

SelecTechnical Institute

12802 Crosby Fwy | Houston | TX | 77049
(713) 672-4115

STUDENT ENROLLMENT AGREEMENT

STUDENT INFORMATION

Name:			
Home Address:		City/State/Zip:	
Home Phone:		Cell Phone:	
E-mail Address:			
Military:	Are you a United States Veteran or Military Service Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PROGRAM OF STUDY

Program:	Diesel Technician	Contact Hours:	8:00 am – 5:00 pm (M-F)	Date to Begin:	
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INSTRUCTIONS

You must read & initial on the line next to each statement below.

The following terms shall have the following meanings:

The "school" means SelecTechnical Institute.

The "student" means the student identified hereinabove.

The "Student Catalog" or the "Catalog" means the school's catalog.

- _____
(Initial)

I acknowledge that I have read the current Student Catalog, and I understand and agree to the school's policies published in the Catalog. I understand that should I wish to have a copy of the Student Catalog; I can request a printed copy from administration at any time during hours of operation.
- _____
(Initial)

I understand that admission to the school is based upon the information I provide on the Enrollment Agreement and all other publications, documents, forms I submit to the school, and in verbal statements made to any of the school's representatives. I acknowledge that any false, inaccurate, incomplete, or misleading information or statement provided by me is a basis for denial or revocation of admission.
- _____
(Initial)

I acknowledge and agree that the school is not responsible for any of my health care or medical expenses that may be incurred as a result of training. I understand that the school recommends I maintain medical insurance while enrolled in school. I understand that I am responsible for maintaining health care coverage and/or that I am responsible for any costs associated with accidents or injuries that may occur as a result of training.

PROGRAM COSTS			
Tuition:	\$39,000	Other:	ARC user fee \$350
Supplies:		Other:	Admin fee \$100
Equipment:		Other:	
Books:		Other:	
Total:			\$39,450
<i>*Fees are based on current school operating costs and are subject to change.</i>			
<i>*Payment in full due prior to first day of class - no partial payments.</i>			
METHOD OF PAYMENT			
<i>*Please check below one of the following payment methods:</i>			
Cash:		Card:	
		Check:	
		Other:	
<i>* Any holder of this consumer credit contract is subject to all claims and defenses which the student-debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor to the school for tuition.</i>			

CANCELLATION POLICY – Please read and initial next to the statement below:

- _____ (Initial)
- A full refund will be made to any student who cancels the enrollment contract within 72 hours. This refund is valid until midnight of the third (3rd) business day (excluding Saturdays, Sundays, legal holidays, and any other non-operational days) after the enrollment agreement is signed. A full refund will also be made to any student who cancels enrollment within the student’s first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

- Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
- The effective date of termination for refund purposes will be the earliest of the following:
 - The last day of attendance, if the student’s enrollment is terminated by the school;
 - The date of receipt of written notice of termination from the student; or
 - Ten (10) school days following the student’s last date of attendance.
- If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
- If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed seventy-five percent (75%) or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
- Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and

tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

- A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
- A full refund of all tuition and fees is due and refundable in each of the following cases:
 - A. An enrollee is not accepted by the school;
 - B. If the course of instruction is discontinued by the school and this prevents the student from completing the course;
or
 - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

****A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges*

- Refund for students called to active military service will be given if the student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard, in which event the student may elect one of the following options for each program in which the student is enrolled:
 - A. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - B. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - C. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. Satisfactorily completed at least ninety percent (90%) of the required coursework for the program; and
 - ii. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
- The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within sixty (60) days after the effective date of termination.

STUDENT ATTESTATION – You must initial & fill in each blank below:

(Initial)

I _____
(Student's name)

understand & acknowledge that I have received a copy of this enrollment agreement and current Student Catalog and Student Code of Conduct.

STUDENT AUTHORIZATION

(Student Signature)

(Date)

(Printed Name of Student)

SCHOOL AUTHORIZATION

(School Registered Representative Signature)

(Date)

(Printed Name of Registered Representative)

***APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS & COLLEGES, AUSTIN, TX**