



OnCourse Learning Corporation dba
American Home Inspectors Training

Enrollment Agreement
WISCONSIN

This is an Enrollment Agreement for American Home Inspectors Training’s home inspection courses. *This is a legally binding contract.* Failure to send all the pages will result in an incomplete registration. Completely read, sign, and return the entire document via fax or email to:

American Home Inspectors Training
20225 Water Tower Blvd., 4th Floor
Brookfield, WI 53045

(p) 800.441.9411
(f) 262.347.0776
(e) questions@ahit.com

PERSONAL INFORMATION (please complete all information)

Last Name, First Name, MI.

Address

City, State & ZIP

Phone #

Email

Date of Birth

Emergency Contact

Phone #

EDUCATION BACKGROUND (please complete all information)

Highest Level of Schooling Completed

- High School Diploma GED Associate Degree Bachelor’s Degree Graduate Degree

Date Graduated (month/year)

School

City & State

RACE & ETHNICITY SURVEY (please complete all information)

1. Nonresident aliens (for whom neither race nor ethnicity is reported)

- Yes (if yes, you may skip the remainder of the survey) No

2. Hispanic/Latino of any race

- Yes (if yes, you may skip the remainder of the survey) No

3. For individuals who are non-Hispanic/Latino

- American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Other Pacific Islander
 White Two or more races
 Race and ethnicity unknown

MILITARY STATUS (please complete all information)

1. Are you actively enrolled in a branch of the United States Armed Forces?

- Yes No

If "yes," please select branch:

- Air Force/Air Force Reserve Air National Guard
 Army/Army Reserve Army National Guard
 Coast Guard/Coast Guard Reserve Marine Corps/Marine Corps Reserve
 Navy/Navy Reserve

2. Are you a United States Veteran?

- Yes No

If "yes," please select branch:

- Air Force/Air Force Reserve Air National Guard
 Army/Army Reserve Army National Guard
 Coast Guard/Coast Guard Reserve Marine Corps/Marine Corps Reserve
 Navy/Navy Reserve

PROGRAM & TUTION INFORMATION

(please select your course)

OPTION 1 Home Inspection Master Course Home Study (online only)

Books:	(included)
<u>Tuition:</u>	<u>\$ 995.00</u>
Total Charges:	\$ 995.00

Start Date: _____

End Date: _____

(Payment is due in full at time of enrollment.)

This course utilizes online videos and texts to teach students about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business.

The AHIT distance learning course is a go at your own pace course. In general, if a few hours per day is dedicated to studying, the course can be completed in 4-6 weeks for most individuals.

OPTION 2 Professional Home Inspection Blended Course (online + 3 days live)

Books:	(included)
<u>Tuition:</u>	<u>\$ 1495.00</u>
Total Charges:	\$ 1495.00

Start Date: _____

End Date: _____

(\$695 deposit due at enrollment. Remainder of payment is due before first day of class.)

This course utilizes online videos, texts, live classroom and field training to teach students about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business.

The AHIT distance learning course is a go at your own pace course. In general, if a few hours per day is dedicated to studying, the course can be completed in 4-6 weeks for most individuals. Three days of live training is scheduled Friday-Sunday several times per year.

OPTION 3 Home Inspection Start-Up Course (63 Classroom Clock Hours)

Books:	(included)
<u>Tuition:</u>	<u>\$1795.00</u>
Total Charges:	\$1795.00

Start Date: _____

End Date: _____

(\$695 deposit due at enrollment. Remainder of payment is due before first day of class.)

This course combines live classroom and field training. Designed by AHIT’s team of certified and extensively experienced home inspection instructors, students learn about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business.

REFUND POLICY

If a student is not accepted by the school, a refund of all monies paid shall be refunded to the student. This Enrollment Agreement or application to school may be cancelled within five calendar days after the date of signing if the school is notified of the cancellation in writing. The school will promptly refund, in full, all tuition and fees paid no later than 10 (ten) days after the cancellation. This does not apply if the student has already started class.

A student who withdraws or is dismissed after 5 days has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period. All efforts will 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. Refunds shall be paid within 40 days after the effective date of termination. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date received by the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

A student who does not cancel class and does not attend, shall receive a refund of all tuition and fees paid less the registration fee.

In the case of a documented student illness or accident, death in the family, or other circumstances beyond control of the student, the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called by the above policy.

If a student withdraws or is dismissed from the school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for when the student consumes or uses the books, fees and/or supplies. Consumption of books, fees and supplies is defined as:

- Items that were special ordered for a particular student and cannot be used by or sold to another student or
- Items that were returned in a condition that prevents them from being used by or sold to new students
- Individually documented non-refundable fees for goods and services provided by a third party vendor

If a student stops attending classes and is placed on a leave of absence in lieu of a withdrawal from school, the school must document the nature of the leave of absence and the date the leave of absence ends. No leave of absence may exceed six

months unless otherwise approved in writing by the board. A student who fails to return to school at the end of a leave of absence shall be formally withdrawn from the school and any refund of tuition and fees shall be issued in accordance with the last date of a student's attendance in class or participation in an academic activity.

VETERANS REFUND POLICY

The amount charged to the student for tuition, fees, and other charges when only a portion of a course is completed shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of its course bears to its total length. The non-refundable portion of the registration fee will not exceed \$10. Refunds will be made within 40 days after the last class attended, or the effective date of a withdrawal or termination. This policy is in compliance with the requirements of 38 CFR 21.4255.

EXTENUATING CIRCUMSTANCES

In the case of extenuating circumstances the school director will consider a settlement that is reasonable and fair to the student and the school.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty (30) days of the deadline of the new start date set forth in this agreement, determined in accordance with the school's refund policy.

CHANGES MADE BY THE SCHOOL

If the school cancels or changes a course of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all monies paid by the student of the course.

DISCLOSURE

American Home Inspectors Training reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with state board rules and regulations and will be attached to the catalog. Employment assistance may be provided upon request but under no circumstances does American Home Inspectors Training make any claim, promise, or guarantee for employment or state licensure. Any student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. American Home Inspectors Training makes no representations except as expressly set forth in this agreement.

COMPLAINTS

A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. Should the student believe the problem(s) was still not satisfactorily resolved, and then submit form EAP 3.01 (accessible here: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/School.aspx>) to:

Wisconsin Educational Approval Program
4822 Madison Yards Way
Madison, WI 53705

COMPLETION

Students will receive a certificate of completion upon satisfactory completion of all Course requirements including minimum grades and attendance.

NOTICE TO BUYER

Do not sign this Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed Enrollment Agreement. Keep it to protect your legal rights.

CONTRACT ACCEPTANCE

I wish to enroll in the _____ course from American Home Inspectors Training. I have been provided with a catalog and understand the programs and terms of this Enrollment Agreement. I understand this is a legally binding contract upon written acceptance, unless cancelled pursuant to the Refund Policy.

I am 18 years or older or have written consent from my parent or guardian. My signature below signifies that I have read the terms and conditions contained in this Enrollment Agreement, understand all aspects of this Enrollment Agreement, and recognize my legal responsibilities regarding this Enrollment Agreement.

American Home Inspectors Training is licensed with the Wisconsin Educational Approval Program of the DSPS. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Student signature _____ Date _____

Parent or guardian if student is less than 18 _____ Date _____

-----For School Use Only-----

Payment has been received in the amount of \$_____ in the form of Cash
 Check
 MC/Visa

Accepted by: _____ Date _____