

STUDENT ID #: \_\_\_\_\_

Revised 11/27/13

**Ford's RV Training Center**  
**1746 Big Bear Hwy**  
**Benton, KY 42025**  
**270-354-9239**  
**www.rvrefrigeration.com**  
**fordrv@rvrefrigeration.com**

## **ENROLLMENT AGREEMENT**

### **STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

### **PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PROGRAM / COURSE NAME: \_\_\_\_\_

DESCRIPTION OF PROGRAM / COURSE: \_\_\_\_\_

\_\_\_\_\_

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

\_\_\_\_\_

PROGRAM / COURSE OBJECTIVES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

PROGRAM CHOSEN:

R101 - 40 hours - Certification \_\_\_\_\_

R102 - Additional 8 hours - Controls \_\_\_\_\_

R103 - 80 hours - Level II Certification \_\_\_\_\_

R104 - 120 Hours - Master Certification \_\_\_\_\_

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_

TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_

TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

**TUITION & FEES**

NON-REFUNDABLE APPLICATION FEE: \$ \_\_\_\_\_

TUITION: \$ \_\_\_\_\_

MANUALS \$ \_\_\_\_\_

CUSTOMIZED TOOLS \$ \_\_\_\_\_

TOTAL COST FOR \_\_\_\_\_ PROGRAM / COURSE: \$ \_\_\_\_\_

**WITHDRAWAL REFUND AND REPAYMENT POLICY**

The school realizes that conditions arise that cause changes in plans and attitudes of prospective enrollees and students. Under such circumstances, provisions for cancellation should be made. Therefore, please consider the following methods of cancellation and the school’s refund policy:

Cancellation may be made in person with signed, hand delivered withdraw notice, by electronic mail, by Certified Mail or by termination in writing.

**Full Refund**

A full refund of all tuition paid to the School will be made if:

1. The applicant is not accepted by the school.
2. The School closes, cancels, or discontinues a course or program in which the student is enrolled.

## Partial Refund

A partial refund of tuition paid to the School will be made if:

1. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
2. Cancellation after completing 50% of the program will result in no refund.
3. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.

Refunds will be made within forty-five (45) days of the occurrence of the above.

Please note that the application fee and deposit are non-refundable and are therefore not subject to the above stated policy.

## **NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until noon of the 1<sup>st</sup> business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid with the exception of non refundable fees and deposits to date within 45 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

**STUDENT ACKNOWLEDGMENTS**

- 1. I hereby acknowledge receipt of the school’s catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

**Student Initials** \_\_\_\_\_

- 2. I have carefully read and received an exact copy of this enrollment agreement.

**Student Initials** \_\_\_\_\_

- 3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials** \_\_\_\_\_

- 4. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution.

**Student Initials** \_\_\_\_\_

- 5. I understand that the school does not guarantee job placement to graduates upon program completion.

**Student Initials** \_\_\_\_\_

- 6. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Kentucky Commission on Proprietary Education, Capital Plaza Tower, Room 303, 500 Mero Street, Frankfort, KY 40601, phone (502) 564-4185.

**Student Initials** \_\_\_\_\_

---

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement

of the student and the School Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator’s Signature

\_\_\_\_\_  
Date