



## APPLICATION

STUDENT INFORMATION					
Select One:		Social Security Number (New Students Only):			
First Name:		Last Name:		MI:	
Address:				Apt#	
City:			State:	Zip:	
Cell Phone:		Receive Notifications by Text:	Home Phone:		Date Of Birth:
Email:				Gender:	
Military Veteran:	Ethnic Background:			Referred By:	
Disability:	Hispanic:		Prior Education:		
SPONSORING AGENCY INFORMATION					
Agency Name:					
Address:			City:	State:	Zip:
Chief/Training Officer:				Office Phone:	
Email:				Cell Phone:	
EMERGENCY CONTACT					
Name:		Relationship:		Phone Number:	
PROGRAM INFORMATION					
Select Program:					
Program Tuition:		Late Fees if not paid by first day of class:		Total Due for this Course:	
Required books and students supplies are listed below course description in catalog/brochure. PTC does not sell books or required student supplies.					
<p><b>Agreement is Binding:</b> 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.</p> <p><b>Changes in the Agreement:</b> Any changes in this agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the chief administrator or an authorized representative of the school and by the student.</p> <p><b>Effective Date of Acceptance:</b> I certify that I have read and understand the cancellation and refund policy and grievance procedure (page 4) as listed on page 34 of Course Catalog: I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.</p> <p><b>DEBT ACKNOWLEDGEMENT NOTICE:</b></p> <ul style="list-style-type: none"> <li>• Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. 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.</li> <li>• If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at its address shown on the contract no later than midnight of the fifth day (excluding Sundays and holidays) following your signing this contract, or the written notice may 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 sender.</li> <li>• It is 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 student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.</li> </ul>					
<p><b>As the Student/Applicant, I hereby agree to the conditions set forth herein:</b></p>  					
<p><b>As the authorized representative of the school, I hereby agree to the conditions set forth herein:</b></p>  					
OFFICE USE ONLY					
Course	_____	Application Received	_____	18 y/o at start of course	_____
Invoiced	_____	Liability Release Received	_____	Copy of Photo ID	_____
Credit	_____	Media Release Received	_____	Copy of Diploma/GED	_____
Paid Personal Agency	_____	Registered	_____	Copy of BLS CPR	_____
Payment Type	_____	Confirm to Student	_____	Copy of Immunizations	_____
Check/Transaction #	_____			Medical Insurance	_____
<p style="text-align: center;">This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to:            Washington Workforce Training &amp; Education Coordinating Board, 128 10th Ave SW, PO Box 43105, Olympia, WA 98504-3104, Web: wtb.wa.gov,            Phone: (360) 753-5662, Email: wtecb@wtb.wa.gov</p>					

**NOTICE - This form must accompany all registrations**

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement and/or training contract and a facsimile thereof or a second signed copy must be provided to the enrollee by the school together with his/her copy of that contract/agreement.

**REFUND & CANCELLATION POLICY  
CANCELLATION OF ENROLLMENT**

If you have not started training, you may cancel your enrollment with PTC by submitting a written notice of cancellation to the address shown on the enrollment agreement no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract, or the written notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

PTC's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees, such as NSF fees and/or interest charges are non-refundable.

**OFFICIAL DATE OF TERMINATION**

- The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:
- When PTC receives notice of the student's cancellation of enrollment, or his/her intent to withdraw from class.
- When the student is terminated for a violation of a published school policy which provides for termination.
- When the student, without notice to PTC, fails to attend classes for 14 calendar days.

**REFUND BEFORE ENTERING CLASS**

1. You will receive a full refund of all monies paid if your enrollment is not accepted by PTC.
2. You will receive a full refund of all monies paid if you cancel your enrollment with PTC by submitting a written notice of cancellation no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract. The written notice may be personally or otherwise delivered to the school within that time.
3. After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to: 10 percent of the total tuition cost, or \$100, whichever is less. Registration fee refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system

**REFUND AFTER ENTERING CLASS**

1. If a student terminates during the first week or up to 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of the tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
2. If a student terminates after the first week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 25 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
3. If a student terminates after completion of 25 percent but prior to completion of 50 percent of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
4. If a student terminates after completion of 50 percent or more of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
5. If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

**TERMINATION BY THE SCHOOL**

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is unruly, vulgar, or obscene, under the influence of alcohol or drugs, or does not make timely tuition payment(s), is subject to immediate termination. PTC reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all monies paid. The terminated student may follow the Grievance Policy Procedures.

**GRIEVANCE PROCEDURES**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
  2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
  3. Date of complaint letter and signature of the student
  4. Three dates\*\* in which the student would be available for a meeting with the school director.
- \*\*These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

**ACKNOWLEDGEMENT OF COMPLAINT PROCESS BY STUDENT**

1. The school has explained the grievance/complaint process to me.
2. I know I should first try to resolve a complaint with my instructor or school administrator.
3. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp).
4. I understand that I have 180 days to file a complaint from my last date of attendance.
5. I further understand that in the event of a school closure, I have 60 days to file a complaint.
6. I also understand that complaints are public records.
7. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at [http://wtb.wa.gov/PCS\\_Complaints.asp](http://wtb.wa.gov/PCS_Complaints.asp)

**ACKNOWLEDGMENT BY STUDENT**

I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.

I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.

I understand that the enrollment contract I enter into shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

Student Signature:

**IMAGE/MEDIA CONSENT AND RELEASE**

This is a request for consent to record your image and/or video presence for use in PTC's marketing materials including PTC's website, videos, catalogs, brochures, flyers, electronic communications, etc.

REMEMBER inclusion of your image, video presence or details is voluntary and you should not complete this consent and release form if you do not freely agree to the terms.

I do hereby grant PTC the right to use, publish and reproduce, for all purposes, my image and/or video presence in promotional and/or educational materials. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s).

I authorize the use of these materials indefinitely without compensation to me. I understand that all negatives, positives, prints, digital reproductions and video and audio recordings shall be the property of PTC.

I give this consent voluntarily.

I understand that by signing below, I am acknowledging that I have read and understand this consent and release form, and have been given a copy to retain for my records.

Student Signature:

**OFFICE USE ONLY**

**ACKNOWLEDGMENT BY SCHOOL**

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

PTC Representative Signature: