



# ENROLLMENT AGREEMENT

## Winter 2018

**Please print neatly** Date: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE ( ) \_\_\_\_\_ SOC. SEC # \_\_\_\_\_ D.O.B. \_\_\_\_\_

EMERGENCY ( ) \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

WORK PHONE ( ) \_\_\_\_\_ Employer \_\_\_\_\_

CELL PHONE ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

Billing Company  Student paying

**Payment Method:** Check  Credit Card  Money Order

Deposit: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Tuition must be paid prior to the first day of class per semester, monthly payment plans available upon request.

### GMCA CRAFT TRAINING (with total clock hours):

- Carpentry (576)  Electrical (576)  HVAC (576)  Insulating (432)  Instrumentation (576)  Ironworking (432)
- IMM (576)  Millwright (720)  Pipefitting (576)  Plumbing (576)  Sheet Metal (576)  Welding\* (432) \*not currently an ACCET approved curriculum

Start Date: \_\_\_\_\_ Projected Graduation Date: \_\_\_\_\_

### CLASS SCHEDULE:

- Monday | 5:30 - 9:30 pm
- Tuesday | 5:30 - 9:30 pm
- Wednesday | 5:30 - 9:30 pm
- Thursday | 5:30 - 9:30 pm

Catalog available upon request or online at [www.gmca.edu](http://www.gmca.edu)

### PRIVACY ACT STATEMENT

The following voluntary information is required for use in apprenticeship statistical reporting, as requested by the Department of Labor, Bureau of Apprenticeship and Training, and may not be otherwise disclosed without the express permission of the person applying. (Privacy Act of 1974-PL.93-579)

#### Race/Ethnic Group:

- Caucasian  Asian/Pacific Island  African American  Vietnamese  Hispanic  American Indian

Sex:  Male  Female

### Education:

High School graduate  yes  no (if no highest grade completed) \_\_\_\_\_ GED:  yes

Veteran (years enlisted) From: \_\_\_\_\_ to \_\_\_\_\_

### PAYMENT POLICY (per semester):

Tuition: \$1400/course-Non ABC member Company \$700/course-ABC Member Company

Book Fee: will vary per trade (\$70.00 - \$265.00)

Lab Fee: will vary per trade (\$25.00 - \$165.00)

Payment Policy: Tuition and book fees are due before the first day of class each semester.

### AGREEMENT:

By signing this document you are verifying that you have read, understood and received a copy of this agreement as well as the GMCA course catalog. You are also in agreement that this is a legal and binding contract.

Student Signature: \_\_\_\_\_ date: \_\_\_\_\_ Enrolled by: \_\_\_\_\_ date: \_\_\_\_\_

Guardian (if under 18): \_\_\_\_\_ date: \_\_\_\_\_ Title: \_\_\_\_\_

Accepted by: \_\_\_\_\_ date: \_\_\_\_\_ Title: \_\_\_\_\_

Refund policy on reverse ►

**LAB FEES:**

**Core:** \$25

**Carpentry 1:** \$130 | **Carpentry 2:** \$165 | **Carpentry 3:** \$25 | **Carpentry 4:** \$25

**Electrical 1:** \$40 | **Electrical 2:** \$25 | **Electrical 3:** \$150 | **Electrical 4:** \$25

**IMM 1:** \$55 | **IMM 2:** \$50 | **IMM 3:** \$25 | **IMM 4:** \$25

**HVAC 1:** \$150 | **HVAC 2:** \$145 | **HVAC 3:** \$80 | **HVAC 4:** \$85

**Pipefitting 1:** \$115 | **Pipefitting 2:** \$85 | **Pipefitting 3:** \$60 | **Pipefitting 4:** \$140

**Plumbing 1:** \$90 | **Plumbing 2:** \$90 | **Plumbing 3:** \$90 | **Plumbing 4:** \$90

**Sheet Metal 1:** \$145 | **Sheet Metal 2:** \$130 | **Sheet Metal 3:** \$105 | **Sheet Metal 4:** \$125

**Welding 1:** 150 | **Welding 2:** \$150 | **Welding 3:** \$150

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**REFUND POLICY:**

Refunds will only be issued upon notification. Credits (if applicable) will be mailed from the GMCA office.

**Note:** All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school (GMCA). Tuition refunds shall be issued 45 days after notification.

Tuition/book refunds will be issued for students who withdraw from the program on the following basis:

Student drops before the first week of class – will receive a 100% refund.

No show students – 100% refund at request.

After the first week and through 50% of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition or the period of training that was not complete.

Students who drop during the first week of class, tuition charges withheld will be 6 percent (6%) of tuition.

After 9 weeks (50%) of the class period financial obligation is completed, the institution may retain the full tuition.

**Placement Assistance:**

Job placement assistance is available up on request. Student must provide resume. Placement is not guaranteed.



# REGISTRATION AND RELEASE FORM



**Important:** Type or print legibly. Any inaccuracies on this form may be reflected on trainee, participant, or instructor transcripts, training and assessment records. All fields are required.

ATS/AAC: \_\_\_\_\_

I am a(n) (check one):  Trainee  Participant  Instructor  Performance Evaluator

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

SS#/NCCER Card#: \_\_\_\_\_ (numbers other than SS# must be obtained from the Registry Department)

Job Title (if applicable)\*: \_\_\_\_\_

Address\*: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\*(Required fields for individuals over 18 years of age, optional fields for individuals under 18 years of age.)*

Company/School Name: \_\_\_\_\_

Address\*: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone\*: \_\_\_\_\_ Fax\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

*\*(optional)*

*I hereby authorize the NCCER registry department to verify information in my training records to Sponsor Representative/Primary Administrator upon request. I release and hold harmless NCCER for this verification process.*

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

Parent/Guardian Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*(Required if individual is under 18 years of age.)*

**Note:** To be entered in NCCER's National Registry, you must complete this Registration and Release form. This form must either be forwarded by your ATS/AAC to NCCER's registry department, or the ATS/AAC may choose to maintain the Registration and Release forms locally and provide the registry with a blanket release form letter. This letter must include the signature of the Sponsor Representative/Primary Administrator or other authorized officer of the ATS/AAC.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transactions, should **NOT** be distributed without properly documented release information from the trainee/participant.

## RELEASE OF RECORDS

The academic performance records (grade reports) of students in attendance at Greater Michigan Construction Academy are protected documents and not available for release to the general public.

The following guidelines have been established concerning the release of those records.

GMCA follows the FERPA Act and will only disclose information to those listed on the registration and release form, unless it is "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless otherwise noted.

Please Release my Records to the following company(s) or person(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the guidelines above. I also understand that I must inform Greater Michigan Construction Academy when employment changes to ensure grades are sent out appropriately.

Student Name (print): \_\_\_\_\_

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

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

Company: \_\_\_\_\_