



Enrollment Agreement

PERSONAL INFORMATION			
Student ID Number:			
First Name	MI	Last Name	
Home Address	City	State	Zip
Home Phone	Cell Phone	Pager/Other	

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

COURSE/PROGRAM TUITION & FEES						
Courses Only						
<input type="checkbox"/>	Tuition/Course - \$250.00					
<input type="checkbox"/>	EPA Technician Certification - \$200.00					
Technical Certificate Programs						
<input type="checkbox"/>	HVAC Maintenance	Tuition \$1,500.00	Books \$163.75	Tools/Supplies \$439.07	Uniforms \$160.00	Total Cost \$2,262.82
<input type="checkbox"/>	Plumbing Maintenance	\$500.00	\$254.83	\$603.55	\$160.00	\$1,518.38
<input type="checkbox"/>	Electrical Wiring Maintenance	\$575.00	\$198.95	\$293.95	\$160.00	\$1,227.90
<input type="checkbox"/>	Interior/Exterior Maintenance	\$1,075.00	\$69.90	\$1,114.95	\$160.00	\$2,419.85
<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"/>	Introduction to Apartment Maintenance	\$2,000.00	\$148.75	\$439.07	\$160.00	\$2,762.82
AAS Degree - Residential & Apartment Technology						
<input type="checkbox"/>	Technical Coursework	Tuition \$7,150.00	Books \$972.13	Tools/Supplies \$3,572.73	Uniforms \$960.00	Total Cost \$12,854.86
<input type="checkbox"/>	General Education Coursework	TBD	TBD	TBD	TBD	TBD
<p>Note: Students are responsible for acquiring books, tools, and supplies. Acquiring uniforms is optional. The fees are based on pricing from Menards website, however, the items can be obtained from any source.</p> <p>Students enrolled in the AAS Degree is required to complete 15 semester credits of "General Education Coursework" from any recognized accredited Institution. AC/C TECH does not control other institution's fees, and therefore, those expenses must be determined by the student.</p> <p>AC/C TECH reserves the right to increase tuition and fees without notice.</p>						

Financial Assistance

Do you require financial Assistance?

- No... I'm able to pay the lump sum.
- No... my employer is paying the tuition & fees.
- No... my sponsor is paying the tuition & fees.
- Yes... I will pursue AC/C TECH's Standard Promissory Note.

AC/C TECH's 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:

- \$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.

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:** 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 Student 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.

SIGNATURE AREA

Student Signature _____ Date _____

Advisor Signature _____ Date _____

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.

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.

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

The broad philosophy at AC/C TECH is to provide practical and focused training that will benefit students and the apartment communities they serve. 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 offer 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.

STUDENT IDENTIFICATION VERIFICATION

During the admission process, all candidates are required to submit identification. Acceptable ID's may include a valid driver's license, governmental identification card, passport, or military identification.

At the conclusion of each course, instructors will verify the identity of students to assure that they are indeed the person who completed the online training. In addition, the instructors will verify if the student developed the skills necessary to complete work assignments expected of a maintenance technician. The instructor may ask questions related to diagnostic procedures, adjusting the system for optimum efficiency, annual maintenance activities, etc. Again, it's just a 1-hour verification assignment.

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. Financial assistance is available.
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 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.
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.

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, AC/C TECH's Distance Education Disclosure Statement, and AC/C TECH's Refund Policy.

Student Initials _____

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

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 _____

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 enrolling into a future term.

Student Initials _____

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

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

Advisor Signature Date

This Institution is regulated by:
Indiana Commission for Higher Education
The Indiana Board for Proprietary Education
302 West Washington Street, Room 201
Indianapolis, IN 46204-2736
1-800-227-5695 or 317-232-1320

www.acctech.us