

LENAPE ADULT EDUCATION PROGRAM

REGISTRATION & ENROLLMENT AGREEMENT

HVAC Fast Track Cosmetology Educator Online
 Welding Fast Track Pharmacy Technician Clinical Medical Assistant
 Electrical Fast Track EKG Technician Phlebotomy Technician
 CDL Training Physical Therapy Aide Other

EMAIL ADDRESS: _____

PROGRAM STARTING DATE: _____ PROGRAM ENDING DATE: _____

NAME: _____ DOB: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SS#: _____ HOME PHONE: _____ CELL PHONE: _____

Program Payment Information

Item	Cost	Total
Program Tuition* (<i>student must be 18 years of age or older to register</i>)		
Program Application Fee (<i>non-refundable</i>)	\$25	
Late Program Registration Fee (<i>only if tuition is not paid in full 2 weeks prior to program start</i>)	\$50	
Program Tuition Discount (<i>if paid in full 2 weeks or more prior to start</i>)		
<i>*Any other fees related to individual program requirements will be the responsibility of the student unless other arrangements are made prior to program start.</i>		
	Total	

Payment Identification*

Cash Check Visa Master Card Discover Check# _____

Credit Card Number: _____

Credit Card Expiration Date(mm/yy): _____

Card holder contact information if different from above:

Name (*as it appears on the card*): _____

Billing address of card: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Funding Source: (if not self pay): _____

Payment Plan*? YES NO

**If payment plan is discussed with Coordinator and agreed upon, student understands there is a \$10 per monthly payment processing fee until account is paid in full.*

**If paying by cash or check, you may return this form with payment to:*

Lenape Tech Adult Education
2215 Chaplin Ave
Ford City, PA 16226
(P) 724-763-5916 (F) 724-763-3073

I, _____ agree to pay Lenape Technical School Adult Education the total amount of tuition for the program selected above as outlined in the tuition payment form. The school may, at its discretion and without notice, prevent me from attending class until any unpaid balance and/or payments are satisfied.

The Lenape Tech Joint Operational Committee reserves the right to alter any of its policies and procedures at any time and without notice.

I understand that by signing this form, I agree to abide by all policies and procedure as outlined in the adult student handbook.

I understand this document is a binding contact between the student and Lenape Tech Adult Education, when signed by all applicable parties and upon acceptance by the school. This agreement will take effect on the first scheduled student school day.

X _____
Student Signature Date

X _____
Adult Education Coordinator Date

Non-Discrimination

The Lenape Technical School, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam era. Activities, services and facilities are accessible to handicap persons. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. The program complies with all the provisions of TITLE VI Civil Rights Act of 1964.

Refund Policy & Attendance

*A full refund is given if cancellation occurs 24 hours prior to the start of the first classroom session, less program application fee if applicable. An 80% refund is given if cancellation occurs prior to start of second classroom session, less any application or late registration fees, and cost of texts/materials. No refunds given after start of second class. **Refunds are not given for non-attendance.** All refunds are made by check and may take up to 6 weeks to process. Refunds are not issued for dissatisfaction. Students who are dissatisfied with a course should follow the grievance procedure, and/or complete a class evaluation. Such issues will be resolved on a case-by-case basis.*

Registration/Enrollment/Admission Requirements

Registration is on a first come, first serve basis. Those enrolling in complete programs of study, or who have paid tuition in full will be given first consideration in those programs or classes that have limited enrollment.

Those under the age of 18 may be permitted in some courses. Any student under 18 should check with the Adult and Continuing Education Office prior to registering for classes.

Upon request, Lenape Tech Adult Education will evaluate parallel work completed at accredited post-secondary institutions for potential transfer credit.