

Elite Pipe Welding Academy, LLC  
 7119 Village Way  
 Houston, TX 77087  
 9740 Near Drive (mailing)  
 Cincinnati, Ohio 45246  
 (713) 640.1794

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 DAY CLASS \_\_\_\_\_ NIGHT CLASS \_\_\_\_\_  
 Webpage: <http://www.elitepipeweldingacademy.com/>  
 Facebook: [www.facebook.com/Elite-Welding-Academy-163782896980714](http://www.facebook.com/Elite-Welding-Academy-163782896980714)

**Structural and Pipe Welding Program Enrollment Agreement** Please print

Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Jacket Size \_\_\_\_\_ Glove size \_\_\_\_\_

Did you complete High School or receive a G.E.D.? \_\_\_\_\_ Year \_\_\_\_\_

**Structural and Pipe Welding Program is 1000 hours**

**Day classes 26 Weeks**

**Class times: Monday-Thursday 7:30-4:30**

**\*Friday: 7:30-2:00**

**\*There is some variation in times. Check the schedule in the catalog for daily times.**

**Night Classes 44 weeks**

**Class times: Monday-Thursday 4:30-10:30\***

**Tuition and Fees: A registration fee of \$100 is required to apply for enrollment in the Elite Welding Academy program. This registration fee is due prior to the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.**

Payment of all tuition and fees for students are payable by installments as follows:

**Registration Fee \$100.00**

Term	Tuition	Books/Supplies	Tools	Total
1 (250 hrs.)	\$3175	\$569.00	\$697.00	\$4441.00
2 (250 hrs.)	\$3175	\$545.00	\$0.00	\$3720.00
3 (250 hrs.)	\$3175	\$404.00	\$435.00	\$4014.00
4 (250 hrs.)	\$3175	\$380.00	\$0.00	\$3555.00

Subtotal: \$15,730.00

Tuition including registration fee ..... **\$15,830.00**

No interest is charged by the school

Any (out of pocket) payments are payable by term installments as follows:

- Term 1 payment due On or before the first day of class
- Term 2 payment due On or before the first day of week 7
- Term 3 payment due On or before the first day of week 14
- Term 4 payment due On or before the first day of week 20

Costs will not be altered for the program once a student has enrolled in the program. Program costs could be changed for the next program date.

**ACCEPTABLE METHODS OF PAYMENT:**

Cash Check TWC Money Order Credit/Debit Card via PAYPAL\* VA

\*PayPal % fee EWA/EPWA/EWASP **does not** receive or collect any funds, fees, or profits for processing

### **Texas Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain \$100 registration fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### **Texas Refund Policy**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.ge 2 of 4
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

---

<sup>1</sup>Form PS-1040R provides the precise calculation.

## **8. Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## **FTC Compliance**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

## **Complaint or Grievance Procedure:**

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Director of the school. If the problem or complaint has not been resolved to his/her satisfaction by the school, the student may direct any problem or complaint by accessing the Texas Workforce Commission, Career Schools and College website at <http://csc.twc.state.tx.us> and/or ACCET Chair, Complaint Review Committee, 1722 N. Street, NW, Washington, D.C. 20036 Phone: 202.955.1113

**Liability Release** While visiting or attending classes at Elite Pipe Welding Academy, I agree that Elite Pipe Welding Academy is to be held absolutely free from all claims for injury that may be sustained by my person while I am on their premises.

I acknowledge that I have received a copy the catalog and a copy of this agreement and agree with the school policies and procedures as stated. By signing below, you agree that this becomes a legal and binding agreement.

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

School Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Elite Pipe Welding Academy, LLC does not discriminate on the basis of sex, race, ethnic origin or religion**

**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.**

Elite Pipe Welding Academy, LLC does not discriminate on the basis of sex, race, ethnic origin or religion

**Disclosure Form** If anytime during the admission process you feel that the school's administration official is misrepresenting the school, please feel free to contact the School Director. If you're still not satisfied, please contact the Texas Workforce Commission, Career Schools and Colleges, Austin, TX

Elite Pipe Welding Academy, LLC, is approved and regulated by the Texas Workforce Commission Career Schools and Colleges.

**1. Enrollment Agreement (Catalog given on first day of class or can be located at [ww.elitepipeweldingacademy.com](http://ww.elitepipeweldingacademy.com))**

I have read and received a copy of the Elite Pipe Welding Academy, LLC enrollment agreement, cancellation policies, refund policies and grievance procedures.

\_\_\_\_\_ **Student's initials**

**2. Written Contract**

I understand that the terms and conditions of the Elite Pipe Welding Academy, LLC enrollment agreement is not subject to amendment or modification by oral agreements. All changes must be in writing and signed by both parties.

\_\_\_\_\_ **Student's Initials**

**3. Placement & Graduation Rates**

I have been informed of the school's placement and graduation rates for the program I am entering (as applicable)

\_\_\_\_\_ **Student's initials**

**4. Employment**

I understand that upon successful completion of my training program, this school will provide some placement assistance. However, I understand that the Elite Pipe Welding Academy, LLC, does not guarantee any graduate a job. I have not been guaranteed employment or been guaranteed to earn a specific salary range upon graduation.

\_\_\_\_\_ **Student's Initials**

**5. Transferability of Credits**

I understand that the transferability of credits to another institution is determined exclusively by the receiving institution. No person can imply or guarantee that my clock hours will be transferable. \_\_\_\_\_ **Student's Initials**

**6. Passing & Paying each Term**

I understand that I must pass the NCCER modules and the end of term welding test before moving to the next term and that I will not be able to start the next term until it is paid in full. No Elite Pipe Welding Academy, LLC graduation certificate will be presented to anyone who has not passed all required NCCER modules, passed the end of term weld tests and paid for the program in full. \_\_\_\_\_ **Student's Initials**

**7. Grievance Procedure**

I understand the grievance procedure listed on the enrollment agreement and my right to contact the State Board at the address and phone number listed above \_\_\_\_\_ **Student's Initials**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Representative** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Student must receive a copy of this form and a copy must be kept in student's file.

PSR 0017 (Revised 12/07) (07/14) (10/14)(8/16)(6/18)