



ENROLLMENT AGREEMENT 2019

The New Hampshire School of Mechanical Trades, INC.

7 Perimeter Road, Manchester, NH 03103 or 109 Towle Farm Road, Hampton, NH 03842

(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

Location: Manchester Hampton

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 *Hedc 304*

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.

A school and its approved branch or satellite shall charge students enrolled in the same program or course a uniform rate of tuition and other fees, provided nothing herein shall prevent a school from making a uniform change in tuition or other fees in new enrollment agreements

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:** *Hedc 305*
Any person who has a complaint against a school who has first sought redress directly from said school through its complaint process, and said process has been completed and was found to be in favor of the school, may file a complaint with the office. Misconduct sufficient to support a complaint shall include any violation of any statute or rule which is administered by the commission.
Complaints shall be filed with the office by completing and submitting the online "Complaint Form", 2015 edition at <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>
Complaints shall be filed within 3 years of the scheduled start date of the course or program that is the subject of the complaint.

INITIAL **REFUND POLICY**
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: All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal, and Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.
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: _____