



This form is to be completed by students registering for an **APT** course. All fields must be completely filled.

**PLEASE TYPE OR PRINT CLEARLY**

**PERSONAL DETAILS (ALL FIELDS REQUIRED)**

Full Legal Name \_\_\_\_\_  
 Other Names Used \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_  
 Social Security # (Last 4 digits) \_\_\_\_\_ APT Student Identification # \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Personal Email Address \_\_\_\_\_  
 Is this a permanent address change?  YES  NO  
 Student Status (Select one)  New Student  Returning Student  Current Student: Section # \_\_\_\_\_ Skip to \*APT Course Enrollment

**EMPLOYMENT DETAILS (REQUIRED FOR NEW AND RETURNING STUDENTS)**

Employer Name \_\_\_\_\_ Job Title \_\_\_\_\_  
 Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Work Email Address \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 Employee ID or NERC ID \_\_\_\_\_ Hire Date \_\_\_\_\_

**COURSE ENROLLMENT AND LIST OF CHARGES**

Single Class  or Program  Program Title (if applicable): \_\_\_\_\_ Total Credits: \_\_\_\_\_ Total Estimated Program Cost: \_\_\_\_\_  

Course #	Course Name	Section #	Tuition	Course Location	Course Dates

**STRF\*** \$ \_\_\_\_\_ + (plus)  $\Rightarrow$  **TUITION TOTAL** \$ \_\_\_\_\_ = **TOTAL DUE UPON ENROLLMENT** \$ \_\_\_\_\_

\*STRF, if applicable, is non-refundable. Refer to the APT Catalog, section "California Student Tuition Recovery Fund" for full information. No Registration Fees are assessed.

**METHOD OF PAYMENT (REQUIRED)**

Payment is required before the start of class. Failure to pay may result in a hold on your academic record and bar enrollment in future courses. If you are receiving any form of tuition assistance, please ensure that you complete any and all required funding source process documentation.

Check  Sponsored Tuition Payment (select one)  
 Money Order  AT&T – Tuition Assistance  CenturyLink  AT&T – HORIZONS  
 Credit Card  AT&T – Reimbursement  Verizon  GI Bill, or VA Funding  
 Cash (Carlsbad Only)  AT&T – CPDP  Other \_\_\_\_\_

**ESTIMATED TOTAL PROGRAM COST**

- Associate of Applied Science in Electric Power Systems: Estimated Program Cost = \$30,150
- Associate of Applied Science in Renewable Energy: Estimated Program Cost = \$29,850
- Associate of Applied Science in Telecommunications Technology: Estimated Program Cost = \$30,200

**STATEMENT OF OBLIGATIONS, STUDENT DECLARATION, ENROLLMENT CONTRACT, AND RIGHT TO CANCEL (REQUIRED)**

I hereby certify that information entered above is correct and complete. I understand that false information will invalidate this enrollment. APT College, LLC., henceforth referred to as "the College," collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, registration, enrollment, and education. The information collected is confidential and will not be disclosed to third parties without my explicit consent, except to meet government, legal, and other regulatory agency requirements. I authorize the College to obtain information concerning any external funding I may be using to pay for tuition and fees. I understand that my tuition covers the cost of the course, textbooks, and lab materials.

By signing this contract, I understand that the transfer of credits earned at the College is at the discretion of the other institution, as fully described in the APT Academic Catalog and Student Handbook. Additionally, Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589, or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

I have been made aware of the College's Cancellation and Refund Policies and that they have been clearly explained to me. To withdraw and cancel enrollment from course(s) listed above, I must contact the school by written request and retain a copy of this contract for my personal records. Students who obtain loans to pay for their educational programs bear the full responsibility to repay the amount of the loan plus interest, less the amount of any refund. My signature below further indicates that I fully intend to enroll in the course(s) listed above and that I understand I have a **Student's Right to Cancel** per the Refund Policy as stated in the Academic Catalog and Student Handbook available at www.aptc.edu. Requests for refund will be honored for 2 years from the latest course end date as listed above, and this Enrollment Contract will terminate at the end of such 2 year period.

Prior to signing this enrollment agreement, I must be given a catalog or brochure and a School Performance Fact Sheet, which I am encouraged to review prior to signing this agreement. These documents contain important policies and performance data for APT. This College is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement. I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, have signed, initialed, and dated the information provided in the School Performance Fact Sheet. \_\_\_\_\_ **initial**

I understand that this enrollment agreement is legally binding once signed by me, the student, and accepted by APT College. I hereby agree to abide by all policies and procedures as outlined in the APT Academic Handbook and Course Catalog. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the cancellation and refund policies of APT College have been clearly explained to me. I understand that electronically typing my name below is considered to be the same legally-binding effect as signing my signature using pen and paper.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

FAX completed and signed Enrollment Form to [888.431.8588](tel:888.431.8588) or EMAIL to [enroll@aptc.edu](mailto:enroll@aptc.edu)

**FOR OFFICIAL USE ONLY**

APT College Official \_\_\_\_\_ Date Processed \_\_\_\_\_





### COURSE ENROLLMENT FORM COMPLETION INSTRUCTIONS

The Course Enrollment Form is a contract between you, the student, and **APT College (APT)** in that you sincerely wish to complete a course with the College. As such, all fields must be completed in full. Incomplete Forms will be rejected and you will have to complete the form again until it is submitted completely and correctly.

#### 1. Personal Details

- Enter your **Full Legal Name** as it appears on your Driver's License or other government-issued identification
- Enter any **Other Names** you have used, including aliases, maiden name, etc.
- Enter your **Date of Birth**
- Enter the last 4 digits of your **Social Security Number**
- Enter your **APT ID#**, if known
- Enter your **Residential Address** (PO Boxes are acceptable), **City, State**, and **Zip Code**
- Enter your **Home Phone Number, Personal Mobile (cell) Phone Number**, and **Personal Email Address**
- Mark your **Student Status**.
- If you are a current student, notate what **section number** you are in and skip to the section entitled APT Course Registration.

#### 2. Employment Details

- Enter your **Employer Name, Employer Address, City, State, and Zip Code**
- Enter your **Work Email Address and Work Phone Number**
- Enter your **Employee ID or NERC ID** if applicable

#### 4. Method of Payment

- Select your **Method of Payment**.
- If your education is being sponsored by your employer, the military, or other sponsoring agency (e.g. Workforce Development), select the tuition assistance method you are using

#### 5. Statement of Obligations, Student Declaration, Enrollment Contract, and Right to Cancel

- Read** the Statement of Obligations, Student Declaration, Enrollment Contract, and Right to Cancel Statement and **initial as indicated**.
- Sign and Date** the Course Enrollment Form

#### 6. Return the completed 1<sup>st</sup> page of this form.

### REFUND AND CANCELLATION POLICY

Students have the right to withdraw from any current or upcoming course.

All students may be eligible for a full refund.

Course Completion %	Request Submission Deadline	Refund %	Example (5-week or 35 days: 4-quarter credit course)
0%	Withdrawal requests submitted on or prior to scheduled class start date or within the "Cooling-Off" Period*	100%	Up to and including Day 1
1-60%	Withdrawal requests submitted after the 1st day of class through 60% of class completion on a pro rata basis	99% - 40%	Day 2 – Day 21      35 days x 10% = 21 (21)
>60%	Withdrawal requests submitted after 60% of class completion are ineligible for a refund of tuition	No refund	Day 22 – Day 35

Students may be administratively dropped from the course if they do not attend the first two resident class sessions without prior arrangement with the College.

**\*STUDENT'S RIGHT TO CANCEL – "Cooling Off" Period** – Students may cancel this Enrollment Agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The period of given instruction is counted on a daily basis beginning on the course start date and concluding on the course end date, regardless of the scheduled class sessions. Each day begins at 12:00am and ends at 11:59pm (Pacific Time zone).

### COURSE DROP AND WITHDRAWAL POLICY

To drop or withdraw from any class, students must submit a written notice to **APT** via email, fax, or letter, "ATTN: Admissions and Records" stating the following information:

- Student's full name
- Date of birth
- APT Student ID Number or last four digits of his or her Social Security Number
- Email address
- Phone number
- Course (section) number from which the student wishes to withdraw
- Reason for withdrawal request (i.e. schedule conflict, personal, unable to obtain funding, etc.)

Once this request is processed, students will receive a Course Withdrawal Letter and refund within 30 days pursuant to the Refund Policy. A grade of "W" will be assessed for students withdrawing from the course after the start of a course or a "WF" if withdrawing after 75% of scheduled course length.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT APT COLLEGE

The transferability of credits earned at APT College is at the complete discretion of the institutions to which students may seek to transfer. Acceptance of degrees or certificates earned through APT's Programs of Study are also at the complete discretion of the institution to which students may seek to transfer. If the credits, degrees, or certificates that students earn at APT College are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of their coursework at that institution. For this reason students should make certain that their attendance at APT College will meet their educational goals. This may include contacting institutions to which students may seek to transfer after attending APT College to determine if their credits, degrees, or certificates will transfer.

### CALIFORNIA STUDENT TUITION RECOVERY FUND

Each student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies: 1) the student is in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of tuition either by cash, guaranteed student loans, or personal loans, and 2) total charges are not paid by any third party payer, such as an employer, government program, or other payer unless the student has a separate agreement to repay the third party. Students are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: 1) the student is not a California resident, or are not enrolled in a residency program, or 2) the student's total charges are paid by a third party, such as an employer, government program, or other payer, and the student has no separate agreement to repay the third party. The STRF fee is non-refundable.

### DISTANCE EDUCATION DISCLOSURES

If your program is not offered in real time, the College shall transmit the first lesson and any materials to you within seven days after the College accepts you for admission. You shall have the right to cancel this agreement before the first lesson and materials are received by you and receive a full refund. Cancellation is effective on the date written notice of cancellation is sent. If the College sent the first lesson and materials before an effective cancellation was received, the College shall make a refund within 30 days after the student's return of the materials. The College shall transmit all lessons and other materials to you after you have fully paid for the educational program and—after receiving the first lesson and initial materials—delivered to the College a written request of the remaining materials. If the College transmits the remaining materials to you, the College shall be obligated to provide other education serviced it agreed to provided, such as responses to your inquiries, student/instructor interaction, and evaluation of lessons submitted by you, but shall not be obligated to pay any refund after all lessons and materials are transmitted.