4260 Tackawanna Street, Room 15

 Philadelphia, PA 19124

(484) 751-8548

ENROLLMENT AGREEMENT

Read this application thoroughly and ask any questions you may have before signing this enrollment agreement contract. This agreement, together with the school catalog, constitutes a binding contract between the student and the school upon acceptance by the school.

STUDENT INFORMATION *All fields are required*

Student: Date:

Address: City: State: Zip: \_\_\_\_

Phone Number: S.S.#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am hereby enrolling in the following academic course and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

PROGRAM INFORMATION

**Course Name: Electrical Skills (32 weeks) Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OR**

**Course Name: Framing and Finishing Skills (20 weeks) Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credential Awarded Upon Graduation:** Certificate

**Course Section (Choose One):**

**\_\_\_\_\_\_\_ Framing and Finishing Skills (Monday - Thursday 9 am-12 pm, Friday 9 am-1pm)**

**\_\_\_\_\_\_\_ Electrical Skill (Monday and Wednesday 6 pm-9 pm, Friday 5 pm-9 pm)**

**Course length:**

310 Clock Hours.

**Job Placement Assistance:** I understand that Tiger Electrical Academy will assist with job placement, but **there is no guarantee of employment** upon completion of the course.

**Tuition and Fees for Current Term:**

Registration Fee

*Electrical Skills*...........................................$20.00 due at enrollment

*Framing & Finishing Skills ….....................*$20.00 due at enrollment

Book Fee…................................................$0.00\*\*\*

Laboratory Fee……...................................$0.00

Term Tuition…………………………………$3,000.00

Total Cost Term I…………….....................$3,020.00 All Programs

Total Cost Term II…………………………..$3,000.00 All Programs

Total Cost……………………………………$6,020.00 All Programs

\*\*\* Books are included in the cost of tuition and remain the property of Tiger Electrical Academy.

**Total Tuition and Fees:**

The course is divided into two terms of $3,000.00 for a total tuition of $6,000. The total projected cost of the Electrical Skills course (at current tuition and fee rates): $6,100.00. The total projected cost of the Finishing and Framing Skills course (at current tuition and fee rates): $6020.00.

Students can accrue additional fees in the form of “Make-Up Hours.” These fees are necessitated by student absence; all work missed due to absence or tardiness must be made up. Make-up sessions, if required, with the instructor will incur an additional fee to be paid by the student. The fee shall be set at a rate of $30.00 per hour.

**Terms of Payments**

Students have two options to pay for school:

**Electrical Skills**

**Option 1:** Tuition and fees paid before the start of each term - $3,100 tuition for Term 1 (155 hours and 16 weeks and registration fee), and $3,000 tuition Term 2 (155 hours and 16 weeks) for a total of $6,100.

**Option 2:** Payment Plan\* - Students may pay the $100.00 registration fee and then $200.00\*/week over the course of the 32-week course with the first payment due prior to starting the course. Students will complete paying a total of $6,000 in tuition at the conclusion of week 32.

\**Tiger Electrical Academy does not charge students interest on payment plans.*

**Framing and Finishing Skills**

**Option 1:** Tuition and fees paid before the start of each term - $3,020 tuition for Term 1 (155 hours and 10 weeks and registration fee), and $3,000 tuition Term 2 (155 hours and 10 weeks) for a total of $6,020.

**Option 2:** Payment Plan\* - Students may pay the $20.00 registration fee and then $300.00\*/week over the course of the 20-week course with the first payment due prior to starting the course. Students will complete paying a total of $6,000 in tuition at the conclusion of week 20.

\**Tiger Electrical Academy does not charge students interest on payment plans.*

# Method of Payment

# Methods of payment accepted at Tiger Electrical Academy are cash, cashiers check, Visa, Mastercard, Discover, Pay Pal, and bank wire. No personal checks will be accepted.

# Cancellation and Refund Policy

Refunds for tuition and refundable fees shall be made in accordance with the following process:

1. **Cancellation.** If the student requests cancellation (verbally or in writing) at any time after signing the enrollment agreement, but prior to the beginning of classes, the registration fee and all tuition paid is refundable. This provision shall not apply if the student has already started academic classes. Applicants that are rejected for admission will be refunded all monies paid.

1. **Withdrawal or Dismissal.** If a student enrolls and withdraws or is dismissed due to failure to attend according to the attendance policy or for violating the Code of Conduct after the term has begun but prior to completion of the term, the following minimum refunds apply:
	1. For a student withdrawing from or discontinuing the course during the first 7 calendar days of the term, the tuition charges refunded by the school shall be at least 75% of the tuition for the term.
	2. For a student withdrawing from or discontinuing the course after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
	3. For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be at least 30% of the tuition for the term.
	4. For a student withdrawing from or discontinuing the course after 50% of the term, the student is entitled to no refund.

The school shall make the appropriate refund within thirty days of the date of determination that a student has withdrawn or has been terminated from a course. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

# Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the School Director. The school is licensed by the Pennsylvania Board of Private Licensed Schools; questions that are not satisfactorily resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the State Board of Private Licensed Schools, Division of Postsecondary Proprietary Training, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

# Acknowledgement

I acknowledge that I have received and read the school catalog and agree with the school policies and procedures as stated. I acknowledge that I have received and read a copy of this fully executed enrollment agreement and understand that this agreement is not binding until signed by a school representative.

Applicants must be at least 16 years of age. If the applicant is under the age of 18, parental consent via a signature below is required for enrollment.

I acknowledge that the profession of the chosen profession will require long hours, eight (8) or more, of standing, walking, bending, kneeling and lifting up to fifty pounds at a time of construction and or building materials. I am confident that I can sustain and will thrive in this form of manual labor.

Applicant Signature: Date: \_\_\_\_\_\_\_\_\_\_

(at least 18 years of age)

Parent Signature: Date: \_\_\_\_\_\_\_\_\_\_

(for applicants under the age of 18, but at least 16 years of age)

School Representative: Date: \_\_\_\_\_\_\_\_\_\_