

## Enrollment Agreement

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Advanced Welding Institute – Eagle River, Wisconsin, is a branch of Advanced Welding Institute in South Burlington, Vermont.**

Enrolled Program: **Combination Structural and Pipe Welding\***

Start date:

Graduation date:

Class hours are Monday thru Friday-7:30am-4:00pm

\*Description of this program can be found in the AWI's Catalog, pgs. 3-6

### **Section I: Program Date, Total Program Cost and Payment Terms**

Program Length- 24 Weeks-960 clock hours

Tuition: \$ 21,000.00

Materials:\*\* \$ 4,000.00

Total Program Cost \$ 25,000.00

\*\*Materials Fee includes: workbook series, metal (new), testing and certifications (up to three [3] attempts at passing). Additional attempts after the third attempt to pass results in additional charge of \$275.00 per attempt). Price may change due to fluctuation of steel prices. Personal equipment consisting of welding hoods, filter and clear lenses, safety glasses, welding gloves, welding jacket, chipping hammer, wire cutters, s/s and c/s wire brushes and hearing protection will be required by students prior to commencement at their own expense.

### **Payment Terms:**

**Students receiving Federal Student Aid, GI Bill® Benefits or third-party: payment terms applicable to that agency's payment policy.**

Students funding from sources other than federal funds: Deposit of \$250.00 upon enrollment (unless prior arrangements have been made). The tuition amount of \$10,375 will be due 30 days prior to the starting date, with the remaining balance of \$10,375 due by scheduled 480 hours/12 weeks. The Materials Fee of \$4,000 is due upon starting date. Acceptable methods of payment are cash, checks, credit cards and money orders. **Please be advised that student will be financially responsible for any grant or scholarship funds that are returned or denied due to a change in eligibility. Students are accepted on a contingency basis until they are fully-funded to attend AWI.**

### **Section II: Graduation/Employment Services**

To receive a Certificate of Completion, the student must successfully complete all requirements of the program. Upon graduation, the faculty and staff will assist student in job placement; however, **the school does not guarantee employment.** Referrals to prospective employers are not based on direct contact with the employer regarding current job openings. This is the extent of AWI's employment services

### **Section III: Cancellation and Refund Policy**

#### **Federal Student Aid and Institutional Refund Policy**

You may terminate your enrollment at any time.

You are entitled to a full refund of tuition and fees paid if you cancel your enrollment within three (3) business days after you and the school sign the enrollment agreement.

In the event that a student did not have the opportunity to tour the school before the commencement of classes, the student will have the opportunity to cancel their enrollment within three (3) business days after the program begins without penalty and with a full refund of all tuition and fees paid.

If an applicant accepted by the school does not attend to the first day of classes of the enrolled program, the school will consider the student as no show and the school will refund all tuition and fees paid.

If an applicant is rejected for enrollment by the school, the school will refund all tuition and fees paid by the applicant.

In the event that the school cancels a program subsequent to a student's enrollment, the school will refund all tuition and fees paid by the student.

Refunds for cancellations will be issued by check within ten (10) days of cancellation.

#### **Refund Policy**

If you withdraw from the program, for any reason which makes it impractical to complete the program, the following pro rate refund will be calculated based on student's period of enrollment\* using the last day of documented attendance:

- Four (4) days after signing the enrollment agreement up to the first day of classes=100% refund of all tuition and fees paid.
- After the commencement of classes and have completed less than 60% of the enrolled program=refund of tuition and fees will be calculated for the portion of the program not completed.
- Completed more than 60% of the enrolled program= no refund of tuition or fees will be returned.
- Material fee is refunded based upon the amount of material consumed at time of withdrawal.
- Refunds for withdrawal will be issued by check within thirty (30) calendar days after the effective date of withdrawal/termination.

*\*The percentage of the enrollment period completed is based on the number of scheduled clock hours completed in the period as of the last date of attendance divided by the total number of clock hours in the entire program's enrollment period.*

**GI Bill® Refund Policy:**

In the event an eligible person receiving GI Bill educational benefits fails to enter the course, withdraws or is discontinued therefrom at any time prior to completion, such individual shall be entitled to a refund of tuition, fees and other charges for a portion of the course not to exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

**Third-party agencies:**

In cases of third party agencies, refunds will be issued in accordance with each agency's refund policy. If no policy exists, the school will calculate the refund of tuition and fees based on its Institutional Refund Policy with the scheduled hours of the program's period of enrollment. Refund information for third party funding agencies is available through the schools Financial Aid office in accordance with each agency's policies and procedures.

**Section IV: Student Withdrawal Policy**

It is highly recommended that a student, who wishes to withdraw from a program, to notify the director or administrator either in writing or verbally. A student is considered a "no show" by failing to attend classes for five consecutive days without notifying school administration of the reason for the absence. At this time, the student will be considered a withdrawal as of the last day of attendance and the refund policy will be in effect.

**Section V: Financial Aid Warning:**

Students will be placed on Financial Aid Warning as a consequence of not making satisfactory progress. Warning status lasts for one payment period in which students who fail to make satisfactory progress, after the warning period, will lose their aid eligibility and may be terminated from the program.

**Section VI: Terms for Academic and Non-Academic Suspension and Termination:**

Minimum test and performance levels to remain in class are as follows: Maintain a passing average grade of 70% on written quiz/test scores, achieve one (1) certification in each welding process and failure to comply with school's attendance policy. If the student fails to maintain the minimum requirements, an opportunity will be given to work with an instructor one on one. Failure to maintain requirements by the end of the welding process will lead to the student's dismissal. Students are required to abide by the rules set forth by AWI and shall be suspended for unsatisfactory conduct to his/her peers AWI faculty and staff and/or AWI property. Reasons for suspension are as follows: infractions of the school's Tobacco, Alcohol and Other Drug Policy, harassment of any kind including sexual harassment or discrimination based on race, color, religion, gender, national origin disability or age. Students will be advised by the Director before suspension by the school. If needed, an independent outside source will be used to counsel the student if deemed appropriate by the Director. Maximum allowed suspensions shall be two (2) days with the duration of the first suspension to be one (1) day not including the day of the offense. The duration of the second offense to be three (3) days not including the day of the offense. The student will have a probationary period of ten (10) days of scheduled class time upon return to AWI after the second suspension. Termination will follow immediately if repeated behavior continues during probationary period.

**NOTICE TO BUYER: DO NOT AGREE TO THIS CONTRACT BEFORE YOU READ IT. YOU ARE ENTITLED TO AN EXACT COPY OF THIS CONTRACT. KEEP IT TO PROTECT YOUR LEGAL RIGHTS. THIS IS A LEGALLY BINDING CONTRACT.**

**By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and school catalog.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if under the age of 18 yrs. old)

Conditional Acceptance for the school Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Acceptance for the school Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The official acceptance occurs when the enrolled student meets all admission requirements prior to the commencement of the program. The school will not allow students to start their program when they have not met the all-admission requirements and the student will not be considered as officially accepted.**

***The conditions on this side are part of the agreement.***

*Updated 08/2023*

**NOTICE OF CANCELLATION**

You may cancel this transaction, without any penalty or obligation, within three (3) business days from the date you and the school have signed the enrollment agreement (Saturday, Sundays and Holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned with ten (10) business days following receipt by the seller (AWI) of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially, as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within twenty (20) days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice or email to

ADVANCED WELDING INSTITUTE  
555 Enterprise Way  
Eagle River, WI 54521

no later than midnight of the third day after the enrollment agreement was signed by you and the school.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period does not end until midnight of the third business day after the enrollment agreement was signed by you and the school.

If you have not been accepted in writing at the time you enroll, the cancellation does not end until midnight of the third business day after the enrollment agreement was signed by you and the school.

I hereby cancel this transaction.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip Code

*The conditions on this side are part of the agreement.*