

Approved and regulated by Texas Workforce Commission, Career Schools & Colleges,  
Austin, Texas

**ENROLLMENT AGREEMENT**

PROGRAM TITLE: \_\_\_\_\_

DATE TRAINING IS TO BEGIN: \_\_\_\_\_

LENGTH OF PROGRAM: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT STREET ADDRESS: \_\_\_\_\_

STUDENT CITY, STATE, ZIP: \_\_\_\_\_

STUDENT TELEPHONE NUMBER: \_\_\_\_\_

TUITION COST: \_\_\_\_\_

BOOKS/SUPPLIES FEE: \_\_\_\_\_

REGISTRATION FEE: \_\_\_\_\_

TOTAL COST OF PROGRAM: \_\_\_\_\_

ITEMS SUBJECT TO COST CHANGE: \_\_\_\_\_

METHOD OF PAYMENT AND PAYMENT SCHEDULE: Master Card, Visa, and Discover are accepted. Cash is also accepted. Loans at \_\_\_\_\_ % interest are offered for students who enroll in full programs; the following stipulations apply: A down payment of \_\_\_\_\_ is required upon registration with the remaining balance payable in \_\_\_\_\_ monthly installments. The first monthly installment will be due \_\_\_\_\_ month(s) after the date of registration.

FTC STATEMENT. (Holder in due course) "Any holder of this consumer credit 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 the amounts paid by the debtor hereunder."

**U.S. Department of Education Guidelines for the Return of Title IV Funds**

Faris Technical Institute, Inc. complies with the new Federal regulations for the return of Title IV Funds. This formula dictates the amount of **Federal Title IV aid** that must be returned to the Federal government by the school and, in some cases, by the student. Funds for any Title IV recipient who completely withdraws before the 60% point in time from a term, payment period, or period of enrollment must be returned according to the formula.

For credit hour programs: The number of calendar days completed in the period divided by the total number of calendar days in the period, (except that if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid).

## Texas Workforce Commission Cancellation and Refund Policy

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

### REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - A. The last day of attendance, if the student is terminated by the school;
  - B. The date of receipt of written notice from the student; or
  - C. Ten (10) school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege, the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If the student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - A. An enrollee is not accepted by the school;
  - B. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

