

Manufacturing Welding/SP Enrollment Agreement (240) *Please print*

Tuition and Fees: A registration fee of \$100 is required to apply for enrollment in the Elite Welding Academy program. This registration fee is due prior to the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.

Registration Fee				\$100.00
Weeks	Cost	Lab/Materials	Tools	Total
11 weeks	\$3,493.83	\$392.00	\$142.17	\$3,900.00
				Subtotal: \$3,900.00
TOTAL with registration fee				\$4,000.00

Any (out of pocket) payments are payable two installments as follows:

- First 1 payment due On or before the first day of class
- Final 2 payment due On or before the first day of week 5

Costs will not be altered for the program once a student has enrolled in the program. Program costs could be changed for the next program date.

ACCEPTABLE METHODS OF PAYMENT:

- Cash Check WIOA Money Order Credit/Debit Card via PAYPAL*
- PayPal % fee EWA/EWASP **does not** receive or collect any funds, fees, or profits for processing

Cancellation and Settlement Policy:

Elite Welding Academy agrees to accept cancellations and make refunds according to the following: An enrollment agreement may be cancelled within five (5) calendar days after the date of signing. The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than forty-five (45) days after cancellation. All monies paid by an applicant will be refunded if the applicant is rejected by the school or the school cancels the program's scheduled start date. A student is considered a No-Start if they do not show up for class on their start date. A no-start incurs no charges except the registration fee paid.

EWA uses our accreditor's refund policy to determine any refunds/debt to Elite after a withdrawal.

For all Title IV recipients the R2T4 calculation must be done first to determine aid that has been earned, see R2T4 policy in school catalog.

ACCET Refund Policy:

1. Elite Welding Academy may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
2. During the first week of classes, tuition charges will not exceed 10% of the stated tuition or maximum of \$1000.00. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
3. After the first week and through fifty percent of the period of financial obligation (term), tuition charges retained will not exceed a pro rata (%) portion of tuition for the training period (term) completed, plus 10% of the unearned tuition for the period of training that was not completed. (example below)
4. After fifty percent (50%) of the period of financial obligation (term) is completed, the institution may retain the full tuition.

ACCET Refund Computation Sample:

Term 2 is 7 weeks of training. Term 2 starts on May 19th and ends July 1st. **Tuition is \$3067 per term.**

Last date of attendance is June 2th. Student is obligated for 3 weeks of attendance for that term.

The percentage of tuition retained by the school is based on the portion of the program the student was attending when the student dropped or was dismissed. Number of weeks student attended = 3 weeks of a term

Number of weeks student is financial obligated = 7 weeks

Pro Rata portion completed based on 7 weeks = $\frac{3}{7} = 42.9\%$

42.9% X \$3067 tuition = \$1751.26

10% X \$1751.26 (unearned tuition) = \$ 175.13

Owed to Elite Welding Academy = \$1490.87

Refunded to student by July 3rd = \$1576.13

INDIANA Resident

OFFICE FOR CAREER AND TECHNICAL SCHOOLS REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the

instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed “Student Complaint Form.” This form can be found on OCTS’s website at

<http://www.in.gov/dwd/2731.htm>