



AWARD EXCELLENCE TRAINING INSTITUTE

Student Enrollment Agreement

Licensed by the Commission for Independent Education, Florida Department of Education
CIE ID: 13441

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Section 1. Student and Program Information

Student Name: _____
 Program Title (as licensed): _____
 Program Length: _____
 Credential Awarded: _____
 Program Start Date: _____
 Anticipated Completion Date: _____
 Class Schedule: _____

Section 2. Admission and Registration Fees

The admission/registration fee is nonrefundable and will not exceed \$150 for Florida students.

Section 3. Tuition and Fees

Tuition: See Section 4 Payment Schedule

Books & Supplies: \$ _____

Equipment: \$ _____

Other Costs: \$ _____

Total Cost of Program: \$ _____

Section 4. Terms of Payment

Program	Total Tuition	Reg. Fee	Books/Materials	Installment	# Terms
Electrical (1296 hrs / 4 yrs)	\$51,000	\$100	\$1,500	\$6,375	8
HVAC (648 hrs / 2 yrs)	\$25,500	\$100	\$1,200	\$6,375	4
Carpentry (648 hrs / 2 yrs)	\$25,500	\$100	\$1,200	\$6,375	4
Project Management (648 hrs / 2 yrs)	\$25,500	\$100	\$1,200	\$6,375	4

Payment Notes

- Registration and Books & Materials fees are due at enrollment.
- Tuition is divided evenly by term; payments must be made in full before the start of each term.
- Flexible, interest-free monthly installment plans are available by arrangement.
- All tuition and fees must be fully paid before graduation.



- Failure to comply with the payment schedule may result in financial probation or withdrawal.

Section 5. Graduation Requirements

Students must complete all required coursework and hours with satisfactory grades and meet all program requirements to receive the credential.

Section 6. Grounds for Termination

- Violation of institutional policies
- Academic failure
- Excessive absences
- Failure to meet financial obligations

Section 7. Refund & Cancellation Policy (Florida CIE–Compliant)

1. **Three-Day Cancellation:** A student may cancel this enrollment agreement within three (3) business days (excluding weekends and holidays) after signing and making an initial payment. All monies paid will be refunded in full within 30 days.
2. **Cancellation Before First Class:** If cancellation occurs after the three-business-day period but before the first class, the institution will refund all monies paid, less the registration fee (nonrefundable, not to exceed \$150).
3. **Drop/Add Period:** The drop/add period is the first five (5) business days of classes. Students who withdrew on or before this period will receive a 100% refund of tuition and fees paid (excluding the registration fee). No refund will be issued after this period except as stated below.
4. **Program Cancellation by Institution:** If the institution cancels a program or class, all monies paid by the student will be refunded within 30 days.
5. **Rejection of Enrollment:** If the institution does not accept enrollment, all monies paid will be refunded within 30 days.
6. **Withdrawal or Termination After Classes Begin:**
 - **Program Basis Billing:** If tuition is billed for the full program, cancellation after attendance has begun and through completion of up to 40% of the program will result in a pro rata refund based on the number of clock hours completed to the total program hours. No refund will be made after more than 40% of the program has been completed.
 - **Term Basis Billing:** If tuition is billed by academic term, cancellation after attendance has begun and through completion of up to 20% of the term will result in a pro rata refund. No refund will be made after more than 20% of the term has been completed.
7. **Determination of Withdrawal:** For refund purposes, the termination date is the last date of actual attendance unless earlier written notice of withdrawal is provided by the student.



- 8. Method of Withdrawal/Cancellation: All cancellations or withdrawals must be submitted in writing, either in person, by certified mail, or by email.
- 9. Refund of Books, Equipment, and Supplies: Refunds will be made for books, equipment, and supplies if they are unused and returnable.
- 10. Refund Timeline: All refunds due will be made within thirty (30) days of the student's official withdrawal, termination, or receipt of written cancellation.
- 11. Federal or Veterans Benefits Recipients: For students receiving Title IV federal student financial aid or Veterans' benefits, applicable federal regulations will supersede the institution's policy if those regulations are more stringent.

Section 8. Employment Placement & Disclaimer

The institution may offer placement assistance but does not guarantee employment, wages, or job availability.

Section 9. Commission for Independent Education Disclosure

Additional information regarding this institution may be obtained from:
Commission for Independent Education, Florida Department of Education
325 W. Gaines St., Suite 1414
Tallahassee, FL 32399-0400
Toll-free: (888) 224-6684

Section 10. Signatures (Rule 6E-1.0032(8)(o), F.A.C.)

This Enrollment Agreement is binding and must contain the signatures of the applicant, parent/guardian (if under 18), and institutional official.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (If under 18): _____

Parent/Guardian Signature: _____ Date: _____

Institution Official Name: _____

Title: _____

Institution Official Signature: _____ Date: _____