

## Student Enrollment Agreement

Riley Technologies, LLC, dba: New Horizons of Wisconsin  
FOX VALLEY --- MADISON --- MILWAUKEE

### Student Information

<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>
<b>Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>E-mail Address</b>	<b>Primary Phone Number</b>	<b>Secondary Phone Number</b>

### Identification

<b>Driver's License #</b>	<b>State of Issuance</b>	<b>Birth date</b>

### Program of Enrollment

<b>Program Name</b>	<b>Program Start Date</b>	<b>Program End Date</b>
<b>Program Catalog Page #</b>	<b>Total Program Hours</b>	<b>Program Quarter Credits</b>
<b>Schedule: Day/Time</b>	<b>Payment Method/Sponsor</b>	

### Program Tuition and Fees

<b>Program Fee</b>	\$
<b>Technology Fee (if applicable)</b>	\$
<b>Deposit</b>	\$
<b>Balance</b>	\$
<b>Payment Due Dates</b>	

## Student Enrollment Terms and Conditions

**Start Date:** The start date is the date of first attendance in the purchased program or class. Postponement of starting date, whether at the request of the school or the student, is required to be in writing, agreed to, and signed by both parties. The agreement must set forth: 1) Whether the postponement is for the convenience for the school or the student, and 2) a deadline for the new start date, beyond which the start date will not be postponed.

**Tuition and Fees:** Riley Technologies, LLC, dba: New Horizons of Wisconsin's program's "program fee" includes books, labs, tests, and any applicable materials necessary to take program classes. Tuition Payment will be made as follows:

- 1) Tuition being paid by a third party (Government Agencies, Finance Companies, or Private Sources) is required in full or as contracted with Riley Technologies, LLC, dba: New Horizons of Wisconsin on or before the program start date.
- 2) If the student purchases a program with an enrollment period lasting no more than 4 months, full payment of the program is required on or before the program start date.
- 3) If the student purchases a program with an enrollment period lasting more than 4 months, Riley Technologies, LLC, dba: New Horizons of Wisconsin requires payment for all classes scheduled to be taken during the first 4 months of the program. Subsequent tuition fees are to be paid for classes in 4 month increments on or before the start date of the 4 month period. Once a program is 50% complete, full payment of the remaining balance and classes is required on or before the start date of the next scheduled class.

### **Class Registration:**

- Classes are offered on a first---come, first---serve basis.
- Seating is limited.
- Register for classes as far in advance as possible.
- Student will be placed on a waiting list if a requested class is already at full enrollment.
- Student will be notified only if cancellations occur and space becomes available.
- Approximately 5 to 10 days before your class date, you will receive a call from New Horizons of Wisconsin to confirm your attendance. Not confirming attendance may result in withdrawal from class without further notification.
- Prerequisites must be fulfilled as denoted in the catalog for each program. Management reserves the right to remove students from classes if prerequisites and or job experience is deemed insufficient to attend enrolled classes.
- It is suggested that all classes be completed in the order recommended by New Horizons of Wisconsin.
- Riley Technologies, LLC, dba: New Horizons of Wisconsin reserves the right to change or reschedule dates of classes on the enrollment schedule.

**Retake Policy:** Students may retake classes on a space---available basis within six months of the original class date. Limit one retake per class. Students requesting class retakes requiring external lab sources, including but not limited to Cisco classes, will be charged the cost of the lab services. Students are responsible for the courseware needed for any class retakes.

**Courseware:** In order to receive the courseware, you must attend all days of any course in which you are enrolled. No courseware will be issued prior to the course date or without course attendance. *Student must attend training course to receive the courseware.*

**Non---Transferable:** Program is valid for the named student only and may not be used by any other person.

**Job Advisory Assistance:** Upon successful completion of the program, qualifying students will receive Riley Technologies, LLC, dba: New Horizons of Wisconsin Job Advisory Assistance. Job Advisory Assistance is available, but placement is not guaranteed. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. While IT certifications are not required for program completion or employment in the IT industry, they significantly enhance the marketability of individuals to find employment and are therefore highly recommended to achieve prior to receiving advisory assistance.

**Test Pass Guarantee:** Students will be provided practice tests to prepare for certification exams. If a student passes a practice test with a score of 90% or better and fails the corresponding Certification exam, Riley Technologies, LLC, dba: New Horizons of Wisconsin will provide a second Certification exam voucher at no additional charge. No more than two (2) vouchers will be provided for a certification exam. Program completion is based on course completion. Taking and passing Certification exams are not required for program completion, but highly recommended for job placement as validation of skills learned. Riley Technologies, LLC, dba: New Horizons of Wisconsin offers Certification preparation training programs. Riley Technologies, LLC, dba: New Horizons of Wisconsin does not guarantee that the student will achieve Certification.

**Cancellation and No Show:** All monies will be refunded per the "Refund Policy". If a student does not cancel a class enrollment but does not attend a class, the class will not be refunded as it is considered as consumed since the class enrollment could have been provided to a different student. No Show classes are available for re---take per the terms of this agreement and the school catalog. Upon cancelation, withdrawal, or termination from a program or class student's access to any on---line learning will be terminated for any class not previously taken by the student. Access for classes provided to cancelation, withdrawal, or termination will continue per the enrollment agreement for classes.

**Affirmations:** By signing below, the student agrees to pay Riley Technologies, LLC, dba: New Horizons of Wisconsin (hereafter referred to as the school) the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school "Catalog" (Version 2.2). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate of Completion to the student. The student and school understand that this Enrollment agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing, agreed by, and signed by both parties. This is a legal and binding contract between the student as named in this agreement and Riley Technologies, dba: New Horizons of Wisconsin located at 5700 Grande Market Drive, Appleton, WI 54913. By signing this agreement I agree that I have read the agreement, agree to the terms of the agreement, and that I have received a copy of this agreement. I further affirm that I have received a copy of the enrollment agreement, current school catalog, program outline(s), and all costing information related to the program of enrollment.

## Refund and Cancellation Policy

New Horizons of Wisconsin  
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### **CANCELLATION AND REFUND POLICIES**

New Horizons CLC of Wisconsin will pay refunds to students per the State of Wisconsin Education Approval Board regulations / policies. Refund amounts are not paid based on school rules of conduct or other school regulations. This section explains what students and programs are eligible for refunds, how refunds are calculated, and how they are paid back to the student or funding source.

Students requiring more information about refunds should contact the Schools General Manager before proceeding directly to the WI EAB.

**Full refund:** New Horizons of Wisconsin will pay a full refund of all money paid by the student if: (1) The student cancels enrollment within 3 business days; (2) The student accepted was unqualified, and the school did not secure a disclaimer stating that the student is unlikely to successfully complete a program or is unlikely to qualify for employment in the program's vocation or field ; (3) 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 behalf of the school.

**Partial refunds:** New Horizons of Wisconsin will pay a partial refund to a student who withdraws or is dismissed after 3 days from the time of enrollment, but before completing 60% of the potential hours of instruction in the current enrollment period. Students will 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 is the amount of the program not taken compared to the amount taken and the monies associated with each portion.)

(1) The pro rata refund is determined as the number of hours remaining after the last hour completed by the student, divided by the total number of hours in the program, rounded down to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for their program.

(2) 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.

(3) Refunds shall be paid within 40 days after the effective date of termination.

(4) 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 the program, or \$400, whichever is less.

(5) No refund will be paid for any student who withdraws or is dismissed after completing 60% of the potential hours of instruction in their program unless the student withdraws due to mitigating circumstances, which are directly prohibit the student from completing their program and are beyond the student's control.

**Good faith effort:** New Horizons of Wisconsin will make a good faith effort to refund all monies due to the student and will document this effort in the students file. This effort includes sending the refund via (1) Certified mail to student's last known address; (2) Certified mail to the student's permanent address; or (3) Certified mail to the address of the student's parent or listed next of kin, if different from the permanent address.

**Notice of withdrawal:** New Horizons of Wisconsin does not require that students notify the school of their intent to withdrawal through any specific means such as in writing or in person. However, it is strongly recommended that students notify the school their intent to withdrawal via a form of communication that can be tracked and verified in the event of a dispute. New Horizons of Wisconsin will honor any valid notice of withdrawal given after the 3-business-day cancellation period. New Horizons will refund to the student any amounts due and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under the refund standards within 30 days from receipt of the students notification to withdrawal.

**Distribution of refunds to financial aid sponsors:** All or a portion of any refund due will be paid to sponsors furnishing grants, loans, scholarships or other financial aids to students, in conformity with federal and state laws, regulations and rules and requirements of financial aid sponsors. After any disbursements to financial aid sponsors have been made, the student shall receive the balance, if any, of the amount due under the schools refund policy. (For Example, if the student's program was funded in full by a bank loan directly to New Horizons of Wisconsin, New Horizons of Wisconsin will pay the refund amount back directly to the bank.)

This is a legal and binding contract between student as named above and signed below and Riley Technologies, dba: New Horizons of Wisconsin.

By signing this agreement I agree that I have read the agreement, agree to the terms of the agreement, and that I have received a copy of this agreement.

**Student:**

Name ( Printed): \_\_\_\_\_

\_\_\_\_\_

STUDENT'S SIGNATURE

\_\_\_\_\_

DATE

**New Horizons Representative:**

Name ( Printed): \_\_\_\_\_

\_\_\_\_\_

NEW HORIZONS REPRESENTATIVE SIGNATURE

\_\_\_\_\_

DATE