

ENROLLMENT AGREEMENT

CENTRAL MASS TECHNICAL SCHOOL

68 CENTRAL STREET AUBURN, MA 01501

P: (508) 304-3290 – CENTRALMASSTECH@GMAIL.COM

CENTRALMASSTECHSCHOOL.COM

STUDENT NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

APPRENTICE # (IF APPLICABLE): _____

JOURNEYMAN # (IF APPLICABLE): _____

ENTRANCE REQUIREMENTS. All applicants must be 16 years of age, with parent/guardian signature, and must have high school diploma or equivalent. Please see the School's Policies for needed technology requirements & supplies needed.

SELECT ONE	PROGRAM	METHOD OFFERED	ENTRANCE REQUIREMENTS
☐	TIER 1	ONLINE	May be employed by a Master Plumber
☐	TIER 2	ONLINE	Must be employed by a Master Plumber and have passed tier 1
☐	TIER 3	HYBRID	Must be employed by a Master Plumber and have passed tier 1 and tier 2.
☐	TIER 4	ONLINE	Must be employed by a Master Plumber and have passed tier 1, tier 2 and tier 3
☐	TIER 5	HYBRID	Must be employed by a Master Plumber and have passed tier 1, tier 2, tier 3 and tier 4

PERIOD BEYOND WHICH LATE REGISTRATION WILL NOT BE ACCEPTED: 5 CLASSES (STUDENTS WILL HAVE TO MAKE UP ANY MISSED CLASSES, PLEASE SEE THE MAKE UP POLICY IN THE SCHOOL'S POLICIES DOCUMENT)

CLASS HOURS: 110 HOURS PER TIER – PLEASE SEE PROGRAM SCHEDULE FOR DATES & TIMES OF EACH TIER

DATE PROGRAM BEGINS: __/__/____ **ENDS:** __/__/____, which is the earliest date of completion

****Classes are subject to a 10-student minimum requirement and instructor availability, if these requirements are not met classes may be cancelled. In this case students will be refunded in full with returned unused workbooks and can sign up for the program during its next offered session.**

CHARGES TO BE PAID TO SCHOOL:	STUDENTS PAYMENT METHOD: (PLEASE CHECK ONE)
TUITION FEE: \$ 1,400.00	_____ CASH
BOOKS: \$ 75.00	_____ CHECK
TOTAL CHARES: \$ 1,475.00	_____ CREDIT CARD
	_____ SCHOOL PAYMENT PLAN (3 PAYMENTS TOTAL): 1. \$100.00 due at signing 2. \$700.00 due on the twelfth (12) night of class 3. \$675.00 due before the last night of class

****MAKE UP CLASSES, IF NEEDED, ARE \$60 PER CLASS****

ESTIMATE OF ADDITIONAL EXPENSES TO BE INCURRED BY STUDENT:

FOR ONLINE CLASSES STUDENTS MUST HAVE LAPTOP OR DESKTOP COMPUTER, WITH WORKING CAMERA AND MICROPHONE:	<u>\$ TBD BY STUDENT</u> *COMPUTER NOT PROVIDED BY SCHOOL
APPRENTICE LICENSE FEE:	\$ 14.00
JOURNEYMAN'S APPLICATION FEE:	\$ 31.00
JOURNEYMAN'S TEST FEE:	\$52.00

REFUND LAW (AS PER M.G.L. CHAPTER 255, SECTION 13K):	DATES:
1. You may terminate this agreement at any time.	N/A
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount: <u>\$1,350.00</u> Refund Amount with unused workbook: <u>\$1,425.00</u>	____/____/____ (5 th day after date both parties have signed the contract)
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: <u>\$1,350.00</u> Refund Amount with unused workbook: <u>\$1,425.00</u>	____/____/____ (Program start date)
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: <u>\$1,050.00</u> Refund Amount with unused workbook: <u>\$1,125.00</u>	____/____/____ (Last date of first quarter)

5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: <u>\$700.00</u>	____/____/____ (Last date of second quarter)
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty- five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: <u>\$350.00</u>	____/____/____ (Last date of third quarter)
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.	____/____/____ (5 th day after date both parties have signed the contract)
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.	N/A
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.	____/____/____ (First day of fourth quarter)

ADMINISTRATIVE COSTS EQUAL: \$50.00

I HAVE BEEN PROVIDED A COPY OF THE SCHOOL'S CATALOGUE AND POLICIES IN A MANNER OF MY CHOOSING AND I AM INITIALING MY CHOICE:

____hard copy ____send via email

____I will download the catalogue & policies from the school's website:
centralmasstechschool.com

STUDENT'S INITIALS: (STUDENTS MUST INITIAL EACH STATEMENT)

____I understand this contract will not be in force and effect until signed by both myself and a school representative.

____I have received a copy of the school's complaint procedures policy.

____I understand the refund law as stated above.

____I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.

____Students and graduates of any program should be aware that they may be subject to a criminal background check prior to obtaining a certification or license in their field, and those with a prior conviction, particularly a felony, may experience difficulty in obtaining certain licenses, credentials, and/or employment.

____I have read and I understand this agreement and the School's catalog and agree to abide by policies as stated, and as they may be amended from time to time.

____I understand that for online classes I will need a working computer and stable internet

This school is licensed by the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to occupational.schools@mass.gov or 617-701-8719.

Any changes, addendums, or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR 15.04.

You have the right to cancel this enrollment contract before the completion of five school days or five percent of this Program, or course, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual REASONABLE COSTS of non-reusable supplies or equipment. Refund amount: \$1,350.00 / \$1425.00 with unused workbook

You have the right to cancel this enrollment contract if a school allows you to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the School shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

STUDENT'S SIGNATURE: _____ DATE: _____

PRINT STUDENT'S NAME: _____

IF THE STUDENT IS UNDER THE AGE OF 18,

PARENT/GUARDIAN: _____ DATE: _____

PRINT PARENT/GUARDIAN'S NAME: _____

SCHOOL OFFICIAL'S SIGNATURE: _____ DATE: _____

PRINT SCHOOL OFFICIAL'S NAME: Central Mass Technical School

I, the student, have received a completed signed copy of this agreement on date: ____/____/____

_____(students initials)