



Educational Correspondence Training School

3520 West 26th Street, Erie, PA 16506
(814) 833-1911 Fax (814) 833 - 9341 Toll Free (866) 833-1911
www.ectschool.com

Certificate Course Registration

Last Name		First Name	M I	Home Phone	Work Phone
Address		City		State	Zip Code
Course # 1 Code	Course Title				Total Tuition
Course # 2 Code	Course Title				Total Tuition
Course #3 Code	Course Title				Total Tuition
					Total Tuition

Please enroll me for the above courses.

My check is enclosed.

Credit Card Authorization (please check appropriate box)

Please charge the tuition of \$ _____ to my credit card..

Which card are you using? MC VISA AMEX Discover

Name (as it appears on the card) _____ Exp. Date ___/___/___

Credit card number _____ Exp. Date ___/___/___

Signature for credit card only

Date

I hereby apply for the course(s) identified above, and I have read and understand the refund policy identified on the back of this registration form, and acknowledge that I have received and read the ECTS academic catalog.

Signature (required)

Date

For office use only

Date received _____

Course material sent _____ Int _____ Check # _____ Amount _____

WITHDRAWAL AND REFUND POLICY

Educational Correspondence Training School charges tuition and fees for each Course of Study. All withdrawn or terminated students that have a tuition obligation to the school will be processed in accordance with the Pennsylvania Department of Education, State Board of Private Licensed School, 22 Pa Code, "73.132 - 73.137 in the following manner: The school shall pay any refund due within 30 days after the date of withdrawal if the student officially withdraws or is dismissed. Written notification of withdrawal is not a required condition for making refunds

Refunds will be made on the following schedules:

Cancellation Period - A student canceling after the 7th calendar day following the date of enrollment (date which the student signed the enrollment agreement) but prior to receipt by the school of the first completed home study lesson, all monies paid to the school shall be refunded.

After the Cancellation Period - After the cancellation period had passed, but before you have submitted any lessons to the school for correction, you will be charged a "registration fee" of 15% of the total course tuition or \$150.00, which ever is less.

After Submission of First Lesson - If a student enrolls and withdraws or is discontinued after submission of the first completed lesson, but prior to the completion of the course, minimum refunds will be calculated as follows:

- Students will be assessed the "registration fee" as explained above in the "After the Cancellation Period" paragraph and then
- Up to and including completion of the first 10% of the course, you are obligated for 10% of the total tuition
- Beyond completion of 10% of the course and up to and including completion of 25% of the course, you are obligated for 25% of the total tuition.
- Beyond completion of 25% of the course and up to and including completion of 50% of the course, you are obligated for 50% of the total tuition
- Beyond completion of 50% of the course, you are obligated for the full tuition.

The percentage of the course completed is determined by comparing the number of completed lessons received for correction services by the school to the total number of lessons in the course. If the student has paid for the course using Master Card or Visa, cash refunds are not available. The school will credit the appropriate Master Card or Visa account.

DATE OF DETERMINATION

The date of determination of termination, for refund purposes, will be the date that the Educational Correspondence Training School receives the request of cancellation or withdrawal from the course. Withdrawals and cancellations do not need to be in writing. The date of determination may also be the date which the student is terminated, in writing, by the Educational Correspondence Training School.

TERMINATIONS

Termination of a student by the Educational Correspondence Training School may occur for any of the following reasons:

- ! It is found that another person is completing the students lessons.
- ! The student has failed to make tuition payments if the tuition installment payment option has been elected.
- ! The student fails to maintain academic progress as described in the Academic Progress section of the school catalog.

All refunds will be made within thirty days (30 days) of the students last day of enrollment or from the date of termination.