

**Vocational Training & Resource Center (VTRC)
Ha Kaak Hás Ka Hídi (Our Uncles' House)**

3239 Hospital Dr. • Juneau, Alaska 99801 • Phone 907.463.7375 • Fax 1.888.762.5592 • www.vtrc.org

**Student Enrollment Contract
Distance Education**

Who is attending:

Last Name	First Name	MI
Previous Name	Nick Name	
Social Sec #	Birth Date	
Mailing Address		
City/State/Zip		
Home Ph.	Fax #	
Work	Cell Phone	
E-Mail		

Who is paying:

Company/Organization	
Office/Program/Dept./Division	
Supervisor, Case Manager, or Contact Person	
Mailing Address	
City/State/Zip	
Business Ph.	Fax #
E-Mail	
CCTHITA Program Account Code	

IMPORTANT: Send your payment now, tuition is due before the class begins. Please make checks and purchase orders (PO's) payable to Vocational Training & Resource Center or (VTRC).

<input type="checkbox"/> Cash, or Check	Amount	Check No.																				
<input type="checkbox"/> Purchase Order	P.O. #	Name on Card:																				
<input type="checkbox"/> Credit Card	Credit Card No.:	<table border="1" style="width:100%; height:15px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
	<input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MasterCard	Expiration Date:	Security Code:																			
Authorized Signature:	Phone No.:																					

Training Session Information:

Class Name(s)	Begin Date(s)	End Date(s)	Price
(VTRC does not charge sales tax)		Tuition Total	

*Fees for the Distance Education course include the tuition. All fees associated with the Distance Education program minus the \$25.00 Enrollment fee will be refunded if written notice of cancellation is received ten (10) working days prior to the first day of class (received their student ID). If notice is received after the ten working day time period the fees become non-refundable.

Student Enrollment Contract

Distance Education

VTRC reserves the right to cancel classes: All students will be given one week notice if this occurs.

Schedules may change due to student enrollment. Course materials are available to students upon receipt of payment in full. If the student chooses to withdraw from a program of study for which the student has prepaid, the student may withdraw by submitting his/her intention, in writing, to the VTRC Director or Instructor.

STUDENTS RIGHT TO CANCEL

All requests for withdrawal will need to be submitted in writing. If a student withdraws from the Distance Education program ten (10) working days prior to the first day of class (received their student ID), all tuition and fees will be refunded, less a \$25.00 administrative fee. A student has the right to cancel their enrollment contract until the end of first (1) day of scheduled attendance and will receive a full tuition refund less the above-mentioned Non-Refundable fees. Upon withdrawal or termination, VTRC will acknowledge withdrawal in writing within five business days after receipt of notification. Any refund due to the student will be given within 45 days after receipt of notification of the student's withdrawal, or 30 days after the student's last recorded date of attendance, whichever is earlier. Student refunds shall be computed from the last day of attendance. For students withdrawing or terminating from the Distance Education program within the five (5) working days prior to the first day of class the remaining tuition will be returned according to the length of the program in which the student is enrolled. Refunds will be granted as follows:

Vocational Training and Resource Center, implements a refund policy that provides for an equitable refund in cases of discontinued attendance. The policy is as follows:

1. For a period of time after instruction has begun but before the second day of classes or the equivalent, the VTRC shall refund 100 percent of the tuition; after that
2. For a period of time after the first day of class but not more than 10 percent of the class has elapsed, the VTRC shall refund at least 90 percent of the tuition; after that
3. For a period of time after which greater than 10 percent but not more than 20 percent of the class has elapsed, the VTRC shall refund at least 80 percent of the tuition; after that,
4. For a period of time after which greater than 20 percent but not more than 25 percent of the class has elapsed, the VTRC shall refund at least 55 percent of the tuition; after that,
5. For a period of time after which greater than 25 percent but not more than 50 percent of the class has elapsed, the VTRC shall refund at least 30 percent of the tuition; after that,
6. The institution may require the student to remain committed to the entire amount of the tuition.

All refunds due a student shall be made within 30-days of notification of the student's withdrawal or dismissal.

VTRC, as signatory on the student contract, is subject to all claims and defenses of the student or the student's successors in interest, arising under the contract.

ACKNOWLEDGEMENT

I certify that I have read and received all parts of this agreement and a school catalog. I understand it fully and agree to abide by its terms and the school's training policies. I further certify that this document and any documents incorporated by reference, contains all the terms of our agreement and that there have been no verbal promises or agreements made other than those stated herein. I Understand and agree that no guarantee of employment or any set wage is made or implied by the school.

Student signature

Date

ACCEPTED FOR SCHOOL

I have personally interviewed the above applicant, explained the conditions of this enrollment, and find that he (she) is eligible in the school.

Admissions Representative

Date

SCHOOL DIRECTOR

The student understands that the school has the right to accept or reject all applicants. This enrollment agreement is not binding until it is accepted by the Director of the school. All monies paid by the student towards tuition book fees will be returned within thirty days.

Starting Date: _____ Signature _____ Date: _____

I understand that:

1. Upon acceptance by the school, this document constitutes a binding contract and both the school and I will abide with its terms.
2. Rules, regulations, and policies of the School regarding attendance and conduct during training shall be distributed the first day of class. Failure to abide with the foregoing policies constitutes a breach of this contract and may mean dismissal. Refunds of any unused tuition shall be based upon the published refund policy.
3. The school will make every effort to assist graduates in securing suitable positions which may be available. THIS IS NOT A GUARANTEE OF A JOB OR OFFER OF EMPLOYMENT.
4. All correspondence, inquiries, payments and other matters relating to this contract made by the student shall be direct to the VTRC, 3239 Hospital Drive, Juneau, Alaska 99801.
5. The school reserves the right to reschedule training class dates in its sole discretion.
6. In order to stay current with employer's needs, the curriculum, its content, sequence of instruction and type of equipment are subject to change without notice.
7. The student is responsible for the payment of tuition and fees as specified in the enrollment agreement regardless of the sources of financial aid for which the student may be eligible.
8. The programs costs in this contract are based on the tuition rate presently in effect and are subject to change in the event of a tuition increase. All changes must be made a matter of record with the Alaska Commission on Postsecondary Education. Any changes in tuition or fess shall not become effective for a student currently enrolled unless such student receives notice of the change at least 60 days prior.
9. The student understands that absence from a regularly scheduled class does not relieve him or her of tuition liability.
10. Students are admitted, trained, and referred for employment without regard to race, color, sex, age or national origin.
11. Questions regarding the school satisfying the terms of the enrollment agreement may be addressed to the director of the school. The school is authorized by the Alaska Commission on Postsecondary Education. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the Alaska Commission on Post Secondary Education, PO Box 110505, Juneau, AK 99811-0505.

ADDITIONAL COSTS

The cost of transportation to and from school and all meals and housing are the expense of the student.

CERTIFICATES

Upon successful graduation, the school awards the student a Penn Foster Certificate of Attainment and VTRC Certificate of Completion.

DISCONTINUACE OF A STUDENT

A student may be discontinued for: 1. Unsatisfactory progress; 2. Being under the influence or being in the possession of intoxicating drinks or drugs while on the school property; 3. Gambling on the school's property; 4. Insubordination and/or intolerable conduct; 5. Willful abuse of equipment; 6. Excessive absenteeism; 7. Failure to make tuition payment; 8. Failure to observe the schools regulations.

ALL 3 PAGES OF THIS CONTRACT ARE BINDING, PLEASE READ ALL PAGES BEFORE SIGNING