Student Enrollment Agreement
9896 Bissonnet St., Suite 230 | Houston, Texas | 77036
713.429.1256 School/Fax

APPLICATION FOR ADMISSION

Name

Social Security Number

Address

Texas ID/ Drivers Licensed Number:

1. Expected Date of Enrollment:

2. Other names previously used:

3: Present Mailing Address:

Home Phone:

Work Phone:

Date of Birth:

Place of Birth:

Age as of Today:

(must be 18 years of age to participate in program)

PROGRAMS

What program will you enroll: Choose from the list below above

- ☐ Medical Assistant
- ☐ Medical Coders & Billers HIT
- ☐ Microsoft Office Specialist
- ☐ Construction Technology
- ☐ Mechanical Drafters Specialist
- ☐ GED/ESL
- ☐ Construction Technology
- ☐ Mechanical Drafters Specialist
- ☐ Childcare Specialist
- ☐ EKG
- ☐ Phlebotomy
- ☐ HVAC

Name of parent, legal guardian or relative who can be contacted in case of an emergency:

Name

(Phone Number)

APPLICATION FOR ADMISSION

Indicate your ethnicity below by checking the appropriate box. This information is optional and will be used for statistical purpose only:

☐ African-American/Black ☐ Asian ☐ or Pacific Islander,

☐ Hispanic ☐ White ☐ American Indian/Alaskan native ☐ other

other

Do you presently have a diploma?

☐ yes ☐ No

Do you presently have a GED?

☐ Yes ☐ No

I understand that the information submitted herein will be relied upon by NTI Career Institute Officials to determine my status for admission and residency eligibility. I authorize NTI Career Institute to verify the information I have provided. I agree to notify the proper officials of NTI Career Institute of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds of rejection of my application, withdrawal of any offer of acceptance and/or cancellation of enrollment from NTI Career Institute.

NTI Career Institute admits students without regard to their sex, disability, race, color, creed or national origin and entitles them at all the rights, privileges, programs and activities generally accorded to its students. NTI Career Institute does not discriminate on the basis of race, color, national.or the planning and administration of any of its certificate-programs.

Signature: Date:

Printed Name: Date:

9896 Bissonnet, Suite 230- Houston, Texas 77036

STUDENT ENROLLMENT AGREEMENT

SCHOOL INFORMATION

School Name: NTI Career Institute
Address: 9896 Bissonnet, Suite 230
City: Houston State: Texas Zip: 77036
Telephone: 713-429-1256
E-mail Address: nticareerinstitute@yahoo.com

STUDENT INFORMATION

First Name: Middle Initial Last Name:

Address: City/State/Zip:

Telephone: Last Four of Social Security Number:

E-mail Address:

United States Veteran or Military Service Member:

☐ Yes ☐ No

COURSE AND COURSE COST

Course Name: Tuition: $

Course Length: Other expenses: $

Contact Hours: Books: $

Date the training is to begin: Supplies: $

Expected date of completion: TOTAL COST: $

*Fee is estimated and based on current cost and subject to change.

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METHOD OF PAYMENT (CHECK ONE)

☐ Money Order ☐ Cashier Check ☐ Cash ☐ WIOA ☐ Other

STATE IF INTEREST IS CHARGED.

“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 here to or with the proceeds hereof. Recovery here under by the debtor shall not exceed the amounts paid by the debtor here under. “

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. A full refund will also be made to any student who cancels enrollment within the student’s first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICIES

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 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 any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

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REFUND POLICIES

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged 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 are to 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 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.

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

A student at 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:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re- enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

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ACKNOWLEDGMENTS

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

I have received a copy of this enrollment agreement and current school catalog.

Student Initials: ( )

Printed Name of Student:

Signature of Student:

Date:

I have provided a copy of this enrollment agreement and current school

9896 Bissonnet, Suite 230
Houston, Texas 77036

NTI STUDENT ORIENTATION

Date:

STUDENT NAME STUDENT SOCIAL SECURITY NUMBER

The above signature indicate that I've received NTI Catalog

Orientation of the Program

- Toured the Building
- NTI Enrollment Application
- Meet the Staff
- Reviewed the Attendance Policy
- Grading
- Student Enrollment Agreement
- Conduct Policy
- Grievance/Complaints Procedure

Received Syllabus

Received Textbooks

Student Signature

Texas Workforce Commission – Career Schools and Colleges

Receipt of Enrollment Policies

NTI Career Institute
(Name of School)

Authority for Data Collection: Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.

Planned Use of the Data: To provide evidence of receipt of that information which is required by law to be provided the student prior to enrollment.

Instructions: This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Career Schools and Colleges at (512) 936-3100.

This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contract.

The prospective student must acknowledge receipt by initialing in the space provided on the bottom of the first page and signing at the end of the form.

A:
I have received prior to enrollment:

- ☐ a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll.
- ☐ a schedule of the tuition, fees, and other charges.
- ☐ a copy of the cancellation and refund policy.
- ☐ the attendance, progress and grievance policies.
- ☐ rules of operation and conduct.
- ☐ regulations pertaining to incomplete grades.
- ☐ written and verbal explanations of the difference between a LOAN and a GRANT.
  *(Complete this item only if the school participates in a loan or grant program.)
- ☐ an invitation to tour the school's facilities and inspect equipment related to my planned program of instruction. (As an enrolling student, you will be asked to sign and date a receipt on the day you receive your required tour of the school.)
- ☐ notice of all policies related to program interruption prior to completion. If printed in the school catalog, the policies are on page(s):

B:

- ☐ If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited. I have also been provided a list of all known Texas institutions of higher learning and state technical institutes that will accept any or all of the credit hours earned at this school.

(Student Initials)

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

Texas Workforce Commission – Career Schools and Colleges

Receipt of Enrollment Policies

C:

- ☐ I have furnished information disclosing my previous education, training, and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.
- ☐ I further realize that any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- ☐ A comparison of the cost to me for a similar course or program at other schools is available by contacting the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- ☐ Employment in this career field
- ☐ (does) ☐ (does not)

require state or national licensing, certification, or registration.

(Name of State or National License, Certificate, or Registration, if required)

PROGRAM:

REPORT YEAR:

NUMBER ENROLLED:

NUMBER OF JOB OPENINGS FOR THE LAST 12 MONTHS: (if data is available)

NUMBER OF GRADUATES:

AVERAGE YEARLY STARTING SALARY: (if data is available)

COMPLETION RATE: %

YEARLY STARTING SALARY RANGE: (if data is available) (Low)

NUMBER OF GRADUATES EMPLOYED: (Graduates that found a job related to training)

(High)

EMPLOYMENT RATE: %

EXAM PASSAGE RATE: % (for programs that prepare for state licensing, certification, or registration exams)

NUMBER OF GRADUATES PLACED: (Graduates that found a job related to training, with the school's assistance)

PLACEMENT RATE: %

(Additional information may be attached.)

Texas Workforce Commission – Career Schools and Colleges

Receipt of Enrollment Policies

D:

I understand that my certificate of completion and my transcript may be withheld if I have not fulfilled my financial obligations to this institution at the time of my graduation.

I certify that I have been provided all of the information above prior to my enrollment.

I understand that it is my responsibility to notify the school if I withdraw prior to completion.

I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

(Signature of Student) Date (mm/dd/yyyy)

(Signature of School Official providing the information) Date (mm/dd/yyyy)

Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

Texas Workforce Commission – Career Schools and Colleges

RECORD OF PREVIOUS EDUCATION AND TRAINING

Authority for Data Collection: Texas Education Code, §132.026, §132.055 and Texas Administrative Code, §807.122(e)(7), §807.191(c)

Planned Use of the Data: This form must be used by the school in its entirety to provide a record by which previous education and training may be evaluated, and credit given to the student and to provide a record of such credit and reduction of program length/cost as required by the law.

Instructions: Complete each item on front and back. If an item is not applicable, write “NA.” If credit is being claimed for post-secondary education, a transcript must be provided. Credit for experience should also be granted, if justified by the school’s evaluation of the student’s skills. Attach additional pages as needed. The completed form is to be maintained in each student’s file. A copy of the completed form will be given to the student. Credit for previous education and training cannot be granted until this form is completed and signed by the school official and the student. If clarification is required, contact Career Schools and Colleges.

SCHOOL INFORMATION

School Number: 25131443 School Name: NTI Career Institute

STUDENT INFORMATION

Name: SSN:

Date of Birth (mm/dd/yy): Name of Program:

Secondary Education:

☐ High School Diploma ☐ Home Schooled ☐ GED

POST-SECONDARY EDUCATION

Type of School:

☐ College or University ☐ Technical or Vocational ☐ Other

Name and Location of School:

Dates Attended (MM/YR): From To

Graduated:

☐ YES ☐ NO

Type of Diploma/ Degree: Major Field of Study:

MILITARY EDUCATION

Military Occupational Specialty and Program of study (CIP Code):

Military Experience Education or Training:

Program Hours:

Credited Hours:

Proof of Military Education provided:

Justification for not awarding military credit:

PREVIOUS EDUCATION

Identify previous experience and skills that relate to the program curriculum for which you desire credit.

FOR SCHOOL USE ONLY

Entrance Test Name and Version

Score:

School Evaluation of Previous Education and Training

List below the subjects of this program for which credit is given, the hours of credit granted, and the justification for which the credit is granted such as skills tests, years' experience, and transcript information.

Subject:

Course Time * Hours of Credit:

Justification of Credit:

Credit / Price Adjustments

Original Program Length (Hrs):	Original Cost (Tuition): $	Other $	Total: $
Less Credit Granted (Hrs*):	Less Credit Granted (Tuition):($)	Other: $	Total: $
Adjusted Program Length (Hrs)*:	Adjusted Cost: $	Other: $	Total: $

*Course Time * Course Time (actual hours): the total hours of time experienced by the student in the course for all types of of course time, including classroom, lab and externship hours. An hour of course time is equivalent to a 50-minute to 60-minute lecture, recitation, class (including a laboratory class or shop training) or internship, within a 60-minute period, or 60 minutes of preparation in asynchronous distance education. Intensity of course time hours vary by school and program, but typically, 100 course time hours is equivalent to about a month of full-time school.

SCHOOL OFFICIAL ACKNOWLEDGMENT

☐ I certify that all information provided by the student has been evaluated and that the student will not receive credit.

☐ I certify that all information provided by the student has been evaluated and that the student has been given credit for which he/she is entitled as identified herein.

Signature of Authorized School Official:

Printed Name: Date (mm/dd/yy):

STUDENT ACKNOWLEDGMENT

Do not sign below unless the information above is complete and signed by the school official.

☐ I have discussed the above evaluation of my previous education and training with the authorized school official and acknowledge that:

☐ I will receive the above stated credit, or

☐ I will not receive credit.

Printed Name of Student:

Signature of Student: Date (mm/dd/yy):

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Texas Workforce Commission – Career Schools and Colleges

Refund Worksheet - Vocational Programs

Instructions: Use this worksheet with all refunds for programs approved by TWC to demonstrate that each refund meets the state's minimum cancellation and refund requirement, even if your school's policy exceeds minimum requirements. Include the completed worksheet in the student's file. You must have all supportive documentation listed on page 2 readily available upon TWC request; we encourage you to attach copies of that documentation to this worksheet in the student's file. Use a separate worksheet for each program.

Date of this Refund Calculation

School #S4104 School Name NTI Career Institute

Student's Name

Student's SSN #

Student's Address

Student's Phone #

Refund Computed By

Type of funding (Check all applicable)

☐ LOAN, ☐ GRANT ☐ CASH, ☐ SPONSORED (by_____)

Program Name

(Full name as it appears on the List of Approved Courses of Instruction)

Did the student drop from the program within 72 hours (until midnight of the third day, excluding Saturdays, Sundays and legal holidays) after the enrollment contract was signed?

☐ Yes ☐ No

If the answer is Yes the student is due a full refund.

Did the student drop within the first 3 scheduled class days?

☐ Yes ☐ No

Note: If the student dropped during the first 3 scheduled class days, the school may retain not more than $100 in administrative fees and items of extra expense that are necessary for the portion of the program attended. Anything retained must be stated separately on the enrollment agreement.

Texas Workforce Commission – Career Schools and Colleges

Refund Worksheet - Vocational Programs

Total Course Time in the whole program (1a)

Tuition and included fees for the whole program (1b) $

Total Course Time in the portion charged (2a)

Tuition and included fees for the portion charged (2b) $

(1) Program hours and costs should reflect totals adjusted for credit given for previous education and training, if applicable.
(2) Course Time and Tuition for the current portion charged. The current portion charged may be the whole program.

Administrative fee for the whole program (May not exceed $100): $

Other charges for the whole program $

Date of enrollment in the program

Date of termination from the program

For the Current Portion Charged: (Use these four items to check against the calculation for #4 below).

First Day of Attendance (Date)

Last Day of Attendance (Date)

Hours Scheduled Per Day

Days Scheduled Per Week

1. What portion of the program is the current portion for which the student has been charged?

☐ The whole program → Calculate items below for the entire program.

☐ A part of the program → Into how many portions is the program divided? _____

For which portion is the student charged? Portion #: _____ Calculate items below for this portion.

For the current portion of the program for which the student is charged:
Use whole hours, rounding to the nearest hour if necessary.

2. How many hours did the student attend?

3. For how many hours was the student absent? +

4. Calculate the total hours the student was scheduled for: = (through the last date of attendance)

5. What is the Total Course Time in this portion of program? (must match Total Course Time (2a) above)

6. Calculate the percentage of the program's Total Course Time for which the student was scheduled: (#4 ÷ #5) Will be a decimal.

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE USED

Texas Workforce Commission – Career Schools and Colleges

Refund Worksheet - Vocational Programs

Calculate to three decimal places (example: .452 (45.2%).

Use #6 to calculate #7. If .75 or greater (75% of this portion of the program), use 1.0 (100%) in the calculation.

7. Calculate tuition and included fees earned by the school for the current portion charged:

Tuition and included fees for current portion charged $ (2b from previous page)

#6 (From previous page) × . = $

8. Total of tuition and fees earned from prior (How many?____) portions charged $

Earned fees and supplies for the whole program:

9. Administrative fees earned, but not included in tuition (not to exceed $100.00) $

10. Chargeable* books not included in tuition (receipts required): $

11. Chargeable* supplies and other fees not included in tuition (receipts required): + $

*Must be necessary for portion of program attended & separately stated in enrollment agreement

12. Total earned by school for the whole program (items 7 + 8 + 9 + 10 + 11) = $

13. Total amount paid towards #12 on behalf of student (Fees, Tuition, Books, Supplies) $

14. Refund due (if #13 is greater than Item #12) = $

15. Balance due school (if #13 is less than Item #12) $

Texas Workforce Commission – Career Schools and Colleges

Refund Worksheet - Vocational Programs

Documentation:

The following documents must be readily available, preferably attached to this Refund Worksheet in the Student's file:

1. Enrollment Agreement
2. Record of Previous Education & Training (CSC-010)
3. Complete attendance record
4. Complete progress record w/status changes
5. LOA/make-up requests (if applicable)
6. Ledger
7. Book & supply receipts (if applicable)
8. Proof of consummation of refund

For questions concerning Texas Workforce Commission Career Schools and Colleges Cancellation and Refund Policy, please consult the form series CSC-023; law governing Career Schools and Colleges, Title 3, Texas Education Code, Section 132.061 and 132.0611; and the Texas Career Schools and Colleges Rules, Title 40, Texas Administrative Code, Sections 807.261 through 807.264.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

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