

2023-2024 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:

_____ 600 Clock Hours Day **Mobile Electronic Installation & Vehicle Customizing Program** (18 weeks)

Schedule: Full Time Monday to Thursday 9:00am to 5:00pm + 6 Friday Sessions

Class Start Date: _____ Class End Date: _____

I understand that classes for *MEI & VCP* will commence _____ and end on _____. The scheduled hours are from 9am to 5pm. The course outline and syllabus will follow the outline and procedures described in the school's current catalog. Upon satisfactory completion of the program which requires a **CGPA of 2.0 or higher and at least 90% of overall attendance** (*cannot miss more than 60 hours during the enrollment period*), I will receive a certificate of completion from Mobile Technical Training.

The tuition for duration of this program is \$15,300. Additional mandatory fees include the registration fee of \$90.00, MECP Exam \$105.00, Two Way Alarm and Remote Starter starting at \$200.00, Supply Fee \$460.00 *The supply fee consists of wiring, tape, wood, glue, vinyl wrap material, detailing supplies, window tint supplies, and other materials for class use only*. If a student does not attend class due to unexcused absences/tardiness and needs additional time to meet graduation requirements, they will be responsible for additional fees based on the hours of training that are needed to graduate. I am aware of the recommended tool list for class & the additional costs for any materials or products I want for my personal car. The fee for an official transcript is \$10. The school will provide a one-time transfer option with a \$20 fee to students who need to transfer their start date. **Student Initials** _____

I can pay the tuition in one payment, or in-house payment plan (*interest free*), apply for Federal Financial Assistance with US Dept of Education (*eligibility requirements must be met, access link for more information <https://studentaid.gov/h/apply-for-aid/fafsa>*), apply for a Career Training Loan with SLM private lender, (*carries an interest rate based on credit history, access link for more information <https://www.salliemae.com/student-loans/career-training-smart-option-student-loan/>*). A separate retail sales contract will be issued for a loan/financing/payment plan. Student agrees to follow this method of payment: _____.

Payments can be made by cash, checks, money orders, or credit cards (*approval from the credit card holder will be needed if it is not under the student's name*). I am aware that a late fee of **\$15.00** may be applied to a past due payment & **\$25.00** to all dishonored checks. **Student Initials:** _____

Cost & Refund Policies

All monies paid by the applicant will be refunded without penalty if the school rejects the application, or if the applicant cancels the enrollment agreement within three business days from the signing date of the agreement. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of school equipment. An applicant requesting cancelation more than three days after signing an enrollment agreement and making an initial payment but prior to starting class, is entitled to a refund of all monies paid minus the registration fee of \$90. **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.

Students who have received Federal Financial Aid (Title IV) and withdraw from the school: Mobile Technical Training will calculate a refund by applying the Federal "Return or Title IV Funds" policy.

Return of Title IV (R2T4) Refunds Policy - Department of Education Refund Policy

Title IV Funds are awarded to a student under the assumption he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws or does not return from a Leave of Absence, the student may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive.

If a student is a recipient of Title IV Funds and withdraws from the school after beginning class, the amount of Title IV assistance (financial aid) earned by the student will be determined. **If the amount disbursed to the student is greater than the student earned, unearned funds must be returned by the student.** If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement of the earned aid that was not received. **The school will calculate the amount of Title IV Aid the student has earned on a prorated basis. The school will determine the earned and unearned Title IV Aid as of the date the student ceased attendance, based on the number of clock-hours the student was scheduled to be in attendance.**

Up through the 60% point in **each payment period**, a prorated schedule is used to determine the amount of Title IV Funds the student has earned at the time of withdrawal. This is calculated by: $\frac{\text{The Total Number of Clock Hours Completed in Payment Period}}{\text{The Total Number of Clock Hours Scheduled in Payment Period}} = \text{Percent of Student Aid Earned}$.

Example: Student was Scheduled to be in attendance 200 hours (at the time of withdrawal or termination) / Scheduled 300 Hours (payment period) = 66% of Aid has been earned. Zero amount needs to be returned to the Department of Education.

Example: Student was scheduled to be in attendance 100 hours (at the time of withdrawal or termination) / Scheduled 300 Hours (payment period) = 33% of Aid has been earned, therefore 67% of Aid must be returned to Department of Education.

After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For students who withdraw after the 60% point-in-time, there are no unearned funds. The school will notify the student in writing of all calculations being applied within 30 days after the date the school determines the student has withdrawn.

If the amount earned is less than the amount disbursed or could have been disbursed, then the school will return Title IV funds back to the federal funds account(s). The school will return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD to the federal program. If the student or parent is required to return any loan funds, the student/parent must repay any unearned funds that were not returned in accordance with the terms and conditions in the Master Promissory Note. The school will complete the Default Group Referral Form to report an overpayment on a student's Title IV Disbursement that must be returned. **Student Initials:** _____

Federal Regulations require the return of Title IV funds in the following order as applicable:

1. Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Subsidized Direct Stafford Loans
3. Federal Plus Loan Programs
4. Any other Title IV Program

In the event the class start date needs to be changed by the school due to a schedule conflict, force of nature, or an unforeseen event, the school will provide the student with a new start date to take place no later than within 90 days of the previous start date. The refund policy will be in effect as of the most recently scheduled start date. Students who request to transfer a start date will be allowed to transfer enrollment one time. A second transfer request will require a new enrollment, registration & application fee. **Student Initials:** _____

An official notification of withdrawal or cancellation by the student should be submitted to the school. The date of withdrawal will be marked as the same date as when the withdrawal notification is received by the school. If the student has a loan from a bank, it is their responsibility to contact their banks directly. Once the withdrawal, cancellation, or termination is processed, the school will refund the pro-rated tuition to the student no later than 30 days from the date the withdrawal notification is received by the school. All refunds will be issued by checks or to the credit card used to make the payment. All refunds for payments made with a credit card will be subject to a 2-4% credit card fee by the merchant servicing company. Students who have received federal financial aid must know Federal Regulations require the return of Title IV funds in the following order as applicable: 1. Unsubsidized Direct Stafford Loans (other than PLUS Loans) 2. Subsidized Direct Stafford Loans 3. Federal Plus Loan Programs 4. Any other Title IV Program. **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. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

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, 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 costs (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 CGPA of 2.0, and or do not meet financial obligations. Scholarships/Tuition Discounts awarded by the school or other agencies are conditional upon completion of the course, passing grades and satisfactory attendance. In the event a student is terminated or withdraws, a scholarship/tuition discount may not be recognized and will be voided on the student's account. 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 catalog for more information on the dismissal appeal and re-entry policies. **Student Initials:** _____

Students working on their own cars are aware this is optional and not mandatory, they must purchase their own materials/products, and it is at the instructor's discretion. If students choose to work on their own cars, they will be responsible for any damages that are caused to the vehicle during or outside of class hours by the student. If students do not follow instructors' directions when working on their cars, they will be asked to remove the car from the installation bay. In addition, the school does not guarantee students will be able to finish all projects planned for the car. Students must follow the course outline for the day. If this interferes with the work on their car, the instructor will not allow them to keep doing the work. **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 of the grading policy and requirements for graduation. If I do not meet these requirements, I will not be eligible for graduation. I am aware that I can bring my own tools or borrow certain items from the school. The policies in the school catalog are to be followed accordingly by students. 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 or class videos for educational and/or marketing purposes. 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 and attendance requirements to receive placement services. The classes will be conducted in English Language. Class time that I miss due to unexcused absences/punctuality may not be available for makeup. **Student Initials:** _____

I acknowledge reading and receiving a copy of this agreement, the school catalog/electronic version which can be found <https://mobiletechtraining.com/admissions-info/> and QR scan in admissions office, with a written confirmation of my acceptance in class. I have read and fully understand all the information provided in this contract (3 pages) and agree to follow all policies as stated in the enrollment contract and school catalog.

Applicant's Signature: _____ **Date:** _____

Parent/Guardian Signature if necessary: _____ Date: _____

School Director's Signature: _____ Date: _____ Acceptance

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.

Effective: 09/18/23