

**Anvil Welding Instruction**  
**4227 E Trent, Spokane, WA 99202**  
**509-891-5914**

**ENROLLMENT AGREEMENT**

This enrollment agreement is between the above named school and:

Student Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Emergency \_\_\_\_\_

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**TUITION AND FEES**

Course: \_\_\_\_\_ Clock Hours: \_\_\_\_\_

Course: \_\_\_\_\_ Clock Hours: \_\_\_\_\_

Course: \_\_\_\_\_ Clock Hours: \_\_\_\_\_

Registration: \$   N/C  

Tuition: \$ \_\_\_\_\_

Tools\*: \$ \_\_\_\_\_

Certification: \$ \_\_\_\_\_

**TOTAL COST:** \$ \_\_\_\_\_

**METHOD OF PAYMENT**

Check       State/Federal

Cash       Corporation

Credit/Bank Card

Source \_\_\_\_\_

\*Tool costs of \$415.00 are required for the Level 1 course. All other courses require previous welding experience, and the same approximate value of tools is required.

**ATTENDANCE SCHEDULE INFORMATION**

Classes are taught Monday through Thursday, 8:00 am to 3:30 pm, and Friday 8:00 am to 12:00 pm

Hours Scheduled: Per Week:   32   x Total Weeks: \_\_\_\_\_ = \_\_\_\_\_ Total hours

Schedule: Mon-Thurs, 8:00 AM – 3:30 PM, Fri 8:00 AM – 12:00 PM

Expected Dates: Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Courses are expressed in clock hours. One clock hour consists of 50 minutes of instruction within a 60-minute period

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**AGREEMENT NOTICE:**

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 TO AGREEMENT NOTICE:**

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student's parent or guardian if he/she is a minor.

**CANCELLATION AND REFUND POLICY FOR NON-VA STUDENTS:**

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

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3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>School may keep this percentage of tuition:</b>
One week or up to 10%, whichever is less	10%
More than one week (or 10%), whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - a. When the school receives notice of the student's intention to discontinue the training program; or,
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

**CANCELLATION AND REFUND POLICY FOR VA STUDENTS:**

Anvil Welding Instruction agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

- (1) Registration fee.** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
- (2) Breakage fee.** Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.
- (3) Consumable instructional supplies.** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
- (4) Books, supplies and equipment.**
  - (a) The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
    - The school furnishes the books, supplies and equipment,
    - The school includes their cost in the total charge payable to the school for the course,
    - The veteran or eligible person withdraws or is discontinued before completing the course.

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(b) The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

**(5) Tuition and other charges.** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

**(6) Prompt refund.** In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

**NOTICE TO BUYER:**

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. 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.

**CANCELLATION OF CONTRACT:**

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also 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 applicant.

**UNFAIR BUSINESS PRACTICES:**

It is an 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 his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

**CANCELLATION OF CLASSES**

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

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**CERTIFICATION:**

I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I received a copy of the school catalog and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

**Student:**

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Please print

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Signature

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Date

**Parent or Guardian** (if the student is under 18 years of age):

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Please print

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Signature

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Date

**Authorized School Representative:**

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

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Please print

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Signature

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Date

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board  
128 – 10<sup>th</sup> Avenue SW, Box 43105  
Olympia, Washington 98504

Phone: 360-753-5662      Email: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)      Web: [wtb.wa.gov](http://wtb.wa.gov)