



NETWORK TRAINING INSTITUTE



Enrollment Agreement

360 University Ave W, Ste 102

St Paul, MN 55103

651.414.9471 o

651.278.4287 c

651.796.2956 f

email@networktraininginstitute.org

www.networktraininginstitute.org

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE# H: _____ C: _____ W: _____

E-MAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

PROGRAM/COURSE: _____

DATE OF ADMISSION: ____/____/____
MO. DAY YR.

PROGRAM START DATE: _____ ANTICIPATED END DATE: _____

DAY / EVENING

DAYS / EVENINGS CLASS MEETS: (*circle*) M T W Th F Sat

TIME OF DAY / EVENING CLASS BEGINS: _____

TIME OF DAY / EVENING CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT/CLOCK HOURS: _____

TUITION

TOTAL COST OF THE _____ PROGRAM

TUITION: \$ _____

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 of that 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 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.

- 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, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- D. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days 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.

NOTICE TO BUYER

At present, Network Training Institute is not an accredited institution. The school is in the process of preparing the necessary materials to apply for accreditation from Minnesota Department of Education. At this time no assurances can be given as to when, or if, accreditation might be granted. We prepare and train students for certifications only. Network Training Institute 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 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. Both sides of the contract 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 both sides before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and 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 with the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving 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 Network Training Institute to determine if your credits will transfer.

STUDENT ACKNOWLEDGMENTS:

I hereby 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 attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in this agreement. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in this agreement and that my financial obligation to the school must be paid in full before a certificate may be awarded.

_____ Student initials

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

_____ 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.

My signature below signifies that I have read and understand all aspects of this agreement and do recognized my legal responsibilities in regard to this contract.

Signed this _____ day of _____, 20 ____

Signature of Student

Date

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, 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.

Signature of School Official

Date

NTI CONTACT INFORMATION

Phone: 651.414.9471

FAX: 651.796.2956

Email: email@networktraininginstitute.org

Network Training Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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
360 University Ave W, Ste 102
Saint Paul, MN 55103

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, 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 written instructions of 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.

(Buyer's Signature)

(Date)