



Enrollment Agreement

STUDENT INFORMATION

Student ID Number: _____			
First Name _____	MI _____	Last Name _____	
Home Address _____	City _____	State _____	Zip _____
Home Phone _____	Cell Phone _____	Date of Birth _____	

EMERGENCY CONTACT INFORMATION

PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

Name _____
 Relationship _____ Phone _____
 Address _____
 City, State, Zip _____

EMPLOYMENT INFORMATION

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

Employer _____ Job Title _____
 Employer Address _____
 City, State, Zip _____ Phone _____

COURSE/PROGRAM TUITION & FEES

Courses Only
 Tuition/Course - \$250.00 EPA Technician Certification - \$200.00 Tuition/Workshop - \$75.00

Technical Certificate Programs	Sem Credits	Tuition	Books	Tools/Supplies	Uniforms	Total Cost
<input type="checkbox"/> HVAC Maintenance	12.0	\$1,500.00	\$163.75	\$439.07	\$160.00	\$2,262.82
<input type="checkbox"/> Plumbing Maintenance	4.0	\$500.00	\$254.83	\$603.55	\$160.00	\$1,518.38
<input type="checkbox"/> Electrical Wiring Maintenance	4.2	\$575.00	\$198.95	\$293.95	\$160.00	\$1,227.90
<input type="checkbox"/> Interior/Exterior Maintenance	8.2	\$1,075.00	\$69.90	\$1,114.95	\$160.00	\$2,419.85
<input type="checkbox"/> Appliance Repair	10.0	\$1,250.00	\$174.75	\$682.14	\$160.00	\$2,266.89
<input type="checkbox"/> Swimming Pool & Spa Maintenance	8.0	\$1,000.00	\$59.95	\$439.07	\$160.00	\$1,659.02
<input type="checkbox"/> Introduction to Apartment Maintenance	16.0	\$2,000.00	\$163.75	\$439.07	\$160.00	\$2,762.82
AAS Degree Program	Sem Credits	Tuition	Books	Tools/Supplies	Uniforms	Total Cost
<input type="checkbox"/> Required Courses	38.4	\$4,900.00	\$862.18	\$3,133.66	\$800.00	\$9,695.84
<input type="checkbox"/> Elective Courses	7.0	\$1,000.00	\$59.95	\$0.00	\$0.00	\$1,059.95
Totals	45.4	\$5,900.00	\$922.13	\$3,133.66	\$800.00	\$10,755.79
<input type="checkbox"/> General Education Coursework	15.0	TBD	TBD	TBD	N/A	TBD

Students are responsible for acquiring books, tools, and supplies. The fees are based on pricing from Menards; however, the items can be obtained from any source. Please reference our website to obtain a complete listing. Acquiring uniforms is optional.

Note: Students enrolled in the AAS Degree are required to complete 15 semester credits of "General Education Coursework" from any recognized accredited institution. Examples of general education courses include natural and physical sciences (mathematics, physics, biology, chemistry, etc.); social and behavioral sciences (psychology, sociology, history, geography, economics, etc.); humanities and fine arts (English, written and oral communication, literature, foreign language, etc.). AC/C TECH does not control tuition and fees at other institutions, and therefore, those expenses must be determined by the student. However, we recommend Ivy Tech Community College because they offer easy online enrollment, online training, and fair tuition at \$149 per semester credit. Ivy Tech also offers payment plans. Students can take advantage of those options by paying a \$30 non-refundable setup fee, and their credit card processing fee is 2.85%. When calculated, 15 semester credits of general education through Ivy Tech cost \$2,235.00. When added to our technical course fees, the student's total cost is \$12,990.79 to earn the AAS Degree. The only remaining cost is associated with obtaining books for general education courses.

FINANCIAL ASSISTANCE

Do you require financial Assistance?

- No... I'm able to pay the lump sum.
- Yes... my employer is paying the tuition & fees. Enter Voucher Number _____
- Yes... my sponsor is paying the tuition & fees. Enter Voucher Number _____
- Yes... I'm interested in AC/C TECH's Payment Plan. Please complete Page 2 of 6.
- Yes... I'm interested in AC/C TECH's Standard Promissory Note. Please complete Page 3 of 6.

AC/C TECH PAYMENT PLAN, if requested

AC/C TECH offers a payment plan for every course/program. This is not a loan, and therefore, you have no debt, no interest, no finance charge, and there is no credit check. Payments are due weekly. You may choose to make payments directly from your bank account or by a credit/debit card. We accept cash, personal check, money order, credit card, etc. Credit/Debit card payments are subject to a 3.49% service fee.

Based on your enrollment, a down payment of _____ is due today, which leaves a remaining balance of _____.

Please review the following payment terms:

- Individual Course \$50 down payment + 4 payments at \$50 per week = \$250.00

- HVAC Maintenance \$300 down payment + 24 payments at \$50 per week = \$1,500.00
- Plumbing Maintenance \$100 down payment + 8 payments at \$50 per week = \$500.00
- Electrical Wiring Maintenance \$175 down payment + 8 payments at \$50 per week = \$575.00
- Interior/Exterior Maintenance \$275 down payment + 16 payments at \$50 per week = \$1,075.00
- Appliance Repair \$250 down payment + 20 payments at \$50 per week = \$1,250.00
- Swimming Pool & Spa Maintenance \$200 down payment + 16 payments at \$50 per week = \$1,000.00
- Introduction to Apartment Maintenance \$400 down payment + 32 payments at \$50 per week = \$2,000.00

- AAS Degree Required Courses \$1700 down payment + 124 payments at \$50 per week = \$4,900.00
- AAS Degree Elective Courses \$200 down payment + 16 payments at \$50 per week = \$1,000.00

LATE FEE - There is a late fee penalty of \$5.00 per occurrence.

All financial obligations align with program enrollment periods as listed above. Should you cancel this agreement prior to starting courses, you are not obligated to make any payments. Should you cancel this agreement after starting courses, you are obligated to pay a graduated amount based on the percent of lessons completed (please ref our refund policy on page 4).

To establish automatic reoccurring payments, complete your bank account or Credit/Debit Card Information.

Bank Account Information:

Bank Name _____
Routing Number _____
Account Number _____

Credit/Debit Card Information:

Card Type _____
Card Number _____
Expiration (MM/YY) _____
CVV _____

Billing Address:

Name _____
Street Address _____
City _____
State _____
Zip Code _____

You are expected to graduate on the last day of your payment term and have a zero balance.

As a reminder, AC/C TECH's training is 100% web-based and you can pursue the training anytime (24/7) and from any location.

This payment plan becomes a legal and binding contract once completed and signed by both parties.

NOTE: A parent or legal guardian signature is required if you are under the age of 18 years old.

Student Signature _____ **Date** _____

Co-Signer or Parent/Legal Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

AC/C TECH STANDARD PROMISSORY NOTE, if requested

AC/C TECH offers a Standard Promissory Note for students wanting to pursue our training fulltime and defer repayments until graduation. To qualify for future enrollments under this promissory note, the student is required to start his/her lessons within the 1st 15 days of the course schedule and maintain an 80% attendance rate through course completion. Also, the student is required to maintain a cumulative score of 70%, complete 67% of all courses attempted, and complete the degree requirements within 150% of the standard program length.

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.
- Your employer's pay cycle** until the account balance is paid in FULL.

LATE FEE - There shall be a late payment fee of:

- \$10 per occurrence if student is paying weekly
- \$40 per occurrence if student is paying monthly.
- \$25 per occurrence if student is paying based on their employer's pay period.

3. **TRANSCRIPTS:** In the event of a default by the Student, AC/C TECH 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. We accept cash, personal check, money order, credit card, etc. Credit/Debit card payments are subject to a 3.49% service fee.

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 AC/C TECH's rights under this Note shall be considered a waiver of such rights.

8. **SEVERABILITY:** If 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 Student and Co-Signer shall be jointly and severally liable under this Note. A Parent or Legal Guardian signature is required if the student is under the age of 18 years old.

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

Student Signature _____ Date _____

Co-Signer or Parent/Legal Guardian Signature _____ Date _____

Advisor Signature _____ Date _____

CANCELLATION POLICY

Students may cancel an enrollment anytime and for any reason and by any method. Prospective students who have not visited the Property Management firm prior to enrollment will have the opportunity to cancel (without penalty) 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 student's obligation at the time of cancellation will be calculated as follows:

- (A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded. Example Refund: $\$250 - (\$250 \times .00) = \$250.00$
- (B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00. Example Refund: $\$250 - (\$250 \times .00) = \$250.00$ * AC/C TECH does not have Registration Fees
- (C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment. Example Refund: $\$250 - (\$250 \times .10) = \$225.00$
- (D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition. Example Refund: $\$250 - (\$250 \times .25) = \$187.50$
- (E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition. Example Refund: $\$250 - (\$250 \times .50) = \$125.00$
- (F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition. Example Refund: $\$250 - (\$250 \times .75) = \$62.50$
- (G) After completing 75% of assignments, the student is responsible for total tuition. Example Refund: $\$250 - (\$250 \times 1.00) = \$0.00$
- (H) The entire course (all lessons and testing) must be completed within 30 days. If a student does not cancel by the end of such time, he is responsible for his total tuition.
- (I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
- (J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

DISTANCE EDUCATION DISCLOSURE STATEMENT

AC/C TECH is approved to offer distance online training to all qualified Indiana citizens by the Indiana Board for Proprietary Education. We do not enroll students from other states, except those employed and offered training via a State recognized employer-based training program.

All lessons can be completed by using any desktop computer, laptop computer, tablet, or smart phone. We also utilize other technologies to optimize the interaction between ourselves and students... which include conducting live web-meetings, posting recorded web-meetings on our website, communicating with students using Facetime/Duo technology, and playing YouTube videos.

Each student is assigned a private username and password which allows access to the training platform and resources anytime and from any location.

TRANSFER CREDIT DISCLOSURE STATEMENT

AC/C TECH allows 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 (21 courses), and the transferring institution's accreditation is defined as equal to or higher in status than AC/C TECH's. Credits awarded for experiential or equivalent learning cannot exceed 25 percent of the program requirements (7 courses) to earn the AAS Degree.

TRANSFER DISCLOSURE STATEMENT

When AC/C TECH courses are being transferred to another institution, the acceptance of that transfer is determined by the receiving institution.

AC/C TECH'S OBLIGATIONS

AC/C TECH provides online training that benefit students and the apartment communities they serve. The curriculum for each course involves:

- Viewing online lectures.
- Taking quizzes and final examinations via the internet.
- Having an option of repeating quizzes and the final examination 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 (24/7) and from any location. The lessons can be stopped and started at will and repeated five times. Quizzes can be repeated twice and the final examination just once.

Student achievement is determined by quiz scores, lab scores, final examination scores, and OJT (On-Job-Training) scores. As the minimum passing standard, students are required to demonstrate a proficiency in 70% of the course activities. Students are required to pass all courses listed in the program to earn a Technical Certificate or AAS Degree. Successful completion will be confirmed by an appropriate credential.

Students are required to start their lessons within the 1st 15 days of the course schedule and maintain an 80% attendance rate through course completion. Also, students are required to maintain a SAP (Student Academic Progress) score of 68%, or higher, to continue eligibility for the next cohort technical certificate program.

STUDENT IDENTIFICATION VERIFICATION

As part of the admissions process, students are required to upload a photo of themselves, that will be used to create a school ID. As verification, we match the photo uploaded with a valid identification. Acceptable forms of ID include a valid driver's license, governmental identification card, passport, or military identification. We do not maintain a copy of their valid identification. This method of verification allows us to award credit to the student who completed the coursework. It also prevents computer hackers from stealing our student's social security number, driver's license number, and other confidential information.

COLLECTION POLICY

AC/C TECH's collection practices 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. Payment processing will be made in accordance with the noted payment plan.
3. 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.
4. Accounts in arrears - over 30 days - would prompt AC/C TECH to contact the student's employer or family members to resolve the concern. The student's employer or family members may be contacted by telephone, email, or letter.
5. 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.
6. 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.
7. After legal review/approval, AC/C TECH may refer the debt to a third-party collection firm.

AC/C TECH may inform the student's employer so that a wage garnishment can be attached to the collection in accordance with federal, state, and municipal guidelines.

STUDENT ACKNOWLEDGEMENTS

I have read and understand AC/C TECH's Course/Program Catalog, Attendance Policy, Distance Education Disclosure Statement, Cancellation Policy, and Refund Policy.

Student Initials _____

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

Student Initials _____

Deposit Due Today _____

Remaining Balance _____

I understand that all tuition and fee payments are computerized and retained indefinitely, and that I have access to my "Account Receivables" ledger anytime (24/7) and from any location, after the login process. Payment can be made by cash, personal check, money order, credit card, etc.

Student Initials _____

If for any reason my tuition and 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 enrolling into a future term.

Student Initials _____

Your anticipated start date is _____.

Your anticipated graduation date is _____.

Student Initials _____

I have read, understand, and received a copy of this enrollment agreement. It was executed by me on _____. I also understand that a copy of this agreement will be deposited into my private account, which I have access to anytime (24/7) and from any location, after the login process.

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 _____

To the best of my knowledge, the above information is complete and accurate. I understand that if I knowingly provide false information, my enrollment may be revoked. I also understand that electronically typing my name in this document is considered to have the same legally binding effect as signing my signature using a pen and paper.

Student Signature _____ **Date** _____

Co-Signer or Legal Guardian Signature _____ **Date** _____

Advisor Signature  _____ **Date** _____

Check this box if enrollment was accepted via provisional admissions.

This Institution is regulated by:
Indiana Commission for Higher Education
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
1-800-227-5695 or 317-464-4400

www.acctech.us