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**Central Texas Police Academy (TPA100)  
Participant Enrollment Agreement  
Participants Hired or Employed by a Department/Agency**

Participant Full Name:

Date of Birth:

Last 4 Digits of SSN or National ID Number:

Address:

City:

State/Province:

Zip:

Email Address:

**Cost Information**

Non-Refundable Fee(s)

- Application Fee \$75.00

Course Tuition

- Tuition \$2,500.00

Tuition includes:

- Cadet uniform (4 shirts, 3 PT shirts, 1 name tag, and 1 hat)
- Textbooks
- Ammunition

Expenses not included in course tuition (these expenses are not paid to TEEX):

- Lodging
- Classroom supplies (refer to course catalog)
- Required clothing/attire (refer to course catalog)

## **Class Schedule**

The Central Texas Police Academy (TPA100) is a twenty-week (800-hour) face-to-face course. Classes generally run from 7:30 a.m.–5:00 p.m. Monday through Friday, but there are times when the class schedules vary, including some nighttime training events. A class schedule is provided at the start of the academy and is subject to change.

## **Payment**

Payment of the application fee is due at the time of submitting the registration packet for the course. The full tuition is due at the time of acceptance into the program.

## **Methods of Payment**

TEEX accepts payment by check, credit card, or purchase order. Participants receiving funding through Veterans Affairs (VA) (for approved programs see [teex.org/va](https://teex.org/va)) should contact the TEEX Veterans Services Department at [veteranservices@teex.tamu.edu](mailto:veteranservices@teex.tamu.edu) to discuss the payment process. Participants using third-party education loans should contact TEEX at [fundinginfo@teex.tamu.edu](mailto:fundinginfo@teex.tamu.edu) to discuss the payment process. Both third-party education loans and VA benefits require a minimum number of days to process.

## **Career Services**

The TEEX Career Services Department ([careerservices@teex.tamu.edu](mailto:careerservices@teex.tamu.edu)) provides classes in job interview techniques and résumé writing at no additional cost to participants in good standing. TEEX does not guarantee employment in a particular job or a specific salary range upon program graduation.

## **Cancellation and Refund Policy**

### *Dual Enrollment Participants*

Participants enrolled in eligible TEEX vocational programs through a college (a complete list is available at <https://teex.org/resources/earn-college-credit/>) will follow the refund policy as determined by the college. All participants will pay a \$75 non-refundable application fee.

### *Third-Party Funding*

Refunds for participants utilizing third-party education loans or veterans benefits to pay the course tuition will be routed to the lender or the VA, when applicable.

### *Cancellation*

Participants that cancel prior to the start of the course will be charged a processing fee of \$125; in addition, TEEX will retain the \$75 application fee. If TEEX cancels the course, TEEX will refund the participant all money, including the \$75 application fee. If an applicant is determined to be ineligible for participating in the program or a prospective international participant has his/her visa application denied, TEEX will refund all monies paid by the participant, less the application fee of \$75.

### No Show

Participants that do not show up the first day of class will be charged a processing fee of \$125 in addition to the \$75 application fee. No-showing for a class has a negative impact on the program because the seat in the course cannot be filled. TEEX discourages no-showing for classes so all potential participants can have the benefit of attending class. Participants that are not able to come should contact the program representative as soon as practical to cancel enrollment.

### Transfer

Participants that are unable to attend a course can contact the program representative fourteen calendar days prior to the first day of class and transfer to another class. Participants that transfer less than fourteen calendar days prior to the start date of class will be charged a \$125 processing fee. Participants that transfer will pay the \$75 application fee again and have to complete another enrollment agreement.

### Withdrawal/Dismissal

After the first week and through 50 percent of the program, the refunded amount to participants that withdraw or are dismissed is prorated based on the portion completed, plus TEEX will retain 10 percent of the unused tuition for the period that was not completed, up to a maximum of \$1,000. Participants that withdraw or are dismissed after 50 percent of the program are not eligible for refunds.

Participants who begin the program and withdraw (or are dismissed) prior to 50 percent of program completion are subject to refund amounts based on the last day of attendance and will be issued the refund within forty-five calendar days of the documented date of determination of withdraw or dismissal from the program.

The following table shows the prorated refund amounts:

Week of Program*	Percentage Complete	Percentage Remaining	Unused Tuition	10% Unused Fee	Refund Due
Week 1	5%	95%	\$2,375.00	\$237.50	\$2,137.50
Week 2	10%	90%	\$2,250.00	\$225.00	\$2,025.00
Week 3	15%	85%	\$2,125.00	\$212.50	\$1,912.50
Week 4	20%	80%	\$2,000.00	\$200.00	\$1,800.00
Week 5	25%	75%	\$1,875.00	\$187.50	\$1,687.50
Week 6	30%	70%	\$1,750.00	\$175.00	\$1,575.00
Week 7	35%	65%	\$1,625.00	\$162.50	\$1,462.50
Week 8	40%	60%	\$1,500.00	\$150.00	\$1,350.00
Week 9	45%	55%	\$1,375.00	\$137.50	\$1,237.50
Week 10	50%	50%	\$1,250.00	\$125.00	\$1,125.00
Weeks 11–20	No longer eligible for refund				

\* By attending any portion of the week, you are considered attending the week and the refund will be calculated based on the following week. For example, if you attend Monday of week 2 only, your refund will be calculated based on week 3.

## Buyer's Right to Cancel

The participant has the right to cancel the initial enrollment agreement prior to the course start date. If notice of the right to cancel is not given to the participant at the time the enrollment agreement is signed, then the participant has the right to cancel the agreement at any time and receive a refund of all monies paid to date within forty-five days of cancellation.

The participant cancellation must be in writing and given to the appropriate TEEX representative. TEEX shall confirm the cancellation via email within fifteen calendar days of participant cancellation. Participants that cancel will not be refunded the \$75 application fee and will pay a \$125 processing fee. If TEEX cancels or discontinues a course, the participant shall be entitled to receive a full refund of fees and/or tuition paid to TEEX.

All participant refunds will be made within forty-five calendar days after the date of notice or cancellation that TEEX determines the participant has officially withdrawn from the program. Refer to the Cancellation and Refund Policy within this document for more details.

## Consent

Once completed and signed by both parties, this enrollment agreement is a legal and binding contract between TEEX and the participant.

**I affirm that I received and read the TEEX Participant Handbook, and the Central Texas Police Academy and Additional Information sections of the TEEX Vocational Course Catalog.**

My signature below certifies that I have read, understood all aspects of this agreement, and agreed to my rights and responsibilities, and that the cancellation and refund policies have been clearly explained to me. It also affirms that I have received an exact copy of this agreement.

Participant Signature

Date

TEEX Representative Signature

Date

***To be completed by TEEX***

Participant Start Date:

Participant Graduation Date:

Sequence Number Assigned: