

This form is to be completed by students requesting admission to APT College. All fields must be completely filled.

**PLEASE TYPE OR PRINT CLEARLY**

### PERSONAL DETAILS (ALL FIELDS REQUIRED)

Full Legal Name \_\_\_\_\_  
 Other Names Used \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Gender  Male  Female  
 \*Full 9-digit number required

Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Personal Email Address \_\_\_\_\_

### STUDENT DEMOGRAPHIC INFORMATION

**Racial Background (select one)**  African American  Asian  Hispanic  Native American or Alaskan Native  
 Caucasian  Multi-racial  Other  Decline to state  
**Can you read, speak, and understand English?**  Yes  No **Citizenship Status**  U.S. Citizen  Other:

### ACADEMIC PROGRAM OF STUDY (SELECT ONE)

AAS Electric Power Systems  AAS Information and Communications Technologies  Professional Certificate in Fiber Optics Essentials and Advanced Applications  
 AAS Renewable Energy  Professional Certificate in Telecommunications Essentials  
 AAS Telecommunications Technology  Professional Certificate in Telecommunications Technologies  Professional Certificate in Wireless Essentials  
 Professional Cert. in IP Network Essentials  Professional Certificate in IP Network Advanced Applications  Career Certificate in Renewable Energy

### ESTIMATED TOTAL PROGRAM COST

- Associate of Applied Science: Estimated Degree Program Cost = \$39,425\*
- Professional Certificate (12 Credit hour): Estimated Certificate Program Cost = \$5,250\*

\*Program costs include: textbooks, instructional materials, lab simulators (where applicable), equipment usage, third party proctoring, technology access, educational services, and library services.

### ACADEMIC BACKGROUND

An official High School Transcript or equivalent is required for acceptance into any Program of Study leading to a certificate or degree. Transcripts must be mailed to APT College at address below.

|                           | Institution Name | City, State | Diploma or Degree | Year Earned |
|---------------------------|------------------|-------------|-------------------|-------------|
| High School or Equivalent |                  |             |                   |             |
| College                   |                  |             |                   |             |

### STATEMENT OF OBLIGATIONS, STUDENT DECLARATION, ENROLLMENT CONTRACT, AND RIGHT TO CANCEL (REQUIRED)

I hereby certify that information entered above is correct and complete. I understand that false information will invalidate this admissions application. APT College, LLC, hence forth referred to as "the College," collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, registration, enrollment, and education. The information collected is confidential and will not be disclosed to third parties without my explicit consent, except to meet government, legal, and other regulatory agency requirements. I authorize the College to obtain information concerning any external funding I may be using to pay for tuition and fees. I understand that my course tuition covers the cost of textbooks, instructional materials, lab simulators (where applicable), equipment usage, third party proctoring, technology access, educational services, and library services.

By signing this application, I understand that the transfer of credits earned at the College is at the discretion of the other institution, as fully described in the College Academic Catalog and Student Handbook. Additionally, any questions I may have regarding this admission application that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589, or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education. I also understand that I can submit a complaint to DEAC, the College Accrediting Commission, via their online submission system (<http://www.deac.org/complaints/index.html#procedure>) or by written submission to DEAC, ATTN: Complaints, 1101 17th Street NW, Suite 808, Washington, DC 20036.

I certify that I have been made aware of the College's Cancellation and Refund Policies and that they have been clearly explained to me. To withdraw and cancel enrollment from any APT College course, I must contact the school by written request and retain a copy of this application for my personal records. My signature below further indicates that I fully intend to be admitted to the program stated above and that I understand I have a Student's Right to Cancel per the Refund Policy as stated in the College Academic Catalog.

I acknowledge with my initials that I am aware that the College Academic Catalog and Student Handbook containing policies and procedures and a School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, are published on the college website at [www.aptc.edu](http://www.aptc.edu). I certify that I have reviewed the College Catalog and the School Performance Fact Sheet prior to signing this application.

\_\_\_\_\_ initial

I understand that this admission application is legally binding once signed by me, the student, and accepted by APT College. I hereby agree to abide by all policies and procedures as outlined in the College Academic Catalog and Student Handbook. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the cancellation and refund policies of APT College have been clearly explained to me. I understand that electronically typing my name below is considered to be the same legally-binding effect as signing my signature using pen and paper.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FAX completed and signed Application for Admission to [888.431.8588](tel:8884318588) or EMAIL to [enroll@aptc.edu](mailto:enroll@aptc.edu)**

### FOR OFFICIAL USE ONLY

Date Received \_\_\_\_\_ Date HS Transcript Received \_\_\_\_\_ Accepted Date \_\_\_\_\_

### COURSE ENROLLMENT FORM COMPLETION INSTRUCTIONS

The Application for Admission Form is a contract between you, the student, and APT College in that you sincerely wish to complete either a program of study or complete courses for professional development. As such, all fields must be completed in full. Incomplete Forms will be rejected and you will have to complete the form again until it is submitted completely and correctly.

1. Personal Details
  - a. Enter your **Full Legal Name** as it appears on your Driver's License or other government-issued identification
  - b. Enter any **Other Names** you have used, including aliases, maiden name, etc.
  - c. Enter your **Date of Birth**
  - d. Enter your full 9-digit **Social Security Number**
  - e. Enter your **Gender**
2. Contact Details
  - a. Enter your **Residential Address** (PO Boxes are acceptable), **City, State, and Zip Code**
  - b. Enter your **Home Phone Number, Personal Mobile (cell) Phone Number, and Personal Email Address**
3. Student Demographic Information
  - a. Select your **Racial Background** (select 1)
  - b. Attest to your ability to read, speak, and understand English (mark "Yes" or "No")
  - c. Attest to your Citizenship Status (select "US Citizen" or "Other" and describe)
4. Academic Program of Study
  - a. Select only one academic program of study (degree program or professional certificate)
5. Statement of Obligations, Student Declaration, and Right to Cancel
  - a. **Read** the Statement of Obligations, Student Declaration, and Right to Cancel Statement and **initial as indicated**.
  - b. **Sign and Date** the APT Application for Admission Form
6. Return the completed 1<sup>st</sup> page of this form.

### REFUND AND CANCELLATION POLICY

**\*STUDENT'S RIGHT TO CANCEL – "Cooling Off" Period:** Students have a right to a full (100%) refund of all monies paid, if they withdraw or cancel within the seven (7) calendar day "Cooling Off" Period after midnight (Pacific Time zone) of date this Enrollment Agreement was signed or by midnight of the first scheduled course date, whichever is later. In addition, students may withdraw from any course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable monies according to the pro-rata Schedule of Refunds Table below.

| Length of Course: | Percentage of Tuition Refunded to the Student: | Percentage of Tuition the Student is Responsible |
|-------------------|--|--|
| 1-9 weeks         | 1 <sup>st</sup> week - 80%                     | 1 <sup>st</sup> week - 20%                       |
|                   | 2 <sup>nd</sup> week - 70%                     | 2 <sup>nd</sup> week - 30%                       |
|                   | 3 <sup>rd</sup> week - 60%                     | 3 <sup>rd</sup> week - 40%                       |
|                   | 4 <sup>th</sup> week - 50%                     | 4 <sup>th</sup> week - 50%                       |
|                   | 5 <sup>th</sup> week - 40%                     | 5 <sup>th</sup> week - 60%                       |
|                   | 6 <sup>th</sup> week - 30%                     | 6 <sup>th</sup> week - 70%                       |
|                   | 7 <sup>th</sup> week - 20%                     | 7 <sup>th</sup> week - 80%                       |
|                   | 8 <sup>th</sup> week - 10%                     | 8 <sup>th</sup> week - 90%                       |
|                   | 9 <sup>th</sup> week - 0%                      | 9 <sup>th</sup> week - 100%                      |
| 1-5 weeks         | 1 <sup>st</sup> week - 70%                     | 1 <sup>st</sup> week - 30%                       |
|                   | 2 <sup>nd</sup> week - 40%                     | 2 <sup>nd</sup> week - 60%                       |
|                   | 3 <sup>rd</sup> week - 20%                     | 3 <sup>rd</sup> week - 80%                       |
|                   | 4 <sup>th</sup> week - 0%                      | 4 <sup>th</sup> week - 100%                      |

**Ex. Student withdraws from class during the 3<sup>rd</sup> week of a 9 week course: Student is responsible for 40% of the tuition**

Students may be administratively cancelled from the course if they do not attend the first two weeks of class (online) or the first two sessions (blended) without prior arrangement with the College.

### COURSE CANCELLATION AND WITHDRAWAL POLICY

Students can cancel or withdraw from any class via verbal notice to Student Services, however a written notice to APT via email, fax, or letter, "ATTN: Admissions and Records" stating the following information is preferred (a withdrawal form can be found in the College website):

- Student's full name
- Date of birth
- Email address and phone number
- APT Student ID Number or last four digits of his or her Social Security Number
- Course (section) number from which the student wishes to withdraw
- Reason for withdrawal request (i.e. schedule conflict, personal, unable to obtain funding, etc.)

Once this request is processed, students will receive a Course Withdrawal Letter and refund within 30 days pursuant to the Refund Policy. A grade of "W" will be assessed for students withdrawing from the course after the start of a course or a "WF" if withdrawing after 75% of scheduled course length.

### PAYMENT DEADLINES AND COLLECTION PROCEDURES

Failure to pay on time may result in a hold on receiving academic records and bar enrollment in future courses. Students will be notified via email and/or paper statement of a financial balance approximately two weeks after the beginning of courses. If tuition remains unpaid, second notices will be sent approximately 45 days from the class start date and final notices will be sent at approximately 90 days. If after 120 days following the start of courses no arrangements have been made with the College, APT reserves the right to turn over delinquent accounts to an outside collection agency, and hold students financially responsible for all or part of any employer tuition reimbursement payments. Students with special payment arrangements are exempt from this policy.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT APT COLLEGE

The transferability of credits earned at APT College is at the complete discretion of the institutions to which students may seek to transfer. Acceptance of degrees or certificates earned through APT's Programs of Study is also at the complete discretion of the institution to which students may seek to transfer. If the credits, degrees, or certificates that students earn at APT College are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of their coursework at that institution. For this reason students should make certain that their attendance at APT College will meet their educational goals. This may include contacting institutions to which students may seek to transfer after attending APT College to determine if their credits, degrees, or certificates will transfer.

### CALIFORNIA STUDENT TUITION RECOVERY FUND

Each student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies: 1) the student is in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of tuition either by cash, guaranteed student loans, or personal loans, and 2) total charges are not paid by any third party payer, such as an employer, government program, or other payer unless the student has a separate agreement to repay the third party. Students are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: 1) the student is not a California resident, or are not enrolled in a residency program, or 2) the student's total charges are paid by a third party, such as an employer, government program, or other payer, and the student has no separate agreement to repay the third party. The STRF fee is non-refundable.