





**VOCATIONAL TRAINING  
INSTITUTE**

**2101 WEST ALICE AVE. PHOENIX AZ 85021  
PH: (602)243-9926 | FAX: (480) 993-2128**

**ENROLLMENT AGREEMENT**

**Additional Financing Options**

May be available for students who wish to pay for their program with a private loan. VTI will refer students to apply for a private loan with Climb Credit, Paramount Capital Group or TFC Tuition Finance Corporation.

VTI does not currently offer scholarships.

**Additional Financing Options**

May be available for students who wish to pay for their program with a private loan. VTI will refer students to apply for a private loan with Climb Credit, or TFC Tuition Finance Corporation.

GI Bill® Funding is accepted. GI Bill® education benefits may only be used for approved programs at VTI.

**Cancellation & Refund Policy**

An applicant denied admission by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement prior to start date is entitled to a refund of all monies paid. The school shall provide the 100% refund no later than 30 days after receiving the notice of cancellation. **This includes VA Beneficiaries**

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid. The school shall provide the 100% refund no later than 30 days after receiving the notice of cancellation. **This includes VA Beneficiaries**



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**ADMISSIONS POLICIES FOR STUDENTS USING VETERAN AFFAIRS (VA)  
EDUCATION BENEFITS**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, or due to delayed disbursement of eligible funds from the VA under chapter 31 or 33. As such, this school will not: prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; or deny the student access to any resources (including access to classes, resource area, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: Produce the VA Certificate of Eligibility (COE) by the first day of class; provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies.

Refund after the commencement of classes:

Vocational Training Institute, Veterans Refund Policy complies with 38 CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the application/registration fee is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 30 days of the last date of the student's attendance.

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of
  - B. the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - C. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - D. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
  - E. Any determined refunds will be issued within 30 days of the determination of the withdrawal date.
  
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. **This includes VA Beneficiaries**
  - B. After the commencement of classes, the tuition refund amount shall be determined as follows:

**This table does not apply to VA Beneficiaries**

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.



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## ENROLLMENT AGREEMENT

### **Books, training materials and tools are nonrefundable.**

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

### **Holder in Due Course Statement**

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 amounts paid by the debtor (FTC Rule effective (5-14-76).

### **Late Payment Fee**

Students will have a late fee of \$25 added to their balance for each installment payment missed.



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**The student understands:**

1. Students must report all education and training to Vocational Training Institute. The school will evaluate and grant credit where appropriate with the training time shortened and the tuition reduced proportionately.
2. The school does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The school reserves the right to reschedule the program start date.
4. The school will not be responsible for any statement of policy or procedure that does not appear in the school catalog.
5. The school deserves the right to discontinue the students training for unsatisfactory progress, non-payment of tuition or failure to abide by the school rules as stated in the school catalog.
6. Information concerning other schools that may accept our school's credits towards their programs can be obtained by contacting the other school's admissions office. It should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. The document does not constitute a binding agreement until accepted in writing by all parties.



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**Student Acknowledgement**

1. I hereby acknowledge receipt of the school's catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The school's catalog is included as a part of this enrollment, and I acknowledge that I have received a copy of this catalog.

\_\_\_\_\_Student Initials

2. Also, I have carefully read and received an exact copy of this enrollment agreement.

\_\_\_\_\_Student Initials

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the school while enrolled in the school as described in the school catalog. I understand that I must maintain Satisfactory Academic Progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

\_\_\_\_\_Student Initials

4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

\_\_\_\_\_Student Initials



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**CONTRACT ACCEPTANCE**

I, the undersigned, have read and understood this agreement and acknowledgment receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. I also understand that if I default on this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Vocational Training Institute.

My signature below signifies that I have read and understood all aspects of this agreement and do recognize my legal responsibilities regarding to in regard to this contact.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

Representative's certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and my judgement, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.