



Phone 856-327-5555 Fax.: 856-300-5333
info@american-tech-institute.edu

Enrollment Agreement

This agreement is entered into between The American Technical Institute, LLC (hereinafter referred to as school) located at 626 Grant St. #L, Herndon, VA 20170 and the student named below (hereinafter referred to as student):

Student: \_\_\_\_\_

Social Security Number/Driver License #/Passport #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Program: \_\_\_\_\_

Clock Hours: \_\_\_\_\_ Enrollment Period: \_\_\_\_\_

Cancelation "by date" in order to receive full refund: \_\_\_\_\_

Total charges (tuition, fees, equipment charges, supplies, textbooks, and testing):

\_\_\_\_\_

Circle which cost item applies and print the total charge below.

Tuition: tuition, fees, registration fee, technology fee, equipment charges, supplies, textbooks and instructional materials, and testing

Total:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**There is a one-time non-refundable registration fee of \$50.00 per student, per registration.**

### **Student's Right To Cancel**

A student may cancel this Enrollment Agreement without any financial penalty within three business days, excluding the weekends and holidays. The student may also cancel this enrollment agreement at any time prior to the first day of class for which application was made. A written notice and Withdrawal Form must be completed, signed, and dated by the student. The \$50 registration fee will not be refunded. When cancelation requested under these circumstances, the ATI will refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or \$50, whichever is less. Later cancellations should follow the ATI's refund policy, printed below and found in the school's catalog. Students may download the Withdrawal Form from our website or obtain a hard copy from the Registrar's Office. Any tuition payment will be refunded to the student within a 30-day period following his or her withdrawal or termination written notice. The refund will be issued in the same manner as it was received by The American Technical Institute (credit card payment, bank wire transaction, cash or check).

**Transferability of credit and credentials:** credits, diplomas, or certificates earned from the American Technical Institute may or may not be accepted or transferred out to other institutions. A student must confirm this transfer process by contacting an official adviser at his or her receiving or home school.

**Passing scores on industry certifications:** while the American Technical Institute (TATI) does not guarantee a passing score on exams for industry certifications, the ATI publishes and discloses annual pass rates for first time takers for the last three years. In case these scores are not available, a written explanation will be provided to the applicant.

### **Refund Policy**

If an admitted student withdraws or is terminated from a class or a program during the first quartile (25%), he/she will be refunded 75% of the course or program tuition. If an admitted student withdraws or is terminated from a class or a program during the second quartile (more than 25% but less than 50%), he/she will be refunded 50% of the tuition. If an admitted student withdraws or is terminated from a class or a program during the third quartile (more than 50% but less than 75%), he/she will be refunded 25% of tuition. No refund will be issued to the student in the fourth quartile (more than 75%) of the course or program. The following summarizes the above policy.

<b>Quartile of Withdrawal/Termination with Written notice</b>	<b>Tuition refund amount*</b>
Up to 25% of the course/program	75%
More than 25% but less than 50% of the course or program	50%
more than 50% but less than 75%	25%

More than 75% of the course or program	No refund will be issued
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*\*Excludes all fees*

**Leave of Absence Policy**

The American Technical Institute (TATI) permits its students to request a leave of absence if and only if, this request does not exceed 180 days in any 12-month period and in case of a prolonged illness or accident, death in the family, or other special circumstances such as, but are not limited to, medical, military obligations and Jury Duty. This request must be submitted to TATI’s Chief Academic Officer, along with supporting documentation in writing, dated and signed by the student or designee requesting a leave of absence. Students who take a leave of absence from the TATI are subject to the course/program requirements and regulations in effect at the time of return and will be permitted to complete the coursework he or she began prior to the leave of absence. During a leave of absence, a student will not be penalized academically, monetarily, marked absent or pay any tuition or fees.

**Student Grievance Policy**

The purpose of this policy is to guard each student’s freedom of expression, guard enrolled students against discrimination based on their views, beliefs, and political associations, and afford all students reasonable protection from arbitrary or unpredictable actions taken outside and/or inside the classroom by members of the institution or classmates. The student will not be subject to adverse action for filing a complaint.

For a grievance to be properly addressed, a written claim must be filed with the Chief Academic and Administrative Officer (CAAO). The CAAO will provide a final response within seven days. If the grievance is not resolved to the student’s satisfaction, he or she may contact the CAAO. After this, if the complaint is not resolved to the student’s satisfaction, he or she may contact the Institute’s President. As a last resort, students may file a formal complaint with the State Council for Higher Education in Virginia (SCHEV): <https://schev.edu/index/students-and-parents/resources/student-complaints>. SCHEV’s contact information is printed below and on page two in this catalog.

By signing below, I certify that I have been provided access to the school’s electronic or print catalog, bulletin, or brochure. I understand that this is a legally binding agreement. My signature below certifies that I have read, understood and agreed with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The American Technical Institute's Representative, Name and Signature

\_\_\_\_\_  
\_\_\_\_\_. For The American Technical Institute,  
LLC.

Date: \_\_\_\_\_

The laws of Virginia shall govern any agreement, contract, or instrument of indebtedness executed between a postsecondary school and any person enrolling in any course or program offered or to be offered by a postsecondary school in Virginia and also between that postsecondary school and any person employed or offered employment by that postsecondary school in Virginia.

The American Technical Institute is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). Address: 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219. Phone: 804-225-2600.

The American Technical Institute Contact Information:

Address in VA:

626 Grant St. #L, Herndon, VA 20170

Phone: 856-327-5555

Email: [info@american-tech-institute.edu](mailto:info@american-tech-institute.edu)

Fax: 856-300-5333

[www.american-tech-institute.edu](http://www.american-tech-institute.edu)