



ENROLLMENT AGREEMENT 2018

The New Hampshire School of Mechanical Trades, INC.
7 Perimeter Road, Manchester, NH 03103
(603) 622-6544 | www.NHTRADESCHOOL.com

“BUILD A HANDS ON FUTURE TODAY WITH THE NH SCHOOL OF MECHANICAL TRADES”

The New Hampshire School of Mechanical Trades, Inc is an educational institution devoted to developing and furthering the education of tradesmen and women in the State of New Hampshire in the areas of oil and gas heating, plumbing, electrical, residential air conditioning and more.

The New Hampshire School of Mechanical Trades is dedicated to assisting men and women of all ages and backgrounds who desire to begin or further a career in any of the trade courses offered. We are a facility that continually strives to achieve and maintain the highest level of educational standards and quality as well as student satisfaction with an emphasis on personal and work safety.

Please fill out form below legibly.

Student Information

Student Name: _____ Today's Date: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email: _____

Company Information

Company Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Business Phone: _____ Ex: _____ Will company be assisting with payment? Yes
 Contact Person: _____ Contact Email: _____

**As our student, you are responsible for tuition and fees associated with the course being agreed upon. To pass this responsibility on to your employer, the company must fill out our "Payee Payment Agreement Form" for the billing process to begin.*

COURSE INFORMATION

Course Title: _____ AM PM
 Course Start Date: _____ Scheduled Ending Date: _____
 Class Duration: _____ Total Class Hours: _____

PAYMENT INFORMATION

Tuition: \$ _____ Books/Lab Fees: \$ _____ Discount Given: \$ _____
 Other Charges: \$ _____ Total: \$ _____

PAYMENT PLAN

Down Payment: \$ _____ Weekly Payment: \$ _____

Payment: Paid In Full Billing Payment Plan

Date: _____

Type: _____ Books Received: _____

Amount: \$ _____ Date: _____

Notes: _____

PAYMENT MUST BE COMPLETED BEFORE FINAL EXAM IS GIVEN.

Please carefully read this document as it provides important information pertaining to your contract with the school. After reading, please sign and date the following rules and regulations:

TUITION POLICIES Chapter Heds 305

The tuition charged per unit shall not be increased for the term of this contract/enrollment form. A student may cancel the enrollment agreement within 3 business days pursuant to RSA 361-B.

INITIAL **STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL:** Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

INITIAL **STUDENT GRIEVANCE PROCEDURE:** Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. In the event that a solution cannot be reached, the person may file a written complaint with the office of career school licensing. The complaint shall include any evidence on the issues, and documentation that a reasonable effort was made to resolve the complaint directly with that school. Under this agreement, every student is entitled to pursue, after completion of the school's internal processes, any grievance with the Office of Career School Licensing (603-271-6443), provided the claim is within the scope of Office's responsibilities as defined in New Hampshire Code of Administrative Rules, Chapter Heds 300.

REFUND POLICY Chapter Heds 307

INITIAL **FEDERAL PROGRAM REFUND:** The refund policy for students receiving benefits from federal programs shall be in accordance with federal policy, rules and regulations.

FULL REFUND: Students requesting a refund due to the school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on the behalf of the school will receive a full refund within 30 days of the request.

Any student who withdraws from the program or course on or before the first date of instruction is entitled for a full refund, less an administrative fee of \$100.

OTHER REFUNDS: Students who withdraws or is dismissed before 50% of the instructional period shall receive a prorated refund, less an administrative fee, not to exceed \$350.

NO REFUND: Any student that have completed more than 50% of instruction period shall receive no refund. *All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.*

TIMELY REFUNDS PAYMENT: Refunds shall be paid within 30 days of the effective date of termination.

NOTICE OF WITHDRAWAL: Students are required to submit a letter in writing, stating the date of withdrawal and other information they wish to disclose, for the refund/dropped process to begin.

INITIAL **RELEASING STUDENT RECORDS:** I give The New Hampshire School of Mechanical Trades permission to release documents that allows sharing of my performance with the State, federal agencies and my employer or sponsor.

INITIAL **STUDENT SOCIAL SECURITY NUMBERS:** Workforce Innovation Opportunity Act, a Federal grant, requires that we obtain information from students. The use of your social security number is requested in order to access wage and employment information through the state Unemployment Insurance wage information data base. You cannot be denied service for failure to provide your social security number although we strongly encourage you to do so in order to enable the program to determine employment-related outcomes. Your personal information will be kept confidential and secure, and will not be shared with any outside agencies other than New Hampshire Employment Security. By signing, you agree to participate in this initiative.

Social Security #: _____

Schedule and prices are subject to change. Books are non-refundable.

By signing this document I acknowledge that I have read and agree to the Terms and Conditions stated above.

Applicant Signature: _____

Date: _____