



SOUTHWEST BUILDING SCIENCE TRAINING CENTER
Enrollment Agreement

Last Name:	First Name	Date:
Mailing Address:	Email Address:	Primary Phone: _____
		Secondary Phone: _____

REQUESTED PROGRAM(S)/COURSE(S)

Program/Course Name	Course Date(s)	Total Hours	Total Cost <small>(include material/lab)</small>
1.			
2.			
3.			
4.			
5.			

All tuition and materials/lab fees are due in full prior to the start of that Course or Program. Registering students must pay by check or credit card. They may pay by Course or pay in full for a Program (includes all Courses in that Program). Please note: Southwest Building Science Training Center (SWBSTC) does not offer payment plans, tuition assistance, loans or financial aid. *(As such, Arizona R4-39-405 is not applicable.)*

Enrollment Agreements and payments should be received by SWBSTC five (5) business days before the start date of the program/course: **Mail/Drop off:** FSL Home Improvements • 3051 S. 45th Street • Phoenix, AZ 85040
Fax: 480.784.1904 **Submit Electronically:** swbstc@fsl.org

Make check(s) payable to FSL Home Improvements. To pay by credit card, please call at 602.532.2976, x560 after submitting your completed Enrollment Agreement.

REFUNDS / CANCELLATIONS

Refunds for tuition (and associated material/lab fees, if applicable) are offered in the following instances:

- a) Student Cancellation or Withdrawal from a Course: Students registered in a Course who provide written notice (electronically or in paper) of cancellation at least one business day before the Course begins will be refunded all monies paid. The refund will be provided by check within 30 days of the student making the cancellation.

Students registered for a Course who leave during that Course, or who do not appear for that Course and did not cancel in writing at least one business day prior to the start of that Course, will not receive a refund for that Course.

- b) Student Cancellation or Withdrawal from a Program: Students registered in Programs who provide written notice (electronically or in paper) of cancellation at least one business day before the Program begins will be refunded all monies paid. The refund will be provided by check within 30 days of the student making the cancellation.

Students registered for a Program who do not appear for any part of that Program and do not cancel in writing at least one business day prior to the start of that Program will be refunded 90% of the paid tuition for that Program.

Students who begin attending a Program and then wish to withdraw after the Program has begun may do so by notifying the SWBSTC Director in writing (electronically or in paper). The notice must state the last date of attendance and be signed and dated by the student. Tuition and fees for Courses already completed will not be refunded. Refunds will be based on the following clock hour percentages:

Program Attendance (as a % of total clock hours in Program)	% of Program Tuition to be Refunded
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	0%

The percentage of the Program Attendance clock hours is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the Program.

Refunds will be provided by check within 30 days of the student making the withdrawal.

- c) Pre-Course/Program Denial: Applicants who are denied admission before starting any Course but after making payment will be refunded all monies paid. Refunds will be provided by check within 30 days of the denial. Initial: _____



- d) Mid-Course/Program Denial: If a student who is enrolled in a Course is asked to leave a Course once the Course has begun, no refunds will be provided. If a student who is enrolled in a Program is asked to leave, that student will be refunded payment based on the table described above in this policy under, "Program Cancellation or Withdrawal Procedures."
- e) Formal Leaves of Absence: Students who are on a formal Leave of Absence and miss one or more courses in a Program may choose to be registered for that course(s) the next time it is offered by SWBSTC at no additional charge and without receiving a refund. Such arrangements will be documented in the student's file. Students on a formal Leave of Absence who do not return from the leave at the scheduled time will be considered withdrawn from the Program and will receive a refund based on the above Refund policy.

Refunds/Cancellation Policy complies with R4-39-404

ADDITIONAL NOTICES/DISCLAIMERS

- o Class size is limited and is on a first-come-first-serve basis.
- o Completion of any course(s) offered by SWBSTC does not guarantee job placement.
- o Students are responsible for their own transportation to/from SWBSTC.
- o SWBSTC does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
- o SWBSTC reserves the right to reschedule the program start date when the number of students scheduled is too small. In such an instance, SWBSTC will notify students as soon as possible, not less than one (1) business day before the course is scheduled to begin.
- o SWBSTC reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by SWBSTC policies.
- o Information concerning other schools that may accept SWBSTC credits towards their programs can be obtained by contacting the Energy Training and Technical Assistance Coordinator. It should not be assumed that any programs described in the course catalog could be transferred to another institution. SWBSTC does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
- o This document does not constitute a binding agreement until signed by all listed parties.

STUDENT ACKNOWLEDGEMENT

Student's Initials:

- _____ I have read, understand and agree to this Enrollment Agreement (hereafter referred to as "Agreement" I understand that I will receive a copy of this Agreement once all parties have signed it.
- _____ I have received a course catalog dated _____ which contains the SWBSTC Policies (including the Student Code of Conduct, Refund and Grievance policies) and Course Descriptions (including dates, locations and materials needed and provided) and you have read, understand and agree to them.
- _____ I understand that SWBSTC may terminate my enrollment if I fail to comply with any of the SWBSTC policies and/or requirements of this Agreement while enrolled in SWBSTC. I understand that my financial obligation to SWBSTC must be paid in full before attendance will be allowed.
- _____ I understand that SWBSTC does not guarantee job placement to graduates upon program/course completion or upon graduation.
- _____ I am 18 years of age or older and understand and accept my legal responsibilities in regard to this Agreement.
- _____ I can meet the essential functions and physical requirements of the training courses with or without reasonable accommodations.

I, undersigned Student, agree and understand that this Agreement supersedes all prior or contemporaneous verbal or written agreements. Once signatures are complete, and barring its termination, this Enrollment Agreement will be considered active as long as I have attended a Course or Program within six (6) months. I may request this Agreement be terminated with a 30-day written notice to any SWBSTC Official. SWBSTC reserves the right to terminate this Agreement and/or to change its policies, procedures and requirements by providing students a written 30-day notice. While it is active, this Agreement may not be modified without the written consent of myself and an SWBSTC official. I understand that if I fail to meet the terms stated in this Agreement, I will be responsible for any costs, including attorney fees, incurred by SWBSTC as a direct result of such failure. I understand that any holder of this consumer credit contract is subject to all claims and defenses which the 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 amounts paid by the debtor (FTC Rule effective 5/14/76).

Signature of Student _____ Date _____

Signature of SWBSTC Official _____ Date _____

SWBSTC Official's certification: I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing in this agreement. Initial: _____