ENROLLMENT AGREEMENT

COMBINATION WELDING PROGRAM

# T and L Welding Academy

5893 Raytown Road, Suite 101

Raytown, MO 64133

 816-710-3252 (office)

816-710-3253 (fax)

[www.tandlweldingacademy.com](http://www.tandlweldingacademy.com)

info@tandlweldingacademy.com

Student Name:

 Telephone (home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION:**

**Program:** Combination Welding **Start Date:** January 2nd -February 3rd, 2023

**Program Length:** 200 – (**clock hours) runs 10 weeks**

**TUITION:**

Tuition: $4000

Registration Fee $500

Books $200

PPE & Tool Kit $500

Liability Insurance $300

Total Program Costs $5500

PPE & Tool Kit- PPE- includes a shirt, safety glasses, and welding kit; - a welding kit includes.

Note: Steel toe boots are required and must be purchased by the student from an outside source, T and L does not provide steel toe boots.

**The registration fee must accompany the enrollment agreement to secure a space in the program**.

**Payment Plan Option**: 1. Pay in full prior to start of class $5000 (which is balance after registration fee)

**Payment Plan Option:**  2: Pay first payment on the first Thursday of the week at the start or end of class in the amount of $2500 and second payment or balance due second Thursday at the start or end of class remaining balance of $2500

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature (if student is under the age of 18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Parent Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

School Official Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Refund Policy***

Our institution has a 3-day cancellation period exclusive of Saturday, Sunday, and holidays for a full refund of all monies paid.

-10% completion 90% refund (minus administrative and supply fees)

-20% completion 80% refund (minus administrative and supply fees)

-30% completion 70% refund (minus administrative and supply fees)

-40% completion 60% refund (minus administrative and supply fees)

-50% completion 50% refund (minus administrative and supple fees)

-60% completion or more NO REFUNDS are given.

***Grievance Policy***

Students must first discuss a grievance on the relevant subject with their instructors or academic officer, as soon as possible. The student might have the duty to use every endeavor to resolve the dispute satisfactorily as the school administration expects that students will also set out with the intention of settling the dispute with respect and following the school rules. Right of Appeal If a complaint is not handled in a satisfactory manner, the student has the right to request the complaint to be referred to the School Grievance Committee consisting of the school’s Chief Academic Officer, and Student Financial Assistance Officer. This committee will meet within 5 calendar days of receipt of the complaint. All discussions and meetings will be documented, and a copy provided to the complainant during the time of the meeting. If there is additional information needed from the complainant, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 7 days stating the steps taken to rectify the problem or information to show that the allegation was not warranted or based on fact. If a student is not satisfied with the answers provided or if not handled in a satisfactory manner, the student has the right to contact the Missouri Department of Higher Education Workforce Development, PO Box 1087, 301 W. High Street, Suite 870 Jefferson City, MO 65101 telephone number (573)751-2361 Email: info@dhewd.mo.gov