



- d) 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.
- e) 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."
- f) 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 Students on a formal Leave of Absence who do not return from the leave at the scheduled time will be considered withdrawn from the Program and will receive a refund based on the above Refund policy.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).

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

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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.