immediately to update information.
5. Accounts in arrears over 30 days - would prompt AC/C TECH to contact family members to resolve the concern. Family members may be contacted by telephone, e-mail, or letter.
6. Accounts in arrears over 60 days - would prompt AC/C TECH to suspend the student from all training programs until the account is paid up to date or until payment arrangements have been satisfied by the school.
7. Accounts in arrears over 90 days - would prompt AC/C TECH to refer the matter to legal counsel for collection. The student will no longer be eligible to participate in the program until the account balance is paid in FULL.
8. After legal review/approval, AC/C TECH may refer the debt to a third party collection firm.
9. If applicable, AC/C TECH may inform the student's employer so that a collection action may include wage attachment in accordance with state, federal and municipal guidelines.

AC/C TECH'S OBLIGATIONS

The broad philosophy at AC/C TECH is to provide practical and focused training that will benefit students, and the apartment communities they serve. That's our motto! We offer online training and the curriculum for each course involves:

- Viewing online lectures
- Taking quizzes and final examinations via the internet
- Having an option of repeating lessons and/or quizzes to improve scores
- Analyzing reference videos and other training materials via the internet
- Completing lab assignments to help students develop specific skills
- Fulfilling a mandatory 1-hour verification assignment
- Documenting OJT (On-Job-Training) assignments
- Participating in web-based meetings

STUDENT'S RIGHTS, RESPONSIBILITIES, AND OBLIGATIONS

Students can pursue lessons anytime of the day and from any location. Considering the lessons can be stopped and started at will and repeated many times over, the graduation rate will be high because students have self-paced control over the lessons. The lessons offers standardized training regardless of the equipment or employment location.

Student achievement is determined by completing lectures, labs, quizzes, a final examination, and OJT assignments. As the minimum passing standard, students are required to demonstrate a proficiency in 70% of the course activities. That includes earning a 70% or higher score on the Final Examination, OJT Evaluation, and Final Score. Students are required to pass all courses listed in the program to earn a Technical Certificate or AAS Degree. Successful completion of a program is based on meeting all requirements listed under the program objectives and will be confirmed by an appropriate credential.

STANDARD PROMISSORY NOTE, if requested

1. TOTAL AMOUNT OF LOAN: _____

2. PAYMENTS:

☐ - **LUMP SUM** - The full balance of this Note, including all late fees, is due on the ____ day of _____, ____.

☐ - **INSTALLMENTS** - Starting the ____ day of _____, ____, this student agrees to pay _____ dollars on (select the applicable schedule)

- ☐ a **weekly** basis until the account balance is paid in FULL.
- ☐ a **monthly** basis until the account balance is paid in FULL.
- ☐ a **pay period** basis until the account balance is paid in FULL.

LATE FEE - There shall be a late payment fee of Twenty Five Dollars (\$25.00) if AC/C TECH does not receive the installment on the due date.

3. TRANSCRIPTS - In the event of a default by the Borrower, Lender has the right to withhold release of transcripts, certificates, and degrees as allowed under law and national accreditation standards until outstanding debt is paid in full.

4. PREPAYMENT: Student may pre-pay this Note without penalty.

5. ATTORNEYS' FEES AND COSTS: Student shall pay all costs incurred by AC/C TECH in collecting sums due under this Note after a default, including reasonable attorneys' fees. If AC/C TECH or Student sues to enforce this Note or obtain a declaration of its rights hereunder, the prevailing party in any such proceeding shall be entitled to recover its reasonable attorneys' fees and costs incurred in the proceeding (including those incurred in any bankruptcy proceeding or appeal) from the non-prevailing party.

6. WAIVER OF PRESENTMENTS: Student waives presentment for payment, notice of dishonor, protest and notice of protest.

7. NON-WAIVER: No failure or delay by AC/C TECH in exercising Student's rights under this Note shall be considered a waiver of such rights.

8. SEVERABILITY: In the event that any provision herein is determined to be void or unenforceable for any reason, such determination shall not affect the validity or enforceability of any other provision, all of which shall remain in full force and effect.

9. INTEGRATION: There are no verbal or other agreements which modify or affect the terms of this Note. This Note may not be modified or amended except by written agreement signed by Student and AC/C TECH.

10. CONFLICTING TERMS: The terms of this Note shall control over any conflicting terms in any referenced agreement or document.

11. NOTICE: Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (a) in person, (b) by certified mail, postage prepaid, return receipt requested, (c) by facsimile, or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be made to the parties at the addresses listed below.

12. EXECUTION: The Student executes this Note as a principal and not as a surety. If there is a Co-Signer, the Borrower and Co-Signer shall be jointly and severally liable under this Note.

13. GOVERNING LAW: This note shall be governed under the laws in the State of Indiana.

14. SIGNATURE AREA

Student Signature _____ Date _____

Advisor Signature _____ Date _____

TRANSFER CREDIT DISCLOSURE STATEMENT

AC/C TECH will allow transfer of credits when an official transcript is received indicating the student's achievements. The course organization and length must be similar to AC/C TECH's, the age of the previously earned credit is not greater than 10 years old, the transfer does not exceed 75% of the program requirements, and the transferring institution's accreditation is defined as equal to or higher in status than AC/C TECH's. In addition, credits awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required to earn the AAS Degree.

AC/C TECH has the right to accept or deny credits based on how they align with the program and how they could affect property management firms and apartment communities supporting the programs.

STUDENT ACKNOWLEDGEMENTS

I hereby acknowledge that I have read and understand the AC/C TECH Distance Education Disclosure.

Student Initials _____

I hereby acknowledge that I have read and understand the AC/C TECH Course/Program Catalog.

Student Initials _____

I hereby acknowledge that I have read and understand the AC/C TECH Refund Policy.

Student Initials _____

I understand that AC/C TECH does not guarantee job placement.

Student Initials _____

If for any reason my fees are not paid for by financial assistance, or by a third party, I promise to pay AC/C TECH the balance due upon request. It is understood that costs incurred in the collection of a delinquent account, including collection and attorney fees, shall be added to the balance of the delinquent account. I also understand that a lack of payment may result in me being withdrawn from the training and/or prohibited from registering for a future term. I also understand that my financial obligations to AC/C TECH must be paid in full before a certificate or credential may be awarded.

Student Initials _____

I understand that complaints, which cannot be resolved by direct negotiation with AC/C TECH, can be filed with the Indiana Commission for Higher Education using the ICHE's Student Complaint form or with the Indiana Civil Rights Commission by calling 1-800-628-2909.

Student Initials _____

I understand that this agreement will terminate on _____, unless an explanation in writing is provided.

Student Initials _____

I have carefully read and understand every page of this enrollment agreement.

Student Initials _____

ENROLLMENT ACCEPTANCE or DENIAL

☐ ACCEPTANCE ☐ DENIAL Reason for Denial _____

I understand that if I knowingly provide false information my enrollment may be revoked.

Student Signature

Date

Advisor Signature

Date

This institution is authorized by:
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984
317-464-4400 Ext. 138 or 317-464-4400 Ext. 141

www.acctech.us