

# ENROLLMENT AGREEMENT

Spartan College of Aeronautics and Technology  
8820 East Pine Street, Tulsa, OK 74115  
Phone (918) 836-6886; Fax (918) 831-5287



Name of Student \_\_\_\_\_ SS# \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program Start Date \_\_\_\_\_ Scheduled Completion Date \_\_\_\_\_  
(Note: Contingent on Student successfully completing all courses)

Initial One Program	Program Title/Credential Level	Mos.	Clock Hours	Term (†)	Credit Hours (*)	Tuition (Per Credit)	Tuition	Tool Kit**	Uniform	Accident Insurance	Book Fee (**)	Technology Fee	Material Fee	Program Cost	STRF (CA Res. Only) (***)	Program Cost with STRF (CA Res. Only)
	Aviation Maintenance Technology – Diploma	17	2099.5	9	71	\$653	\$46,340	\$1,600	\$295	\$150	\$3,175	\$500	\$350	\$52,410	\$130.00	\$52,540.00
	Aviation Maintenance Technology – Associate of Applied Science	20	2363.5	10	87	\$653	\$56,783	\$1,600	\$295	\$150	\$4,880	\$500	\$350	\$64,558	\$162.50	\$64,720.50
	Nondestructive Testing Technology – Diploma	10	1235	5	43	\$719	\$30,910	\$430	\$295	\$150	\$1,850	\$500	\$350	\$34,485	\$85.00	\$34,570.00
	Quality Control Management – Associate of Applied Science	15	1821.5	8	68	\$719	\$48,880	\$430	\$295	\$150	\$3,950	\$500	\$350	\$54,555	\$137.50	\$54,692.50
	Aviation Electronics Technology – Associate of Applied Science	15	1821.5	8	68	\$752	\$51,130	\$1,175	\$295	\$150	\$6,005	\$500	\$350	\$59,605	\$150.00	\$59,755.00
	Aviation Flight – Associate of Applied Science	17	2044	† See Below	87	\$1,000	\$87,007	\$564	\$829	\$200	\$5,001	\$500	\$0	\$94,101	\$235.00	\$94,336.00
	Aviation Maintenance Technology – Diploma Hybrid	20 ‡	2099.5	13	71	\$653	\$46,340	\$1,600	\$295	\$150	\$3,470	\$500	\$350	\$52,705	\$132.50	\$52,837.50
	Aviation Maintenance Technology – Associate of Applied Science Hybrid	23 ‡	2363.5	15	87	\$653	\$56,783	\$1,600	\$295	\$150	\$5,089	\$500	\$350	\$64,767	\$162.50	\$64,929.50
	Technology Management DE (Online Only) - Bachelor of Science ✕	31	2388	16	120 90✕	\$464	\$55,694 \$41,774	\$0.00	\$0.00	\$0.00	\$2,500	\$500	\$0	\$58,694 \$44,774	\$147.50 \$112.50	\$58,841.50 \$44,886.50
	Technology Management - Bachelor of Science ✕	31	2388	16	120 90✕	\$464	\$55,694 \$41,774	\$0.00	\$0.00	\$0.00	\$2,500	\$500	\$0	\$58,694 \$44,774	\$147.50 \$112.50	\$58,841.50 \$44,886.50

STRF is non-refundable. The remaining items are refundable with the following exceptions, opened/unwrapped, out of date, and damaged items. Sales tax will be charged for all applicable Bookstore purchases.

† Term equals 10 weeks except Flight. ‡ Flight is 26-two week terms & 2-six week terms. • Credit Hour = Semester Credits •• This is an estimate only and includes computer or iPad (excluding Bachelor's) DE – Distance Education  
\*\*\*CA Residents only. ‡ Diploma: 12 months online then 8 months on-ground in Tulsa, OK. AAS: Additional 3 months online for general ed courses.  
✕ Total program 120 credits: cost for 90 credits reflects required 30 technical elective credits (see catalog for Entrance Requirements)

The tuition period which the agreement covers, and the number and length of such periods required for completion: Full program as listed above.  
The period covered by this Enrollment Agreement and the Program Start and Scheduled Completion Date are the same.

Refer to Catalog Supplement for potential miscellaneous fees.

A 30-day notice will be provided should additional tuition and/or fees be required and approved by the OBPVS.

Technology Programs instructional location – Main Campus 8820 East Pine Street, Tulsa, OK 74115 and Satellite Location 7304 East Apache, Tulsa, OK 74115. Tuition for technical programs is based on the entire program length. An academic year is 30 weeks of instruction.

Flight Program primary instructional location – Satellite 123 Cessna Drive, Tulsa Riverside Airport, Tulsa, OK 74132, additionally some instruction may occur at Main Campus 8820 East Pine Street, Tulsa, OK 74115 and Satellite Location 7304 East Apache, Tulsa, OK 74115. Tuition for Flight Program is based on the entire program length (excluding any overage hours taken to complete a lesson), the flight program includes the minimum number of flight hours and ground school classes required for each rating and certificate by the Federal Aviation Administration (FAA). If the required number of course flight training hours are reached during a term and a passing final grade has not been earned the student will be issued a failing grade. Should a student require additional flight training hours to complete course objectives, the hours must be completed within sixty days following the end of the term and a grade change processed. These additional hours are available at the student's expense based on hourly fees listed in the catalog supplement, or the student may choose to receive the failing final grade and retake the term in full at full cost. Books and equipment are approximate, and tax is not included. The College reserves the right to adjust the hourly flight rates with a fuel surcharge should one become necessary.

Any interruption in training may create a change in Student's tuition charges. Upon re-entering, Student will be charged the current rate.

## PAYMENT SCHEDULE

Initial

Tuition is due in advance on the first day of each academic year. This agreement is for one academic year of training and the agreement automatically extends to the completion of the above program for each subsequent academic year. If financial assistance is applied for, neither the amount of financial assistance nor any payment schedule can be determined at this time. As soon as the amount of financial assistance has been determined, a cash payment plan will be provided, if applicable, which will disclose a schedule of payments for tuition and fees not covered by financial assistance in compliance with state and federal law.

## METHOD OF PAYMENT SELECTED:

<input type="checkbox"/> Title IV	<input type="checkbox"/> VA/Military	<input type="checkbox"/> Private Loans	<input type="checkbox"/> Cash Payments	<input type="checkbox"/> Other _____
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**MORE THAN FOUR INSTALLMENTS:** *Students who choose to make cash payments while actively enrolled in classes will not be charged interest.*

This contract may not be sold, discounted, or otherwise transferred without the signed written consent of the applicant or his/her financial sponsors and a written statement notifying all parties that the cancellation and refund policy continues to apply.

## NOTICE

**CONCERNING HOLDERS OF THIS CONTRACT:** Any holder of this consumer 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 hereunder.

## THE STUDENT/APPLICANT UNDERSTANDS

- 1) The student acknowledges that s/he is ultimately responsible for his/her job search, the College does not guarantee job placement, and that no one at the College has made any guarantees regarding employment or salary ranges to expect after graduation. The College will provide job placement guidance. Additionally, the student grants the College the right to verify employment and/or verify continuing education with another institution following completion of all coursework. \_\_\_\_\_
- 2) The College reserves the right to adjust fees, type of instruction, schedule, class times, or revise/discontinue courses (with approval from the state). Tuition does not include housing, meals, transportation, personal medical expenses, books, uniforms, or tools. The cost of non-tuition items is estimated. Students are only charged for non-tuition items purchased at Spartan. \_\_\_\_\_
- 3) Expected Days and Time of Class Attendance: Tech Programs = M-F 7:30am – 2:30pm; BSTM on-ground classes can be scheduled M-F 11:00am – 11:00pm but typically are scheduled M-TH 6:00pm – 10:48pm; Aviation Flight = Ground classes are scheduled any time between M-F 8:00am – 6:00pm. Nights, weekends, and holidays may be required to meet flight lesson requirements; Online courses = Asynchronous. Attendance requirement: 1) On the first day of course; and 2) At least two days per academic week (days start at 12:00am Central time and end at 11:59pm Central time); and 3) On the last day of the course; AMT hybrid version lecture portion is online asynchronous for approximately 12 months followed by on-ground lab required in Tulsa, OK M-F 7:30am – 2:30pm. \_\_\_\_\_
- 4) **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY:** The transferability of credits you earn at Spartan College of Aeronautics and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you earn in our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Spartan College of Aeronautics and Technology to determine if your credits will transfer. \_\_\_\_\_
- 5) A student requesting transfer credit from another approved FAA Part 147 School, applicable aviation experience, or college must submit official documentation (i.e., official transcripts, military experience, DD214 or training records). Documentation must be received and evaluated prior to the last day of the first term, transcripts received after the last day of the term may not be considered or evaluated for transfer credit. Approved applicable transfer credits and advanced standing credits will be recorded on the student's transcript at the time a student begins attending Spartan College of Aeronautics and Technology. Exceptions are made on a case-by-case basis. All requests are subject to approval of the campus Academic Dean. \_\_\_\_\_
- 6) The student understands that employers, the Federal Aviation Administration, and other agencies could deny him/her employment, certification, licensure, or related benefits should s/he have a record of misdemeanor or felony activity. S/he understands that it is his/her responsibility to research whether any past offenses may prevent or could limit opportunities in the field of study chosen. S/he understand the importance of ensuring his/her record is kept clear of any issues and that the College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed should such options exist or become an option in the field selected. \_\_\_\_\_
- 7) The student understands that the College is a drug-free training environment, and s/he is subject to random drug screening. \_\_\_\_\_
- 8) The student attests that s/he meets all the College's admissions requirements including having earned a high school diploma, GED, or equivalent. Failure to meet any admissions requirement or not providing official, acceptable proof of each requirement may void this agreement. The student cannot begin classes without meeting admissions requirements and proof of graduation or equivalent is on file. \_\_\_\_\_
- 9) The student acknowledges that no one at the College guaranteed or promised the student any form of financial assistance or the amount or terms of payment periods of any loans or grants. The student understands that s/he will be responsible for repaying any loans regardless of whether s/he completes the program (less any refunds) and that defaulting on student loans can have a \_\_\_\_\_

detrimental impact on future credit, purchases, and income including the application of any income tax refund to which the person is entitled to reduce the balance owed on the defaulted loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the defaulted loan is repaid.

- 10) The College reserves the right to suspend or terminate any student who fails to maintain Satisfactory Academic Progress, violates the attendance or conduct policy, or whose tuition has not been paid.
- 11) The student should review the Catalog Supplement/fee sheet for potential fees not included above such as course repeats, schedule changes, and other non-tuition related potential fees.
- 12) Various consumer disclosures (campus crime statistics, etc.) are distributed to you throughout your time as a student. You may also request updated disclosures or download them at [www.spartan.edu](http://www.spartan.edu).
- 13) The College confers appropriate credentials for the program in which the student is enrolled and successfully completes.
- 14) The student agrees to keep the College apprised of his/her current address and phone number while attending school, searching for employment, and while a balance is owed.
- 15) Students may express their preference for class time of day (if applicable), but the College reserves the right to designate which class each student will attend.
- 16) By accepting this agreement, the applicant grants full permission to Spartan College of Aeronautics and Technology and its advertising agency, or any other parties they should designate, full and complete use of any written comments, photographs, videos, or information concerning academic honors from the date this agreement is signed and thereafter, for all advertising, publicity, or promotional purposes for the College and courses of study.
- 17) All Spartan College of Aeronautics and Technology students are required to be covered for accidents under a basic accident insurance policy for a nominal cost. This policy is mandatory for all students and covers the entire time the student is in school. Program brochures will be given to students within the first week of school. The master policy is held by the College.
- 18) Student's individual success or satisfaction is not guaranteed, and is dependent upon Student's individual efforts, abilities, and application of Student to the requirements of the College. Student's dissatisfaction with or failure to utilize the educational or other services offered by the College does not excuse Student from repayment of student loans or indebtedness to the College.
- 19) The College must comply with all regulation requirements to offer distance education. Students are required to notify the College immediately of location changes. Students who change locations and are no longer located in a state where the College is approved to offer distance education will be advised and withdrawn if a remedy cannot be reached. The College's Distance Education Policy and a list of approved states are posted on the College website. A change of location does not entitle the student to any additional refund options beyond the standard refund policy.

#### POSTPONEMENT OF START DATE

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 the 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 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

#### CALIFORNIA RESIDENTS ONLY - STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. STRF calculation equals (\$2.50) per (\$1000) total institutional costs.

#### REFUND AND CANCELLATION POLICY

This refund and cancellation policy is based upon fairness to the student and the College. It is expressly understood and agreed that any refunds shall be made only in accordance with the following terms and conditions except that, if the home state/residence of a student has a refund and cancellation policy more favorable than the policy of the College, the state policy will apply. This refund policy applies only to tuition and administrative fees. Sales of books, tools and other items from the student stores are considered final and are not subject to the refund policy. Any monies due applicants or students shall be refunded within 30 calendar days from the student's official withdrawal date due to cancellation, withdrawal, termination, or failure to appear on or before the first day of a term. If the student does not return following an approved Leave of Absence, refunds will be made within 30 calendar days from the end of the Leave of Absence. All refunds will be calculated from the last date of actual attendance. If a student does not start classes, all prepaid tuition will be refunded. All refunds will be made to the company, organization, or financial aid lender that paid the student's tuition. Tuition payments in excess of, or not paid by a company, organization, or financial aid lender will be refunded to the student account holder. Special cases - In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. Discontinued class - If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. A school shall have thirty (30) days to restart the class or pay the refund.

## INSTITUTIONAL POLICY

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within seven (7) calendar days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after seven (7) calendar days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except any application fee and/or accumulated international fee (if applicable). In the case of students withdrawing after commencement of classes, the school will retain the application fee (if applicable), accrued international fee, plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal. The institutional refund policy is applicable to both school-determined and student driven enrollment terminations.

### CANCELLATION BEFORE COMMENCEMENT OF CLASSES (BUYER'S RIGHT TO CANCEL)

Applicant may cancel this Agreement in writing at any time before commencement of his/her classes. If the Applicant cancels this Agreement in writing within seven (7) calendar days of his/her execution of this Agreement, Applicant shall receive a refund of all monies paid under this Agreement. See the attached Notice of Cancellation for an explanation of this right. If the Applicant cancels this agreement in writing more than seven (7) calendar days after his/her execution of the Agreement but before the start of classes, the College will retain any applicable Application Fee and refund any other monies paid under this Agreement. Applicants who have not visited the College prior to enrollment will have the opportunity to withdraw without penalty within seven (7) calendar days following either attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment.

### TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES / REFUND POLICY

New students have the right to cancel any time through the 7th calendar day of their first term of enrollment and will be entitled to a full refund of all tuition and fees paid and a reversal of all charges for tuition and fees other than any materials that are not returned. All cancellation requests must be in writing. Beyond the 7th calendar day, students will be charged tuition by the payment period. There are five six-week payment periods in the technical academic year. An academic year is defined as a period where the student earns at least 24 semester credit hours in a minimum of 30 weeks. Except: Nondestructive Testing Technology evenings, there are four eight-week payment periods in an academic year. The following policy will be applied if a student withdraws from a technical program: Withdrawal within the first week of the first payment period: The College shall refund 90% of the current payment period tuition. The amount retained by the College will not exceed \$350.00. Withdrawal after the first week of the payment period, but within the first 25% of the payment period: The College will retain 25% of the payment period tuition plus \$150.00. Withdrawal after 25% of the payment period but within 50% of the payment period: The College will retain 50% of the payment period tuition plus \$150.00. Withdrawal after 50% of the payment period: The College will retain 100% of the payment period tuition. All tuition paid for payment periods beyond the payment period of withdrawal or termination will be refunded in full.

Refund Table (Tech & Bachelor Programs)		
<b>Eligible Refund:</b> The Tech and Bachelors programs use a programmatic billing method, therefore the weighted attendance Pro Rata calculation is used to calculate the eligible charges. This is calculated by taking the days attended weighted against the total days required to complete the current academic year (payment period), not to exceed 75%. The Pro Rata Ratio is applied to the total tuition, fees, and qualifying costs.		
<b>Example: Weighted Attendance Pro rata</b>		If the Pro Rata Ratio is less than 75% the eligible charges will equal the calculated ratio multiplied by Tuition, fees, and qualifying costs.
Course Total	25 Days	
Attended	5 Days	
Pro Rata Ratio (5/25 days)	20%	
Tuition, Fees, & Qualifying Costs**	\$2,500	If the student has completed 75% or more of the total number of days required, they will not be eligible for a refund and eligible charges will be retained at 100%.
Eligible Charges (2,500 * 20%)	\$500	
Refund (2,500 * 80%)	\$2,000.00	
The refund ratio is reliant on the academic time completed, if the student completed 31% of the Academic Year (payment period), then 31% of the cost will be retained.		
<i>* The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the contract price of the program.</i>		
<i>** Exclusive of books, tools, and supplies</i>		

Refund Table (Aviation Flight Program)		
<b>Eligible Refund:</b> The Aviation Flight program uses an activity-based billing method which charges the student as they attempt a flight lesson or classroom course. The refund calculation is calculated based on that billing method and will use the actual charges incurred for flight hours and the percentage of time attended vs. time scheduled for classroom, at the time the student withdraws.		
<b>Example: Activity based billing method</b> Flight/Sim Hour charges Ground Classroom charges (50% Attended)  <div>Eligible Charges</div>		No refund of charges will apply to Flight/Sim hours since the billing method is calculated with actual activity-based charges, however Classroom hours may be prorated based on percentage of time attended.
\$6,250 600 *50%= 300 <b>\$6,550</b>		
The refund calculation is based on the academic Year (payment period).		
The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the student's contract price of the program.		
Exclusive of books, tools, and supplies		
The policy for granting credit for previous training will not impact the refund calculation.		
Distance Education courses are calculated based on the Weighted attendance pro rata (time-based) method.		

1. The student may cancel this contract at any time prior to midnight of the seventh business day after signing this contract.
2. Refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. A student may return his/her books and/or tools (not opened software or software subscriptions) to the college for a refund upon withdrawal. Only if a student's books and/or tools are judged to be in excellent condition will he/she receive a refund (or credit, if applicable — depreciated value to the student's account). This offer is for seven calendar days from the effective date of withdrawal.
5. The effective date of termination (date of determination/cancellation/withdrawal) is defined as any one of the following:
  - a. The date of receipt of a student's notification
  - b. The date the institution determines the student is no longer attending
6. Refunds will be paid within 30 days from the effective date of termination/withdrawal as defined above.

## STATE OF COLORADO

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board

Spartan College of Aeronautics and Technology is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Any questions regarding this Agreement may also be directed to the Colorado Department of Higher Education, Division of Private Occupational School Board at 1600 Broadway, Suite 2200, Denver, CO 80202 (303)862-3001. Complaints may be filed online at [higher.colorado.gov/dpos](http://higher.colorado.gov/dpos) within two years of the student's last day of attendance.

Student is responsible to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that that agency.

## CANCELLATION AND REFUND POLICY (State of Colorado)

### General Provisions

- A. The College's full Cancellation and Refund Policy is contained in the College's catalog.
- B. Non-Title IV refunds will be paid within 30 days from the effective date of withdrawal as defined below.
- C. The College will mail a written acknowledgement of Student's cancellation or written withdrawal to Student unless a refund has been mailed to Student.
- D. Applicants not accepted by the College will receive a refund of all monies paid.
- E. Granting credit for previous training shall not impact the refund policy.

### Cancellation Policy

- A. The College will refund all fees to applicants who request a refund within 7 calendar days of signing the Enrollment Agreement.
- B. An applicant who has not toured or visited the College campus prior to enrollment will have an additional 7 calendar days following the applicant's tour to cancel his/her enrollment without penalty.
- C. If the College cancels a course or program during a time when the applicant could have reasonably completed it, the College will refund all fees.

Refund Policy for Colorado Residents, residents of New Mexico and students called to active military duty the refund policy is contained in the College catalog.

- A. The College is required to have a fair and equitable refund policy under which the College refunds unearned tuition, fees, room and board (if applicable) and other charges to Student.
- B. Once the Title IV return calculation is performed and after any excess funds have been returned to the Title IV programs, the College will calculate the refund due to Student, if any as follows:
  1. A full refund of all monies paid if a student is not accepted by the college.
  2. A full refund of tuition and fees paid if a student withdraws within 7 calendar days after signing the enrollment agreement or making an initial payment, if the student has not attended an orientation, toured the campus, or commenced training.
  3. A full refund, without penalty, if a student withdrew within 7 calendar days following his/her visit to the college and/or regularly scheduled orientation.
  4. A full refund of tuition and fees paid if the college discontinues a course or program of education during a period within which a student could have reasonably completed the same, except that this provision shall not apply if the college ceases operation.
  5. The policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:

Student is entitled to upon Withdrawal / termination *	Refund
Within first 10% of program ( <i>Same for Ground/Online courses</i> )	90% less cancellation charge, exclusive of books, tools, and supplies
After 10% but within first 25% of program ( <i>Same for Ground/Online courses</i> )	75% less cancellation charge, exclusive of books, tools, and supplies
After 25% but within first 50% of program ( <i>Same for Ground/Online courses</i> )	50% less cancellation charge, exclusive of books, tools, and supplies
After 50% but within first 75% of program ( <i>Same for Ground/Online courses</i> )	25% less cancellation charge, exclusive of books, tools, and supplies
After 75% ( <i>Same for Ground/Online courses. If paid in full, cancellation charge is not applicable</i> )	NO Refund

(\*) The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the contract price of the program.

6. A student may return his/her books and/or tools (not opened software or software subscriptions) to the college for a refund upon withdrawal. Only if a student's books and/or tools are judged to be in excellent condition will he/she receive a refund (or credit, if applicable — depreciated value to the student's account). This offer is for seven calendar days from the effective date of withdrawal.
7. The effective date of termination (date of determination/cancellation/withdrawal) is defined as any one of the following:
  - a. The date of receipt of a student's notification
  - b. The date the institution determines the student is no longer attending
8. All non-Title IV refunds will be paid within 30 days from the effective date of termination/withdrawal as defined above.

New students have the right to cancel any time through the 7th calendar day of their first term of enrollment and will be entitled to a full refund of all tuition and fees paid and a reversal of all charges for tuition and fees other than any materials that are not returned. All cancellation requests must be in writing.

## GEORGIA

Please see the College's Grievance Policy and Procedures to assist in resolving any complaints. A student has the right of appeal of the final institutional decision to Nonpublic Postsecondary Education Commission (NPEC). Georgia Nonpublic Postsecondary Education Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305 Phone: 770-414-3300 <https://gnpec.georgia.gov/student-complaints>

## MISSOURI DEPARTMENT OF EDUCATION STATEMENT - STUDENT CANCELLATION POLICY

The applicant may cancel the Agreement within (3) business days, exclusive of Saturday, Sunday, or holidays, for a full refund of all monies paid.

## OHIO – (Reg# 1604)

Spartan College of Aeronautics and Technology is registered as a private institution with the Ohio State Board of Career Colleges and Schools. Registration is not an endorsement of the institution. Complaints may be filed with; State Board of Career Colleges and Schools contact information: 30 East Broad Street, 24th Floor, Suite 2481, Columbus Ohio 43215-3414. Phone (614) 466-2752.

### NOTICE TO THE BUYER AND APPLICANT'S SIGNATURE

This Enrollment Agreement (multiple pages) constitutes a legally binding contract when signed and dated by the applicant and by an official of the College. Do not sign this agreement before you read all pages of this agreement or if it contains any blank spaces. It is further understood there are no agreements, either written or oral, other than those appearing on this Agreement. The undersigned has read and understands all pages of this agreement and all attachments and acknowledges receipt of those items and an exact copy of this agreement. The undersigned also understands and agrees that this Agreement supersedes all prior or contemporaneous verbal or written statements and agreements made by the College or any employees of the College, and that no binding promises, representations or statements have been made to me by the College or any employee of the College regarding any aspect of the education and training received from the College or the prospects for employment or salary upon graduation that are not set forth in writing in this Agreement. The undersigned further understands and agrees that this Agreement may not be modified without the written agreement of me and the College, except as provided herein. I hereby certify that all information I provided in my application for admission to the College is complete, accurate and up to date. My signature indicates that I agree to all the above terms.

Enrollment agreements signed before receipt of at least an unofficial proof of graduation (POG) or equivalent (i.e., unofficial transcript) are conditional enrollments. A student is not fully admitted and shall not start class without verification of meeting entrance requirements. Once the POG has been verified, and the School Official has signed below, a student is considered enrolled and may start classes. Official POG or equivalent is due within 30 days of starting class, or the student is ineligible to continue classes.

We agree that neither we, nor anyone else who later becomes a party to this agreement, will use it to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit in court even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

### Received (Student Initials):

Catalog (2023, V3) _____	Supplement (2023, V3) _____	Enrollment Agreement _____
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**I have read, understand, and received a copy of this enrollment agreement.**

**I have read and received a copy of the school catalog and understand and agree to the school's policies published in the catalog.**

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

Applicant's Signature – SIGN Do Not Print	Date	Parent or Guardian Signature (if under 18)	Date
Printed Name of Admissions Representative	Date	Signature of Admissions Representative	Date
Printed Name of Authorized School Official	Date	Accepted by: Signature of Authorized School Official	Date