

This form is to be completed by students registering for an APT course. 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 # (Last 4 digits) \_\_\_\_\_ APT Student Identification # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Is this a permanent address change?  YES  NO

Student Status (Select one)  New Student  Returning Student  Current Student: Section # Skip to "Course Enrollment"

### EMPLOYMENT DETAILS (REQUIRED FOR NEW AND RETURNING STUDENTS)

Employer Name \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Email Address \_\_\_\_\_ Work Telephone \_\_\_\_\_

### ESTIMATED TOTAL COURSE/PROGRAM COST

- Individual Course Cost = \$1,750\* (4 credit hour); \$875\* (2 credit hours); \$2,200\* (6 credit hour)
- Professional Certificate Estimated Cost = \$5,250\* (12 credit hour); \$8,750 (20 credit hour)
- Associate of Applied Science (90 credit hours): Estimated Cost = \$39,425\*

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

### COURSE ENROLLMENT

Course #	Course Name	Section #	Course Location	Course Dates

### TYPE OF FUNDING (REQUIRED)

A Student Payment Agreement is required for all students. The Student Payment Agreement will indicate the tuition amount. Failure to submit a completed Student Payment Agreement may result in an academic record hold and prevent future enrollment.

If you are receiving any form of tuition assistance, please ensure that you complete any and all required funding source process documentation and meet all submission deadlines.

Sponsored Tuition Payment (select one) - Union negotiated discounts may be applicable to groups of students depending on their tuition benefits

- AT&T – Tuition Assistance   
  CenturyLink   
  AT&T – CPDP   
  Mobility   
  Student pays  
 AT&T – Reimbursement   
  Verizon   
  AT&T – HORIZONS   
  Other

### COURSE ENROLLMENT AGREEMENT PURPOSE

The Enrollment Agreement is a contract between you and APT College (APT) in that you sincerely wish to complete a course with the College. All fields must be completed in full. Incomplete Enrollment Agreements will be rejected. Student Payment Agreements are part of the Enrollment Agreement. This Enrollment Agreement is not effective until the College receives and validates your Student Payment Agreement, a sample is attached in Exhibit A. When completed and signed, the Student Payment Agreement and this Enrollment Agreement, will combine and represent your complete enrollment documentation into the course.

Students eligible for admission to APT College are working adults employed by major telecommunications and electric power companies throughout the United States. The College offers continuing education and degree programs to adult learners employed in these fields to support opportunities for career advancement. Students use employer tuition assistance funds to pay for their education. Students are required to submit a completed Student Payment Agreement. Upon completion of the course, students pay APT College after they have received tuition assistance funds from their employer. Failing students, or students who do not properly complete paperwork to obtain tuition funds from their employer are responsible for the entire tuition fee to be paid to APT College. Failing students are offered to retake the same course at no additional cost. If students withdraw from the course prior to completion, students are responsible for paying APT College for the percentage of the course completed in accordance with the published refund and cancellation policy. In the event that students choose to pay for their tuition and not use tuition assistance funds or because tuition assistance funds have been depleted for the current year, the refund policy outlines the percentage of tuition money due to students upon withdrawal from the course.

### PAYMENT DEADLINES AND COLLECTION PROCEDURES

Failure to pay on time may result in a hold on receiving academic records and prevent future course enrollment. 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.

### CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies: 1) you are a student 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) your total charges are not paid by any third party payer, such as an employer, government program, or other payer unless you have a separate agreement to repay the third party. You 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) you are not a California resident, or are not enrolled in a residency program, or 2) your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party. The STRF fee is non-refundable.

### DISTANCE EDUCATION DISCLOSURES

If your program is not offered in real time, the College shall transmit the first lesson and any materials to you within seven days after the College accepts you for admission. You shall have the right to cancel this agreement before the first lesson and materials are received by you and receive a full refund. Cancellation is effective on the date written notice of cancellation is sent. If the College sent the first lesson and materials before an effective cancellation was received, the College shall make a refund within 30 days after the student's return of the materials. The College shall transmit all lessons and other materials to you after you have fully paid for the educational program and—after receiving the first lesson and initial materials—delivered to the College a written request of the remaining materials. If the College transmits the remaining materials to you, the College shall be obligated to provide other education serviced it agreed to provided, such as responses to your inquiries, student/instructor interaction, and evaluation of lessons submitted by you, but shall not be obligated to pay any refund after all lessons and materials are transmitted.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at APT College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degrees or certificates earned through APT College Programs of Study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degrees, or certificates that students earn at APT College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that 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 APT College to determine if your credits, degrees, or certificates will transfer.

### CANCELLATION AND REFUND AND 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 validated or by midnight of the first scheduled course date, whichever is later. Students who have an accepted Student Payment Agreement and withdraw from a course are responsible for a percentage of the tuition depending on the length of the course completed. In addition, students who pay for the course up front may withdraw from any course after instruction has started and receive a refund according to the Refunds Table below.

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

Students who pay full tuition due to late cancellation are allowed full access to all of the course materials for the remainder of the course duration.

**Example Refund Calculation – Student Tuition Assistance Reimbursement:** Student withdraws from a course approved for tuition assistance (e.g. Mobility \$1,750) in the 3<sup>rd</sup> week of a 9-week course, the student owes APT College \$700 (40% of \$1,750) of the tuition for the course. Since the student chose to withdraw from the course, they are no longer eligible for tuition assistance funds.

**Example Refund Calculation – Student Prepaid:** Student has paid \$1,750 for a 9-week course and withdraws from the course during the 4<sup>th</sup> week, APT College will refund \$875 (50% of \$1,750) of the tuition paid to the student. APT College retains \$875 (50%) of the course 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 a course in any manner; however, in writing is preferred, by contacting Student Services and providing the following information (a withdrawal form can be found in the College website [www.aptc.edu](http://www.aptc.edu)):

- Student's full name
- Date of birth
- APT Student ID Number or last four digits of his or her Social Security Number
- Phone number and email address
- 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, if applicable, 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.

### 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 enrollment. APT College, LLC., referred to herein 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 contract, 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 enrollment agreement 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 course(s) listed above, I must contact the school in any manner; however, in writing is preferred, and retain a copy of this contract for my personal records. My signature below further indicates that I fully intend to enroll in the course(s) listed above and that I understand I have a **Student's Right to Cancel** per the Refund Policy as stated in the College Academic Catalog available at [www.aptc.edu](http://www.aptc.edu). Requests for refund will be honored for 2 years from the latest course end date as listed above, and this Enrollment Agreement will terminate at the end of such 2-year period. I also understand that by signing this enrollment agreement I am financially responsible of the tuition fee indicated above, and failure to pay may result in my outstanding tuition balance being turned over to an outside collection agency.

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 enrollment agreement.

**California Residents only:** I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

\_\_\_\_\_initial

I understand that this enrollment agreement 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. 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 Enrollment Agreement to [888.431.8588](tel:8884318588) or EMAIL to [enroll@aptc.edu](mailto:enroll@aptc.edu)

FOR OFFICIAL USE ONLY

APT College Official \_\_\_\_\_

Date Processed \_\_\_\_\_