



NETWORK TRAINING INSTITUTE



Enrollment Agreement

Griggs Midway Building
Suite S-211
1821 University Ave. W.
St Paul, MN 55104

651.414.9471 o

651.278.4287 c

651.796.2956 f

enroll@networktraininginstitute.org

www.networktraininginstitute.org

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE # H: _____ C: _____ W: _____

E-MAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

DATE OF BIRTH: _____ ETHNICITY: _____ GENDER: _____
mm/dd/year

Check here if you are planning on applying for the Scholarship that is available

PROGRAM INFORMATION

Computer Network Training – Entry	104 Hours	20 Weeks (CompTIA ITF/A+ Only)	<input type="radio"/>
	296 Hours	26 Weeks (Six (6) Course Modules)	<input type="radio"/>
Computer Network Training – Intermediate	288 Hours	26 Weeks (CCNA 1 – 3)	<input type="radio"/>
Computer Network Training – Advanced	210 Hours	18 Weeks (CCNP 1 – 3)	<input type="radio"/>

DATE OF ADMISSION: _____
mm dd year

PROGRAM START DATE: _____ ANTICIPATED END DATE: _____

MORNING EVENING

CLASS MEETS: M T W TH F

TIME CLASS BEGINS:

TIME CLASS ENDS:

TUITION

Computer Network Training – Entry	\$3,495	20 Weeks (CompTIA ITF/A+ Only)	<input type="radio"/>
	\$5,495	26 Weeks (Six (6) Course Modules)	<input type="radio"/>
Computer Network Training – Intermediate	\$5,495	26 Weeks (CCNA 1 – 3)	<input type="radio"/>
Computer Network Training – Advanced	\$5,495	18 Weeks (CCNP 1 – 3)	<input type="radio"/>

BUYER’S RIGHT TO CANCEL

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Five-Day Cancellation:

An applicant who provides written notice of cancellation within five (5) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Other Cancellations:

An application requesting cancellation more than within five (5) business days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$50, whichever is less.

WITHDRAWAL PROCEDURE AND REFUND POLICY

- A. If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give written notice that you are cancelling your contract within five (5) business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give written notice more than five (5) days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you provide written notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

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 of the postmark if sent by mail or the day it has been hand-delivered to 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.

- B. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- C. If special circumstances arise, a student may request, in writing, a leave of absence (LOA), which should include the date the student anticipates the leave beginning and ending. If the student fails to return on the scheduled LOA end date, the student will be determined to be withdrawn from the institution as of the LOA end date.
- D. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of them are unexcused.
- E. 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 of the postmark if sent by mail or the day it has been hand-delivered to 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.
- F. If a veteran or a veteran's beneficiary enrolls under the provisions of Title 38, US Code and/or Title 10, US Code and discontinues training before completion of the program, the school will retain ten dollars (\$10) as a bona fide registration cost. All other advance payment of tuition, fees, and other charges will be refunded to the trainee on a pro rata basis computed to the date of discontinuance of training. One copy of this agreement is to be delivered to the veteran or veteran's beneficiary at the time of enrollment. The other copy (signed by the applicant) is to be retained in the veteran student's file in the school office.

NOTICE TO BUYER

At present, Network Training Institute (NTI) is neither a State Licensed nor Nationally Accredited educational institution. However, NTI is in the process of applying for a MN Private Career School License with the MN Office of Higher Education.

Network Training Institute (NTI) does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding two years, and has not had a petition in bankruptcy filed against it within the preceding two (2) years that resulted in a reorganization.

1. Do not sign this agreement before you have read it.
2. This agreement is a legally binding instrument and is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read the entire agreement before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement along with the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date if the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory academic progress, nonpayment of tuition, or failure to abide by established standards of conduct.
8. Because the school does not guarantee the transferability of credits to a college, university or institution, 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 Network Training Institute to determine if your credits will transfer. However, students may obtain college credit toward an Associate of Applied Science (A.A.S) Degree in Information Technology Support or Network Technology and Security from NTI's Cisco Academic Support Center, Inver Hills Community College. For more detail, see 2018-19 NTI School Catalog "Appendix C: MN State System Credit Transfer Agreements".

STUDENT ACKNOWLEDGMENTS:

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

_____ Student initials

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

_____ Student initials

I understand that the school may terminate my enrollment if I fail to comply with the Student Code of Conduct, including Attendance, as set forth in PART V: Addendum E in the 2018-19 NTI School Catalog.

_____ Student initials

I understand that I must maintain satisfactory academic progress, as set forth in PART V: Addendum D in the NTI School Catalog, and that my financial obligation to the school must be paid in full before a Certificate of Program Completion may be awarded.

_____ Student initials

I understand that the school does not guarantee job placement to graduates upon program completion.

_____ Student initials

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge 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 upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Network Training Institute (NTI).

I have read and understand all aspects of this agreement and recognize my legal responsibilities regarding this contract.

Signature of Student

Date

Roxanne Laughlin

Signature of School Official

Date

REPRESENTATIVE’S CERTIFICATION:

I hereby certify that _____
has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in
the _____
at Network Training Institute (NTI), as described in the school catalog. I further certify that there have
been no verbal or written agreements or promises other than those appearing on this agreement.

Roxanne Laughlin

Signature of School Official

Date

NTI CONTACT INFORMATION

Phone: 651.414.9471
FAX: 651.796.2956
Email: enroll@networktraininginstitute.org

NOTICE OF CANCELLATION

What is the program you want to cancel?

When did you sign up for this program?

If you no longer want to take this program, you may cancel it by sending a signed and dated copy of this or any similar cancellation notice to:

Network Training Institute
1821 University Ave W, Suite S-211
Saint Paul, MN 55104

. . . not later than midnight of the ***fifth business day*** following the post-marked date of the school's letter of acceptance. If you cancel, any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation. Any property traded in and any instrument executed by you will be returned within 10 business days following receipt by the seller 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 any goods delivered to you under this contract or sale. These goods must be in substantially as good condition as when you received it. You may also choose to comply with written instructions provided by the seller regarding the return shipment of the goods at the seller's expense and risk.

If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without any further obligation.

I HEREBY CANCEL THIS TRANSACTION.

Signature of Student

Date



Today's Date: 9/29/2020

Re: Enrollment Form and Intake Process for Computer Training Program with NTI

Dear NTI Alumni,

First, thank you for your interest in NTI's (Network Training Institute) entry level computer training program. We are excited to begin this journey with you and will make sure we are here with you every step of the way.

As an NTI alumni, we encourage you to not just take our program but to succeed beyond your greatest potential! At NTI, we are here to make sure your training leads to a future that helps you succeed.

In our intake process we want to make sure this program is just for you. Here is a small checklist of things you will need to do and items you may need.

Things you will need to do:

1. Fill out the enrollment form (please indicate if you need a scholarship application).
2. Make sure you are available for the orientation on 9/29/2020. (Prior to the orientation you must pick up your computer if you plan on attending the orientation virtually (please plan for at least one and a half hours). Once the orientation begins you must plan to be there for at least one and a half hours (1-1/2 hours). The orientation begins promptly at:
3. Once at the orientation you must make sure you have completed and signed all your forms. (If you are attending virtually. Please make sure you complete and sign the forms when you pick up the computer.)

Items you will need:

1. Identification: State issued ID, Passport or Birth Certificate with other form of ID (can be mail in the form of a bill or something tangible to who you are).
2. Income verification for any income being received only if you are applying or a scholarship, payment plan or supportive services.
3. Completed enrollment form (on file or in hand) on or before the orientation day (if applying for a scholarship or supportive services, please have other documentation on file or in hand).



Again, NTI wants you to do your best when attending our program. We are here for the whole process. With you. As an added commitment we are asking that you review and complete the checklist below, initial and sign. This will accompany your enrollment form, giving us added insurance that you are prepared to succeed.

Checklist

1. I am prepared to dedicate the time I need to participate and graduate this program. _____
2. I have completed all my forms needed to begin and plan on participating for the orientation on the day I am assigned. _____
3. I will communicate at all times with the program facilitator, staff and others that will help make my experience a success. I understand my success depends heavily on my communication and participation. _____
4. I have entered in all my supporting documentation needed for the program. _____
5. I understand that if I do not finish this class and I have received a scholarship, I must return all laptops (and other equipment) or I can be charged for it. _____
6. I understand that upon graduation, the laptop I have been doing my classroom and paperwork on is mine, however all other equipment (additional laptop, hotspot, modem, etc.) will be returned to NTI. If I do not return those items, I understand I will be charged for them. _____
7. I understand that I will have to participate in activities for my job placement after I graduate the class. _____

I read and understand all of the items in this checklist and declare that I have answered them honestly.

Applicants Signature

Date