



Student Enrollment Agreement

Students must be admitted to the Academy prior to enrolling in classes.

Blackstone Training Academy is certified to operate by the
State Council of Higher Education for Virginia

Personal Information

First Name: _____ **Middle Initial:** ___ **Last Name:** _____
Street Address: _____ **State:** ___ **Zip Code:** _____
Mobile Phone: _____ **Home Phone:** _____
U.S. Citizen: ___ **Yes** ___ **No**

Students may enroll in a single course or multiple courses. Please indicate your desire to be a Certificate seeking or Non-Certificate Seeking Student:

Certificate Seeking: ___ **Yes** ___ **No**

Students may elect to take a course for a grade or audit (no grade). However, audit courses may not be applied to the certificate programs:

Grade: ___ **Audit:** ___

Emergency Contact

First Name: _____ **Middle Initial:** ___ **Last Name:** _____
Street Address: _____ **State:** ___ **Zip Code:** _____
Mobile Phone: _____ **Home Phone:** _____

Course Registration

Required supplemental material (i.e., required books, learning accounts, equipment, etc.) are assumed to be included in the tuition & fees unless stated otherwise.

Start Date	Course	Clock Hours	Grade/Audit	Tuition & Fees



Tuition & Hours:		hrs.		\$

Refund Policy/Student's Right to Cancel

Private Industry & Government

Full courses and programs secured by the government and private industry are non-refundable as custom preparations have been made for a full class, including securing instructors and facilities specified to the organization's request.

Blackstone Training Academy courses are scheduled based on enrollment; therefore, no refunds are available when an entire course is requested by the government or private agency, but you may transfer individual training to another individual (who must apply for admittance).

Individual Students

Student's must provide a written and signed letter stating the student's intention to withdraw from a course currently enrolled at least one week prior to the listed start date by the end of operating hours for a full refund of the course.

The refund policy shall be as follows:

- a. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
- b. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- c. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
- d. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

An exception to the refund policy may be made for the following circumstances:



- Student's death or death of a student's immediate family (mother, father, sister, brother, husband, wife, child, or grandparent) immediately before class start. The request must be submitted within 90 days of the date of death and include a copy of the death certificate, obituary, or applicable court documents.
- Permanent re-assignment/transfer, national emergency, or mobilization declared by the President of the US and in accordance with Section 23.1-207 of the Code of Virginia. Requests must be submitted within 90 days of the date of your orders and include a copy of military activation orders.
- Administrative error by the Academy. Requests must be submitted within 90 days of the date the error was first discovered, or made known, and include an explanation of the circumstances of the error, including dates, names of employees and publications, if applicable.
- Extreme financial hardship of the student. The request should explain the circumstances, outlining significant financial issues and provide documentation as appropriate. No refund of previously paid tuition will be granted.

The following circumstances DO NOT qualify for an exception to Blackstone Training Academy:

- Failure to drop a class by assuming it would be dropped for you due to non-payment or non-attendance.
- Misunderstanding or lack of knowledge about Blackstone Training Academy policies and procedures.
- Dissatisfaction with the course content or instructor and/or your academic progress in a class.
- Inadequate investigation of course requirements, including prerequisites.
- Requests based on pre-existing medical conditions prior to the start of the semester.
- Change in personal work schedule, geographic location, or transportation.
- Financial difficulties that are not of an extreme nature.
- Disagreements with faculty, teaching methods or style, treatment or grading procedures are not considered administrative errors and must be resolved by contacting the administrator.

Grievance Policy

When complaints are not resolved between students, staff and faculty, students may file a formal grievance to the Director. Any grievances must be in writing to the Director of Blackstone Training Academy via email or certified letter, who will evaluate the situation and render a written decision within 30 days. If additional time is needed to investigate an issue further, the



student will be notified in writing. A student may appeal the decision of the Director to the President of the Academy. The appeal must be in writing and submitted no later than 30 days from the decision of the Director. Students will not be subject to unfair actions as a result of the complaint process. Students have the right to file formal complaints to the State Council of Higher Education for Virginia (see student handbook for contact information).

Disclosure

Acceptance & Transfer of Credits – Public & Individual

Blackstone Training Academy does not currently accept the completion programs or classes currently offered from public or privately owned colleges and universities in substitution of courses required for certification.

The transfer of this course to another school is at the sole discretion of the receiving school.

Acceptance & Transfer of Credits – Private Industry & Government

Courses accepted for substitution will be considered on a case-by-case basis. Blackstone Training Academy reserves the right to refuse acceptance of a course substitution if it is believed to not be an acceptable replacement to a course in the program.

The transfer of this course to another school is at the sole discretion of the receiving school.

Certification Pass

Certification Requirements

Certificates of the completed programs are given once the individual completes and receives a passing grade (A passing grade is a C or minimum of 70% average in the overall course by definition) in all required courses. Certification is not completed if this requirement is not met.

Certification Testing Rates

Testing is not permitted in lieu of taking or retaking a course. If a student fails to meet the minimum passing grade, then the student is permitted to retake the class at their expense.

Costs per class can change over time. Please review pricing if you anticipate on retaking a class.

By signing below, I have read and understand the disclosure and possible rate changes of future classes.

Student Signature: _____ **Date:** _____

By signing below, I certify that I have been provided access to the school's electronic or print catalog, bulletin, or brochure.



Student Signature: _____ **Date:** _____

I understand that this is a legally binding agreement. My signature below certifies that I have read, understood, and agree with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.

Student Signature: _____ **Date:** _____

Representative Name: _____

Representative Signature: _____ **Date:** _____