

## CITC ENROLLMENT AGREEMENT - PAGE 2 OF 3

Construction Industry Training Council of Washington 1930 116th Ave. NE, Bellevue, WA 98004  
Phone: (425) 454-2482 Fax: (425) 462-7391

### STUDENT INFORMATION

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone \_\_\_\_\_ Ok to receive notifications via Text?  Yes  No

Gender (check one)  Male  Female **Are you a military veteran?** (check one)  Yes  No

I was referred by:  Employer  Other Student  Mailing  Other (Specify) \_\_\_\_\_

**Ethnic Background** - Your response will not affect admission to CITC, this information is used for statistical purposes only (check all that apply)

American Indian or Alaska Native  Asian  Black or African-American  Hispanic  Native Hawaiian Pacific Islander  White  
 Other (Not Elsewhere Classified) \_\_\_\_\_

Employer \_\_\_\_\_ Employer Phone \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Contact: In case of emergency contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

### PROGRAM INFORMATION *The school agrees to provide the following training (check one in each column)*

Quarter	Program	Location	Level	Tuition
<input type="checkbox"/> Fall (Sep - Dec)	<input type="checkbox"/> Carpentry (14 wk/56 hr)	<input type="checkbox"/> Bellevue	<input type="checkbox"/> 1 (see course schedule)	Eastern Washington \$ 1,008
<input type="checkbox"/> Winter (Jan - Mar)	<input type="checkbox"/> Electrical: Commercial (14 wk/72 hr)	<input type="checkbox"/> Bothell	Marysville EL: <input type="checkbox"/> 1A <input type="checkbox"/> 1B	Western Washington \$ 1,344
<input type="checkbox"/> Spring (Apr - Jun)	<input type="checkbox"/> Electrical: Low Energy (14 wk/72 hr)	<input type="checkbox"/> Everett	Tacoma EL: <input type="checkbox"/> 1A <input type="checkbox"/> 1B	Heavy Equipment Program/Year \$ 10,600
	<input type="checkbox"/> Electrical: Residential (14 wk/72 hr)	<input type="checkbox"/> Ferndale	Vancouver PL: <input type="checkbox"/> 1A <input type="checkbox"/> 1B	Laborers Prerequisites \$ 600
	<input type="checkbox"/> Heavy Equipment Operator (4 wk/160 hr)	<input type="checkbox"/> Kennewick	<input type="checkbox"/> 2 (see course schedule)	Laborers Program/Year \$ 4,032
	<input type="checkbox"/> HVAC (14 wk/72 hr)	<input type="checkbox"/> Marysville	Marysville EL: <input type="checkbox"/> 2A <input type="checkbox"/> 2B	Late fees if not paid by 1st day of class \$ _____
	<input type="checkbox"/> Laborers (4 wk/160 hr)	<input type="checkbox"/> Port Orchard	Tacoma EL: <input type="checkbox"/> 2A <input type="checkbox"/> 2B	<b>Tuition for this quarter</b> \$ _____
	<input type="checkbox"/> Painting (14 wk/56 hr)	<input type="checkbox"/> Spokane	Vancouver PL: <input type="checkbox"/> 2A <input type="checkbox"/> 2B	<i>See page 26 for Late Fees, Interest, Cancellation and Refund Policies</i>
	<input type="checkbox"/> Plumbing (14 wk/72 hr)	<input type="checkbox"/> Tacoma	<input type="checkbox"/> 3	<i>Required books are listed below course descriptions in catalog. CITC does not sell books.</i>
	<input type="checkbox"/> Sheet Metal (14 wk/72 hr)	<input type="checkbox"/> Tri-Cities	<input type="checkbox"/> 4	
		<input type="checkbox"/> Vancouver		

**Agreement is Binding:** This agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins.

**Changes in the Agreement:** Any changes in this agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the chief administrator or an authorized representative of the school and by the student.

**Effective Date of Acceptance:** I certify that I have read and understand the cancellation and refund policy and complaint procedure as listed on page 26 of Course Catalog; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

**DEBT ACKNOWLEDGEMENT NOTICE:** Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. You are entitled to an exact copy of the agreement, school catalog and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at its address shown on the contract no later than midnight of the fifth day (excluding Sundays and holidays) following your signing this contract, or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

It is unfair business practice for the school to sell, discount or otherwise transfer this contract or promissory note without the signed written consent of the student or student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student Signature \_\_\_\_\_

Print Name \_\_\_\_\_

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to: Washington Workforce Training & Education Coordinating Board, 128 10th Ave SW, PO Box 43105, Olympia, WA 98504-3104, Web: wtbc.wa.gov, Phone: (360) 753-5662, Email: wtceb@wtbc.wa.gov

**PLEASE READ AND SIGN REVERSE TO COMPLETE REGISTRATION**

#### OFFICE USE ONLY

Quarter \_\_\_\_\_ Start Date \_\_\_\_\_

Location \_\_\_\_\_ Room \_\_\_\_\_

Instructor \_\_\_\_\_

Registered  Invoiced

Confirm to Student  Credit

Personal Paid  Company Paid

App Date/Auth \_\_\_\_\_

PMT Date/Auth \_\_\_\_\_

Application Received - Date Stamp

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## NOTICE

This form must accompany all registrations

*Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement and/or training contract and a facsimile thereof or a second signed copy must be provided to the enrollee by the school together with his/her copy of that contract/agreement.*

### REFUND & CANCELLATION POLICY

#### CANCELLATION OF ENROLLMENT

If you have not started training, you may cancel your enrollment with CITC by submitting a written notice of cancellation to the address shown on the enrollment agreement no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract, or the written notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

CITC's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees, such as NSF fees and/or interest charges are non-refundable.

#### OFFICIAL DATE OF TERMINATION

- 1). The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:
- 2). When CITC receives notice of the student's cancellation of enrollment, or his/her intent to withdraw from class.
- 3). When the student is terminated for a violation of a published school policy which provides for termination.
- 4). When the student, without notice to CITC, fails to attend classes for 30 calendar days.
- 5). When a student attending a class that meets in 1 week blocks or 1 month blocks misses 1 full week.

#### REFUND BEFORE ENTERING CLASS

- 1). You will receive a full refund of all monies paid if your enrollment is not accepted by CITC.
- 2). You will receive a full refund of all monies paid if you cancel your enrollment with CITC by submitting a written notice of cancellation no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract. The written notice may be personally or otherwise delivered to the school within that time.
- 3). After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to: 10 percent of the total tuition cost, or \$100, whichever is less. Registration fee refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

#### REFUND AFTER ENTERING CLASS

- 1). If a student terminates during the first week or 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of the tuition cost plus a registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- 2). If a student terminates after the first week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 25 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- 3). If a student terminates after completion of 25 percent but prior to completion of 50 percent of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- 4). If a student terminates after completion of more than 50 percent of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- 5). If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

#### TERMINATION BY THE SCHOOL

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payment(s), is subject to immediate termination. CITC reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all monies paid. The terminated student may follow the Grievance Policy Procedures found on Page 4.

### GRIEVANCE AND COMPLAINT PROCEDURES

Student grievances and complaints must be submitted in writing to the CITC office within 14 days of the occurrence. Grievances or complaints will first be addressed by CITC's President or Executive Vice President. Appeals to any decision regarding the grievance may be made to the CITC Board of Trustees. The CITC Board has final authority on all issues pertaining to classroom training and administration. After a decision has been made by the CITC Board, if a student chooses to pursue the grievance further, a complaint may be made to the Workforce Training and Education Coordinating Board via mail at P.O. Box 43105, Olympia WA 98504; via phone at (360) 709-4600; or via email at [pusa@wtb.wa.gov](mailto:pusa@wtb.wa.gov).

### ACKNOWLEDGEMENT OF COMPLAINT PROCESS BY STUDENT

- 1). The school has explained the grievance/complaint process to me. I can find the process on page 4 of the catalogue.
- 2). I know I should first try to resolve a complaint with my instructor or school administrator
- 3). I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp).
- 4). I understand that I have one year to file a complaint from my last date of attendance.
- 5). I further understand that in the event of a school closure, I have 60 days to file a complaint.
- 6). I also understand that complaints are public records.
- 7). Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp)

### ACKNOWLEDGMENT BY STUDENT

I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.

I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.

I understand that the enrollment contract I enter into shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

Printed Name _____
Student Signature _____
Dated this _____ day of _____, 20 _____

### ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Printed Name _____
CITC Representative Signature _____
Dated this _____ day of _____, 20 _____

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### OFFICIAL DATE OF TERMINATION

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## ENROLLMENT INFORMATION

### ENROLLMENT AGREEMENT (PAGES 27 & 28)

- Complete the Enrollment Agreement (front and back) on pages 27 & 28.
- Must be turned in 2 weeks before classes start. If you are paying your own tuition or are reimbursed by your employer, fill out both the front and the back of the form, sign and return all forms to CITC with payment.
- If your employer is paying for your tuition, fill out the Enrollment Agreement (front and back), sign and return to CITC with your company's payment.
- If you are a state-registered apprentice in a CITC apprenticeship program, fill out the registration form, both front and back, sign and return to CITC.

### PAYMENT METHODS

CITC accepts payment via American Express, VISA, MasterCard, Discover, Cash, Check or Money Order. All registrations must be accompanied with payment.

To register, complete the Enrollment Agreement (front and back) and return to CITC:

In Person: CITC, 1930 116th Ave NE, Bellevue, WA 98004

Mail: CITC, 1930 116th Ave NE, Bellevue, WA 98004

Fax: (425) 462-7391

### ENROLLMENT SCHEDULE

Enrollment begins 2 weeks prior to each quarter. Tuition is due before the first class. A student is not considered registered until payment is made in full.

Each quarter enrollment must be completed one week before the following quarter at the administrative offices: 1930 - 116th Ave NE, Bellevue, WA 98004. Space is limited and will be filled on a first come, first serve basis. Upon receipt of your application and tuition fee, you will be sent a copy of your registration reserving your space in class. For further information call (425) 454-2482.

*Note: Students will not be allowed to attend class without a copy of their enrollment form on file at the CITC offices.*

### TUITION

- Eastern Washington (excluding Laborers and HEO) tuition is \$1,008 per quarter if received prior to class start date
- Western Washington (excluding Laborers and HEO) tuition is \$1,344 per quarter if received prior to class start date.
- Heavy Equipment Operators tuition is \$10,600 per year.
- Laborers Pre-Requisites are \$600 per year.
- Laborers tuition is \$4,032 per year.

If payment is received after the class start date, classroom tuition will increase to \$1,133 for Eastern Washington, \$1,469 for Western Washington, \$10,725 for HEO and \$4,157 for Laborers. Interest of 1.5% will accrue on the 1st of every month on any unpaid balance after 30 days.

**FALL** Quarter begins the week of September 8, 2017

**WINTER** Quarter begins the week of January 2, 2018

**SPRING** Quarter begins the week of March 27, 2018

*Total hours vary by program and are listed under each trade.*

### TUITION AND FEES

- For all programs except the Heavy Equipment Operator and Laborers program, students are required to pay tuition on a quarterly basis. Each school year consists of three quarters: fall, winter, and spring. Tuition for each quarter must be paid in full by the first night of each class. Students with an unpaid balance at the end of the quarter will not be permitted to register for the next quarter. A Student Payment Plan is available to returning students who have established a good payment history with CITC. Additional fees may apply to late payments and overdue balances.
- In the event that a student's past due balance is sent to collections, the student is responsible for any and all costs incurred by CITC, including but not limited to: collection agency fees, reasonable attorney fees, court costs, in an attempt to collect the bad debt.
- NSF CHECKS: A service fee of \$35.00 will be added to all NSF checks. If a balance is owed, the balance must be paid immediately in cash or by credit card in order for the student to continue class.