



TET Enrollment Agreement

Name of Institution: Technical Employment Training Inc.

Address & where classes are held: 194. N. Leland Norton Way, San Bernardino, CA 92408

Phone: (909)382-4141

Program: Manufacturing-Hybrid 630 Clock Hours

Student Name: _____

Student Home Address (Street, City, state, zip code): _____

Contact Phone Number: _____ DOB: _____ Last 4 of Social: _____

Itemization of all institutional charges and fees including, as applicable:

Tuition	\$7,500.00
Registration fee (non-refundable)	\$200.00
Equipment	N/A
Lab Supplies, tools, or kits	N/A
Textbooks or other learning media	N/A
Uniforms or other special protective clothing	N/A
In-resident housing	N/A
Tutoring	N/A
Assessment Fees for Transfer of credits	N/A
Fees to Transfer Credits	N/A
Student Tuition Recovery Fund Fee (non-refundable) Fifty cents (\$0) per one thousand dollars (\$1,000) of institutional charges	\$0.00
Additional Fees, as applicable: Module Repeat Fee \$200 Additional NIMS Testing Fee \$25 Official Transcript Fee \$5	
Any Charges paid to an entity other than an institution that is specifically required for participation in the education program	
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: 630-hour Manufacturing training program	\$7,700.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	<u>\$7,700.00</u>
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:	
<u>Deposit</u>	
<u>Balance</u>	

Student Signature

Date

BE SURE TO READ ALL PAGES OF THIS AGREEMENT, IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.



Period Covered by the enrollment agreement for 630 clock hours begins with start date and ends on completion date.

Start Date: _____ Completion Date*: _____ *Completion date is used for the date of graduation
Date by which student must exercise his/her right: to cancel _____ to withdraw _____

Manufacturing Technology Days and Times for Hybrid Students

	Module One	Module Two
Monday	In Person 8:00am-3:30pm	Online
Tuesday	In Person 8:00am-3:30pm	Online
Wednesday	In Person 8:00am-3:30pm	In Person 8:00am-3:30pm
Thursday	Online	In Person 8:00am-3:30pm
Friday	Online	In Person 8:00am-3:30pm

Student Initial _____

ANY QUESTIONS A STUDENT MAY HAVE REGARDING THIS ENROLLMENT AGREEMENT THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE INSTITUTION MAY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION AT:

1747 N. Market Blvd. Ste 225
Sacramento CA 95834

Or

P.O. Box 980818
West Sacramento, CA 95798-0818

Telephone: (888) 370-7589
(916) 574-8900
Fax: (916) 263-1897
Website: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Technical Employment Training, Inc. is a private non-profit institution approved to operate by the Bureau for Private Postsecondary Education, which means TET is in compliance with state standards as set forth in the California Education Code and the California Code of Regulations. For more information, call the Bureau for Private Postsecondary Education at (916) 574-8900, or toll-free at (888) 370-7589, or visit its website at www.bppe.ca.gov.

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Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95798-0818, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”



Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Mandatory Cancellation, Withdrawal, and Refund Policies

Students Right to Cancel/Buyers Right to Cancel

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel a course of instruction including any equipment such as books, materials, and supplies or any other goods related to the instruction offered in this agreement, if notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you have given written notice of cancellation to TET administrative office. The notice of cancellation, if sent by mail to the address 194 N. Leland Norton Way, San Bernardino, CA 92408. The notice of cancellation need not take any particular form and, however, expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

If you cancel this agreement, the school will issue a refund, less any non-refundable within 45 calendar days after your notice of cancellation is received.

Cancellation due to:

REJECTION OF APPLICANT: If an applicant is rejected for enrollment by TET, or if a prospective international student has his/her visa application rejected, a full refund of all monies minus the nonrefundable registration fee of two hundred dollars (\$200) paid will be made to the applicant.

PROGRAM CANCELLATION: If TET cancels a program subsequent to a student's enrollment, TET will refund all monies paid by the student.

CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW: If an applicant cancels prior to the start of scheduled classes or never attends class (no-show), TET will refund all monies paid, less the non-refundable registration fee of two hundred dollars (\$200) for the program.

CANCELLATION AFTER THE START OF A CLASS: A student who has attended classes may cancel this enrollment agreement on or before the seventh day following the first day of scheduled class. TET will refund any money paid, less the non-refundable registration fee of two hundred dollars (\$200), within 45 calendar days of the notice of cancellation being received.

Withdrawals

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the seventh day of instruction and prior to completion of up to 60% of the total program hours, TET will provide a prorated tuition refund, less the non-refundable registration fees within 45 calendar days of your withdrawal.

- IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 CALENDAR DAYS OF WITHDRAWAL.

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- IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

**** Students who attend more than 60% of the total program hours will be charged 100% tuition and fees.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify TET of your withdrawal or the actual date of intent to withdraw
- TET terminates your enrollment
- For failure to attend classes in violation of the TET attendance policy (5 consecutive days no call no show). In this case, the date of withdrawal shall be deemed to be the last day of attendance.

Refund amounts are based on a student's last day of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amount will be paid to you.

Refunds

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later.

For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to TET or the date TET terminates the student, by applying attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

Students are provided an orientation on the first day of the program. Orientation outlines the refund policy as follows:

- Students withdrawing from the program, within seven (7) days of signing the enrollment agreement, will be refunded any money paid, less the non-refundable registration fee of two hundred dollars (\$200), within 45 calendar days of the notice of cancellation being received.
- A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- TET shall refund 100% of the amount paid for institutional charges less a reasonable deposit or application fee, not to exceed a hundred dollars (\$200) if the notice of cancellation can be made through attendance at the first class session.
- Students have a right to appeal, with the Administration Coordinator, any charges they have paid which may be in question. A "Calculation of Charges Form" may be obtained online or in the TET office.
- For private pay students, refunds are given if the program itself is cancelled. All fees will be refunded within forty-five (45) calendar days of the cancellation date without requiring additional paperwork by the students.
- Military Service: A student who is called for active military service shall not incur academic or financial penalties due to their service on behalf of the country. Fees will be refunded on a pro-rated basis and calculated by the number of program days completed. The student needs to present his/her orders and/or deployment papers for the refund. For information or for resolution of specific payment problems, a veteran should call the Department of Veteran's Administration (DVA) toll-free number, 1-888-442-4551.

**** Students who attend 60% or more of the total program hours will be charged 100% tuition and fees.**



Calculation of Amount of Tuition Refund

The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

1. Deduct a non-refundable registration fee not to exceed \$200 from the total tuition charge.
2. Divide this figure by the number of days in the program.
3. The quotient is the daily charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total days attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Disclosures

Per California regulations governing the operation of TET, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

1. Housing Costs
TET does not offer housing to any student. You will be responsible for your own Housing.
2. Travel Expenses
TET does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school.
3. Incidental school supplies
TET does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalogue. You will be responsible for paying for these items separately.

TET provides employment assistance upon successful completion of training; however, employment is not guaranteed.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both the following may occur:

The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid

Student Initials



Student Initials_____	STUDENT’S RIGHT TO CANCEL: The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
Student Initials _____	If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.
Student Initials _____	If TET cancels the program a student will receive a refund within 45 calendar days without having to submit any other paperwork.
Student Initials _____	If a student wishes to cancel, he/she may do so either after the first day of class or within 7 days of completing an enrollment agreement. The student shall fill out a Cancellation notice. A refund, less any registration fee, will be mailed to the student within 45 calendar days of the notice of cancellation.
Student Initials_____	Notice, You may assert against the holder of the promissory note you signed in ordered to finance the cost of the educational program all of the claims and defenses that you could assert against the institution, up to the amount you have already paid under the promissory note.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credit you earn at Technical Employment Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Introduction to Manufacturing Technology program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Technical Employment Training Inc. to determine if your certificate will transfer.

Acknowledgments

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent two-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have read and received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent two-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initial



Acceptable Forms of Payment and Collection Procedures

TET accepts checks, cashier's checks, money orders and all forms of major credit cards for payment. If a payment plan is requested, an installment contract will be calculated to pay off the balance due by means of monthly payments for the length of the student's enrollment period. No interest will be assessed on an installment contract during the term of instruction. Students will receive a payment schedule upon execution of the installment contract and monthly statements will be given directly to the student or mailed at the end of each month. Tuition payments are due on the 1st day of each month and may be made by any of the above-stated forms of payment. Checks are to be made payable to Technical Employment Training, Inc. A late fee of \$10.00 will be charged if payment is not made by the 15th of each month. A service fee of \$25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by credit card or cashier's check only. Any student that remains past due for over 30 days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

- Withholding of Certificate of Completion
- Denial of transcript requests
- Suspension of placement services
- Termination from the program

"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, that the institution's cancellation and refund policies have been clearly explained to me and I have received a copy of the completed and executed agreement.

Student Signature

Date

Authorized Representative of TET (Signature & Title)

Date

***This enrollment agreement becomes a legally binding contract when signed by the student and accepted by the institution.**