

# Enrollment Agreement



<input type="checkbox"/> Greenspoint 256 N. Sam Houston Pkwy. Suite 130 Houston, TX 77060 281-931-7717 greenspoint@ict-ils.edu	<input type="checkbox"/> Houston 6200 Hillcroft Ave. Suite 200 Houston, TX 77081 713-771-5336 houston@ict-ils.edu	<input type="checkbox"/> Pasadena 213 West Southmore Suite 101 Pasadena, TX 77502 713-920-1120 pas@ict-ils.edu	<b>STUDENT CLASSIFICATION:</b> 1. Agency _____ 2. I-20 _____ 3. Veteran _____ 4. Other _____
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Date Completed \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_ Social Security # \_\_\_\_\_

## IDENTIFICATION

Complete Legal Name Last _____ First _____ Middle Initial _____	Sex: Male _____ Female _____
Maiden Name (if different) _____	Date of Birth: _____ / _____ / _____ <small>Month Day Year</small>
Permanent Address Street _____ Apt. # _____ City _____ State _____ Zip _____	Phone # (Home) _____ Phone # (Work) _____ Emergency # _____ <small>other than above</small>
Place of Employment Company _____ Street _____ City _____ State _____ Zip _____	Email _____

## PREVIOUS EDUCATION

**High School Certification:** I CERTIFY that I am a high school graduate or have successfully obtained a high school equivalency diploma (GED).

Signature \_\_\_\_\_ (If you did not graduate or obtain a GED, do not sign.) If not a graduate, last year attended: \_\_\_\_\_

School Name/Testing Center _____ City _____ State _____ Zip _____	Year Graduated/Tested _____
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Have you attended another college or postsecondary institution after High School (including attendance in any foreign country)? Yes \_\_\_\_\_ No \_\_\_\_\_

Postsecondary School _____ City _____ State _____ Zip _____	Years Attended _____ / _____ <small>From To</small>
School _____ City _____ State _____ Zip _____	Years Attended _____ / _____ <small>From To</small>

Degree or Certificate Earned \_\_\_\_\_ Have you ever received Federal financial aid: Yes  No

## ENROLLMENT INFORMATION

Program of Study (Major) _____	Contact Hours _____	Credits Required for Graduation* _____	Registration Date _____	Projected Graduation Date _____
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My charges are as follows:

Registration Fee:	_____
Tuition:	_____
Tools / Other:	_____
<b>ESTIMATED** Books and Supplies:</b>	_____
Total Amount Due:	_____
Amount Paid: (_____)	_____
Balance Due at Registration:	_____

**TO BE COMPLETED BY OTHER THAN ADMISSIONS ASSOCIATE**

Receipt Date:	_____
Receipt Number:	_____
Receipt Amount:	_____

(No interest charged if payment in full is received prior to graduation.)

Required credits are reduced for credit granted for previous training. Program charges, including textbooks and supplies will not exceed \_\_\_\_\_ if all courses are successfully completed on time. Credits, which must be retaken or if additional electives/developmental courses are taken, additional charges of \_\_\_\_\_ per credit, plus textbooks will be assessed.

\*Determined by Evaluation      \*\*Estimated cost of Books and Supplies is subject to change.      Student Initials \_\_\_\_\_ Date \_\_\_\_\_

## PAYMENT TERMS: Payments can be made by cash, check, credit card, or money order.

SPECIFIC TERMS OF YOUR ENROLLMENT, INCLUDING REFUND POLICY, ARE EXPLAINED ON THE REVERSE SIDE OF THIS AGREEMENT. DO NOT SIGN THIS AGREEMENT UNLESS THESE TERMS HAVE BEEN EXPLAINED, YOU UNDERSTAND THEM, AND HAVE RECEIVED A COPY OF THIS AGREEMENT.

ACCEPTED FOR INSTITUTION	SIGNATURES	
Admissions Representative _____	Student _____	Date _____
# _____ Date _____	If under 18, PARENT or GUARDIAN Signature _____	Date _____

**NOTICE** – ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**EMPLOYMENT ASSISTANCE SERVICES** – Interactive Learning Systems shall provide employment assistance to graduates who have met all graduation and financial requirements. This service is available (without time restrictions) to those graduates who are in good standing with regard to all loan repayments. There is no promise or guarantee of placement, and charges are in no way conditioned upon employment assistance or satisfaction with the training provided.

**CANCELLATION POLICY** – A full refund of all monies is made if the applicant cancels the enrollment within 72 hours (by midnight of the third business day) after the enrollment agreement has been signed and a tour of the facilities and equipment has been conducted. After 72 hours, the Application Fee is retained. A full refund is also granted if the applicant is not accepted, the course or program is discontinued and the applicant is unable to complete the course, or this enrollment is the result of any misrepresentation in advertising, promotional materials, or representation by institutional representatives.

**REFUND POLICIES** – Tuition refunds are made within sixty days (earlier if required) and are based on the last date of attendance. Termination date is the earlier of last date of attendance, date of receipt of written notice, or ten consecutive school days of absence, or twenty percent (20%) of the total hours of the program. Refund computations will be based on scheduled hours of class attendance through the last date of attendance.

**TEXAS WORKFORCE COMMISSION REFUND POLICY** – This policy applies to the full programs of twelve (12) months or less. After the expiration of the seventy-two (72) hour cancellation privilege, charges and refunds are determined as follows:

- (a) During the first week or one-tenth of the course, whichever is less, a refund of ninety percent (90%) of the remaining tuition and fees.
- (b) After the first week or one-tenth of the course, but within the first three weeks or one-fifth of the course, whichever is less, a refund of eighty percent (80%) of the remaining tuition and fees.
- (c) After the first three weeks or one-fifth of the course, but within the first quarter of the course, whichever is less, a refund of seventy-five percent (75%) of the remaining tuition and fees.
- (d) During the second quarter of the program, a refund of fifty percent (50%) of the remaining tuition and fees.
- (e) During the third quarter of the program, a refund of ten percent (10%) of the remaining tuition and fees.
- (f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

Books and materials are provided at registration and charged for each course taken. A repurchase program is available to you.

**TEXAS WORKFORCE COMMISSION REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE** – A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL POLICIES** – This institution is approved and regulated by the TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TX. The maximum period of enrollment cannot exceed one and a half of the program hours. Within the first seventy-five percent (75%) of the program, students who miss ten (10) consecutive school days or twenty percent (20%) of the program hours will be dismissed.

I certify that a campus tour has been conducted, and that I have received an institution catalog and a copy of the enrollment agreement to my satisfaction.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**PELL GRANT RECIPIENTS** – Pell Grants are awarded, but earned by attending classes. If you withdraw within the first nine weeks of any semester, you will lose a portion of the grant. In most cases, you will owe the institution more money and you must repay the government a portion of the grant. If you fail to do so within forty-five (45) days, you cannot receive further grants at any institution.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

Upon withdrawal, you are expected to complete an EXIT Interview and provide a current address, telephone number, employer, and next of kin.

**REFUND ALLOCATION:**

- 1. INSTITUTIONAL AID
- 2. PELL / SEOG (if applicable)
- 3. PRIVATE LOAN
- 4. STUDENT

**THE ABOVE TERMS AND CONDITIONS HAVE BEEN FULLY EXPLAINED TO MY SATISFACTION.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date