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Tower Technician Level One (CEL100) Participant Enrollment Agreement

Instructions

Please download this document and complete it using Adobe Reader prior to submitting to TEEK.

Participant Information

Participant Full Name:

Date of Birth:

Last 4 Digits of SSN or National ID Number:

Street Address:

City:

State/Province:

Zip:

Email Address:

Are you seeking funding through Veteran's (VA) Benefits or TEEK affiliated third-party funding (e.g., Sallie Mae or Meritize)? If so, please let us know which source you are pursuing and if you have been approved.

Cost Information

Non-Refundable Fee(s)

- Application Fee \$75.00

Course Tuition

- Tuition \$6,500.00

Course tuition includes:

- Textbook
- Use of Personal Protective Equipment (PPE) and climbing equipment during course

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

- Lodging
- Boots or climbing shoes
- Classroom supplies (refer to course catalog)

Class Schedule

Tower Technician Level One (CEL100) is an eleven-day (88-hour) face-to-face course. Classes generally run from 8:00 a.m.–5:00 p.m. for 11 days. A class schedule is provided at the start of the course and is subject to change.

Payment

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

Methods of Payment

TEEX accepts tuition payment by wire transfer, credit card, or purchase order. Application fees can only be paid by credit or debit card or eCheck. Participants receiving funding through Veterans Affairs (VA) (for approved programs see teex.org/va) should contact the TEEX Veterans Services Department at veteranservices@teex.tamu.edu to discuss the payment process. Participants using third-party education loans should contact TEEX at 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) 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.

Job Placement

A Project Specialist will be contacting you and/or your future employer after graduation to verify your employment status. This will help TEEX identify employment trends, determine areas of improvement for our vocational programs, and pursue Department of Education accreditation.

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 to TEEX and pay tuition to the associated college.

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 to participate 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 attend 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 prior to the first day of class and transfer to another class. Participants that transfer will pay the \$75 application fee again and have to complete another enrollment agreement.

Withdrawal/Dismissal

After the first hour 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.

To determine the prorated refund amount, the following formula is used:

$$\$6,500 - (\text{Hours Attended} \times \$73.86) = \text{Unearned Tuition}$$

$$\text{Unearned Tuition} \times 10\% = 10\% \text{ Unearned Fee}$$

$$\text{Unearned Tuition} - 10\% \text{ Unearned Fee} = \text{Refund Due}$$

For example, if a participant attends the first 40 hours of the program before withdrawing, their refund would be calculated as follows:

$40 \text{ hours} \times \$73.86 = \$2,954.40$ (Amount of tuition based on hours attended)

$\$6,500 - \$2,954.40 = \$3,545.60$ (Amount of unearned tuition for hours that were not completed)

$\$3,545.60 \times 10\% = \354.56 (10% unearned tuition fee)

$\$3,545.60 - \$354.56 = \$3,191.04$ (Refund due to participant)*

*Please note that there could be slight differences in the amount refunded by TEEX based on rounding.

Participants who attend at least 45 hours of the course are no longer eligible for a refund.

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.

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.

Affirmation

I affirm that I received and read the [TEEX Participant Handbook](#) and the [TEEX Vocational Course Catalog](#).

Consent

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

My signature below certifies that:

- I have read and understand all aspects of this agreement;
- I agree to my rights and responsibilities; and
- The cancellation and refund policies have been clearly explained to me.

My signature also affirms that I have received an exact copy of this agreement.

Participant Signature

Date

Parent/Guardian Signature (if applicant is under 18)

Date

TEEX Representative Signature

Title

Date

To be completed by TEEX

Participant Start Date:

Participant Graduation Date:

Sequence Number Assigned: