



TET Enrollment Agreement

Name of Institution: Technical Employment Training Inc.

Address: 194. N. Leland Norton Way, San Bernardino, CA 92408 Phone: (909)382-4141

Program: Manufacturing Technology

Student Name: _____

Student Home Address: _____

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

Period Covered by the enrollment agreement for 630 clock hours.

Start Date: _____ Completion Date*: _____ *Completion date is used for the date of graduation

Date by which student must exercise his/her right to cancel _____

Date by which student must exercise his/her right to withdraw _____

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

Tuition	\$7467.00
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)	
Any other institutional charge or fee	
Any Charges paid to an entity other than an institution that is specifically required for participation in the education program	
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u> <u>630 hour Manufacturing training program</u>	\$7667.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u>	<u>\$7667.00</u>

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

- Private Pay: _____
- Transitional Assistance: _____
- Workforce Investment Board: _____
- Department of Rehabilitation: _____

Student Signature

Date



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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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

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 need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this agreement. The notice of cancellation, may be sent by mail to the address: 194 N. Leland Norton Way, San Bernardino, CA 92408.

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

- 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.

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.
 - When you have given written notice of cancellation to TET you are to notify the Administrative office of your withdrawal or send by mail to the address: 194 N. Leland Norton Way, San Bernardino, CA 92408. The notice 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.

- TET terminates your enrollment for any reason.

- Failure to attend classes in violation of the TET attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of attendance.

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

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.

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

- Students withdrawing from the program will have their fees refunded if they withdraw after the first class day or within seven (7) days of signing the enrollment agreement.
- 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 Director of Operations, any charges they have paid which may be in question. A "Calculation of Charges Form" may be obtained online or in the TET office.
- 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 student.
- 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 hours 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.

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 daily 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.

For the purposes 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:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.



Additional Disclosure

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.

Disclosures

- 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, the student will receive a full 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.

Manufacturing Technology Days and Times

Monday	No Class	_____
Tuesday	Class In Session	8:00am-4:00pm
Wednesday	Class In Session	8:00am-4:00pm
Thursday	Class In Session	8:00am-4:00pm
Friday	Class In Session	8:00am-4:00pm



	Module 1 Start Date	Module 1 End Date	Module 2 Start Date	Module 2 End Date	Module 3 Start Date	Module 3 End Date
Class A	January 15, 2019	March 1, 2019	March 5, 2019	April 26, 2019	April 30, 2019	June 14, 2019
Class B	March 5, 2019	April 26, 2019	April 30, 2019	June 14, 2019	June 18, 2019	August 5, 2019
Class C	April 30, 2019	June 14, 2019	June 18, 2019	August 5, 2019	August 6, 2019	September 20, 2019
Class D	June 18, 2019	August 5, 2019	August 6, 2019	September 20, 2019	September 24, 2019	November 8, 2019
Class E	August 6, 2019	September 20, 2019	September 24, 2019	November 8, 2019	November 12, 2019	January 10, 2020
Class F	September 24, 2019	November 8, 2019	November 12, 2019	January 10, 2020	January 14, 2020	February 28, 2020
Class G	November 12, 2019	January 10, 2020	January 14, 2020	February 28, 2020	March 3, 2020	April 24, 2020

TET will be closed on the following Holidays:

- | | |
|---|---|
|  New Year's Day |  Labor Day |
|  Martin Luther King's Birthday (01/21/2019) |  Veteran's Day |
|  Abraham Lincoln's Birthday (02/11/19) |  Thanksgiving Day |
|  President's Day (02/18/2019) |  Day After Thanksgiving |
|  Spring Break (March 25, 2019- March 29, 2019) |  Christmas Break (December 23rd, 2019 - December 27, 2019) |
|  Memorial Day |  New Year's Eve |
|  Independence Day | |

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



“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.”

“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 certificate you earned in 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 are 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.

ANY QUESTIONS A STUDENT OR ANY MEMBER OF THE PUBLIC MAY HAVE REGARDING THIS ENROLLMENT AGREEMENT THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY TECHNICAL EMPLOYMENT TRAINING MAY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION AT:

2535 Capitol Oaks Drive
Suite 400
Sacramento CA 95833

Or

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

Telephone: (888) 370-7589
(916) 431-6959
Fax: (916) 263-1897
Website: www.bppe.ca.gov

This enrollment agreement does not contain a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.

This institution has been reviewed and approved by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll-free at (888) 370-7589, or visit its website at www.bppe.ca.gov.



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 performances 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 three-year cohort default rate, if applicable, prior to signing this agreement.

Student Initial

“ I certify that I have received this 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 three-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.

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, and that the institution’s cancellation and refund policies have been clearly explained to me.

Student Signature

Date

Authorized Representative of TET

Date