



## 2014 Enrollment Agreement

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Program: **Veterinary Technology**

Date of Agreement: \_\_\_\_\_

Program Semester Credits: **62**

Program Start Date: \_\_\_\_\_

Credits Required for graduation: **62**

Application Fee: **\$50.00**

Program Length: **Approx. 18 months**

Tuition Deposit: **\$50.00 (Applied to tuition)**

Contact Hours: **1776**

Confirmation Deposit: **\$100 (Applied to tuition)**

Class Times: **Mon – Fri 8:30 a.m. – 4:30 p.m.**

Post-High School Education?  Yes  No

Credential Awarded: **Associate in Specialized Technology Degree**

### **Terms of Payment**

In consideration of the Vet Tech Institute's acceptance of my application, I agree to pay a total tuition of \$31,140 in four semester payments of \$7,060 and one externship payment of \$2,900 and a \$960 laboratory fee in 4 semester payments of \$240 or according to a mutually agreed upon plan. In addition, I agree to pay \$1,364 which covers books and educational supplies which become my property. These costs will be charged as follows: \$516 on the first day of classes – Semester 1, \$346 on the first day of classes – Semester 2, \$236 on the first day of classes – Semester 3 and \$266 on the first day of classes – Semester 4. This amount may be changed by the school without notice prior to the start of classes but becomes a fixed amount at this time. I will be notified at orientation if this amount has changed. I further understand and agree that the school has the right at its sole discretion to add, change or delete books and supplies at any time without adjustment, either up or down, to the charges for such items. All payment for tuition, books, supplies and fees are due in advance of each semester unless a mutually agreed upon plan is made.

### **Method of Payment**

Financial Aid funds are applied to school costs in accordance with state and federal regulations. If my plan contains financial aid proceeds, the school understands that delivery of funds may be delayed due to funding source disbursement schedules. In order for the school to accept my financial plan, I understand that I must comply with all program requirements for funding and respond timely to any requests for additional information.

The application fee should accompany this enrollment agreement and must be received before your application will be considered for acceptance. You will receive written notice of the acceptance decision. If you are not accepted, you will receive a full refund of all money paid and this agreement will be terminated. If accepted, the tuition deposit is due within 30 days of your acceptance. The confirmation deposit is due within 30 days of your financial planning appointment. Both deposits are applied in full to tuition charges when the student starts and all deposits must be made prior to starting classes. Only \$50 from the confirmation deposit is refundable if a student does not begin attendance. The only exception is for students who have not visited the school. Students will have three days from the date of their first visit to the school to request a full refund of all monies paid.

### **Cancellation and Refund Policy Before Starting School**

The application or registration fee is fully refundable if the student requests cancellation in writing within 5 calendar days after signing the enrollment agreement, if no classes have been attended, lessons completed or materials used. If the request is made verbally, the student must confirm the request for cancellation in writing within the next five (5) calendar days. The school will retain the entire fee after 5 calendar days or after 10 calendar days absent written confirmation. If the applicant is under 18 years of age, a parent or guardian should sign the cancellation request. Applicants who have not visited the school may request cancellation within three business days of orientation or the program start date and will receive a full refund of all monies paid. As noted above, applicants who are not accepted for admission will also receive a full refund of all monies paid.

### **Refund Policy After Starting School**

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance (LDA) and shall be made within 30 days of the last day of attendance. Questions about refunds of tuition and other charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

### Tuition Refund

Students who withdraw or who are dismissed during a semester may be refunded a portion of the tuition charged. The amount of the refund will be governed by standards published by the state of Pennsylvania. The basic requirements of the state standards are illustrated by the following table:

<u>LDA in Semester or Stand-Alone Term</u>	<u>% Refund</u>
Within first 7 calendar days	100%
After first 7 calendar days through first 25%	55%
After 25% through 50.99%	30%
After 50.99%	None

The percentage of the semester is determined by dividing the number of calendar days through the last day of attendance by the number of calendar days in the semester or stand-alone term.

Please note that many financial aid sources have specific policies and required calculations for returning funds if a student withdraws. Examples of refund calculations and return of funds calculations are available upon request from the financial aid department. These returns must be made even if it will result in an outstanding balance due from the student.

### Withdrawal and Termination Miscellaneous

If a student voluntarily terminates his/her association with the school, the effective date of the withdrawal shall be the later of the date the student notifies the school or ceases attendance. The school may also terminate a student's enrollment. Examples of situations in which the school would initiate the termination include but aren't limited to:

- Non compliance with school's rules and regulations, including misconduct
- Failure to maintain satisfactory academic progress
- Failure to meet the school's attendance policy
- Failure to pay tuition on the schedule mutually agreed upon

### Graduation and Career Services Assistance

In order for students to graduate they must meet the graduation requirements outlined in the school catalog. These requirements include: successfully completing the minimum number of credits required for graduation in your program, attaining a minimum cumulative QPA of 2.00, attempting all coursework in the program (unless credit was given for transfer or advanced placement) and satisfying all financial obligations to the school. Graduates will be awarded an Associate Degree in Specialized Technology as graduates of the Veterinary Technology program. Career Placement Assistance is offered to all graduates without charge throughout their professional career. While we strive to assist all students in attaining satisfying career opportunities, **THIS IS NOT A GUARANTEE OF EMPLOYMENT.**

### Miscellaneous

The applicant understands that the school may discontinue or delay offering a class or starting a program at its discretion. In the event that program start date is delayed or canceled, the school will refund all monies paid to applicants who chose to withdraw their application. Additionally course content, materials, or schedules are subject to change at the discretion of the school.

In the event the applicant has questions or concerns about the enrollment process or this agreement which cannot be resolved through the admissions representative, the student should contact a Director of the school. The school is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. Questions or concerns not satisfactorily resolved by the school's administration may be brought to the board's attention.

**I hereby acknowledge that I have received and read a copy of this agreement, the refund policy, the school catalog including credit transferability and academic progress policies, interview book, and a statement of the tuition, fees and other charges. This agreement is not binding until signed and accepted by the school and myself.**

\_\_\_\_\_  
Parent/Guardian Signature if Applicant is under age 18      Date

\_\_\_\_\_  
Applicant Signature      Date

Accepted for consideration by authorized school official: \_\_\_\_\_

Date