

2019/2020 Student Enrollment Contract

Mobile Technical Training 460 Route 46 West South Hackensack NJ 07606
(201) 329-9000 Fax (201) 329-9007

First & Last Name: _____ Social Sec. Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____ Date of Birth: _____

I am enrolling in the following:

_____ 160 Hours ***Continuing Education Mobile Electronic Installation***

_____ Night (15 weeks) Monday to Wednesday 6pm to 9:30pm

_____ Saturday (20 weeks) Saturday 9am to 5pm

Start Date: _____ End Date: _____

I understand that classes for ***MEI INSTALLATION 160 HOURS*** will commence on _____ and end on _____. The scheduled hours are from _____ to _____. The course outline and syllabus will follow the outline and procedures described in the school's current bulletin. Upon satisfactory completion of the course which requires an **average of 70% or higher and at least 90% of overall attendance**, I will receive a certificate of achievement from Mobile Technical Training.

The tuition for the course is \$ _____. Additional fees include registration fee of \$ _____, MECP Book \$ _____, Alarm and Remote Starter \$ _____.

I can pay the tuition in one payment, follow an in-house payment plan (interest free), apply for a Career Training Loan, or apply for school financing (interest rates may range from 6-30%, based on credit history). A separate retail sales contract will be issued for the Career Training Loan, extended payment plan, or school financing plan.

I have agreed to follow a payment plan as follows: _____.

Payments can be made by cash, checks, money orders, or credit cards. I am aware that a late fee of **\$15.00** may be applied to a past due payment & all dishonored checks will carry on a **\$25.00 fee. Student Initials:** _____

Cost & Refund Policies

All tuition monies paid by the applicant will be refunded without penalty if the school rejects the application, if the applicant cancels the enrollment agreement within three business days from the signing date of this application, if the applicant has pre-paid tuition and is not able to attend the class, or in the event the applicant cancels enrollment after an orientation or visit of the school and inspection of equipment and facility prior to starting class. If instruction (*student begins first day of class*) has begun before the third business date is up from the signing date of the contract and the student cancels the enrollment, the school will retain the non-refundable application registration fee of \$90.00 and the fee for any books or tools the student has received. **Student Initials:** _____

In the event of *withdrawal or termination by the school*, the school will retain the registration fee, and a pro-rata portion of the tuition based on the number of weeks of scheduled instruction and attendance for any part of a week considered a full week.

The school will enforce the following Reimbursement Scale:

If withdrawal or cancellation occurs:**The school will retain:**

During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25% of the course	45% of the tuition
After 25% but not more than 50% of the course has been attended	70% of the tuition
After completion of more than 50% of the course	100% of the tuition
For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.	

This policy will be enforced with all students regardless of the payment method. **Student Initials:** _____

An official written notification of withdrawal or cancellation signed by the student should be submitted to the school. The date of withdrawal will be marked as the same date of when the withdrawal letter is received by the school. If the student has a loan from a bank, it is their responsibility to forward a copy of this letter to their banks directly. Once the notification is received, the school will refund the pro-rated tuition to the student no later than 30 days from the date the withdrawal letter is received by the school. All refunds will be issued by checks or to the credit card on file. All refunds for payments/pre-payments made with a credit card will be subject to a 4% credit card fee. **Student Initials:** _____

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 ninety (90) days may exclude the student from any available forms of assistance. The contact number to call is (609) 292-4287.

If tuition is not paid in full and the student, debtor, and/or co-signer default on the payment plan agreement, the student will not receive a certificate of completion from the school, cannot receive technical support, cannot be part of our job placement assistance program or benefit from any student services until tuition payments are made in full. In addition, the account may be referred to a collections agency and reported to the credit bureau. A civil claims lawsuit will also be filed if the account remains unpaid. There will be additional collection (not to exceed 20%), interest, court, and legal fees which will be the sole responsibility of the debtor, student, or co-signer. If a student leaves the school under any circumstances with a balance due, he/she is authorizing the school's collection department to contact them via phone, email, or mail. **Student Initials:** _____

I am aware that dismissal from the school may take place if I do not follow the school's rules, regulations, policies, and code of conduct, if I miss more than **10%** of instruction time that is recorded as unexcused absences, not maintain the minimum grade average of **70 or above**, and or do not meet **financial obligations**. Scholarships awarded by the school are conditional upon completion of the course, passing grades and satisfactory attendance. In case a student is terminated or withdraws, the school scholarship is void. Students would be responsible for the full tuition. (In the event of termination by the school, the student will receive a letter with the date and reason for dismissal. Students can refer to the school bulletin for more information on the dismissal and re-entry policies.) **Student Initials:** _____

In conclusion, I agree to maintain regular attendance and abide by the rules and regulations of the school. I understand that regular attendance is my obligation and that the school's policy regarding absence and make-up as stated in the school bulletin will apply to all students. I am aware that I can bring my own tools or borrow certain items from the school. There are no medical conditions that prevent me from taking this training. The school reserves the right to make changes in its structure, policy, and procedures as circumstances permit. The school reserves the right to make changes in equipment and materials to adjust the curriculum as it considers necessary to meet the demands of advances in technology or changes in the workplace. I grant permission to the school to use my class photographs for educational and/or marketing purposes. Furthermore, job placement assistance is offered to all certified graduates; however, the school does not guarantee job placement during or after all classes but will help me in every way possible to find the right job for my skills and knowledge. In addition, I must meet all graduation requirements to receive placement services. The classes will be conducted in English. **Student Initials:** _____

I acknowledge reading and receiving a copy of this agreement, the school bulletin, and a written confirmation of my acceptance in class. I have read and fully understand all the information provided in this contract (2 pages) and agree to follow all policies as stated in the enrollment contract and school bulletin.

Applicant's Signature: _____ Date: _____

Parent/Guardian Signature if necessary: _____ Date: _____

School Director's Signature: _____ Date: _____

This agreement is not binding until three business days after signing by both parties. The student and the school will retain a copy of this agreement.