



North America Technical Institute

www.nati.edu

Phone 833-228-1010 | Fax.: 703-940-5693

info@nati.edu

Student Enrollment Agreement

This agreement is entered into between North America Technical Institute (NATI), LLC (hereinafter referred to as school) located at 207 East Holly Avenue, Suite #112 Sterling, VA 20164 and the student named below (hereinafter

referred to as student):

Student: _____

Social Security Number/Driver License #/Passport #: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone Number: _____

E-Mail: _____

Program Name: _____

Credential awarded: certificate

Clock Hours: _____ Start Date: _____ Enrollment Period: _____

Cancellation "by date" in order to receive full refund: _____

Cost

Tuition: _____

List cost item applies and print the total charge below.

Registration fee, technology fee, equipment charges, supplies, textbooks and instructional materials, uniforms, testing:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____
\$ _____
\$ _____

Total Charge: _____

There is a one-time non-refundable registration fee of \$50.00 per student, per registration.

Student's Right To Cancel

A student may cancel this Enrollment Agreement without any financial penalty within three business days, excluding the weekends and holidays. The student may also cancel this enrollment agreement at any time prior to the first day of class for which application was made. A written notice and Withdrawal Form must be completed, signed, and dated by the student. The \$50 registration fee will not be refunded. When cancelation requested under these circumstances, NATI will refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or \$50, whichever is less. Later cancellations should follow the NATI's refund policy, printed below and found in the school's catalog. Students may download the Withdrawal Form from our website or obtain a hard copy from the Registrar's Office. Any tuition payment will be refunded to the student within a 30-day period following his or her withdrawal or termination written notice. The refund will be issued in the same manner as it was received by North America Technical Institute (credit card payment, bank wire transaction, cash or check).

Transferability of credit and credentials: North America Technical Institute (NATI) cannot guarantee that clock hours earned at NATI will transfer to another institution. Clock hours earned at another educational institution may not be accepted by NATI. Transfer of clock hours is regulated by the criteria established by the receiving institution. It is the student's responsibility to confirm whether or not transfer of clock hours will be accepted by NATI or another institution of the student's choice.

Experiential Learning Portfolio Procedures approved by the Council for Adult and Experiential Learning (CAEL) are used to allow students through an Experiential Learning Portfolio (ELP) to satisfy NATI's course or program requirements. Clock hours for experiential learning is applied on a course-by-course basis to courses when it appears that learning resulting from experience is comparable to the content of specific courses. Student must meet at least 80% of the course learning objectives. The ELP will be graded Pass or Fail. If a student failed to successfully complete an Experiential Learning Portfolio for a course, the course must be taken at NATI in order to obtain the required clock hours for that course.

Passing scores on industry certifications: while North America Technical Institute (NATI) does not guarantee a passing score on exams for industry certifications, NATI publishes and discloses annual pass rates for first time takers for the last three years. In case these scores are not available, a written explanation will be provided to the applicant.

Refund Policy

A student decides to withdraw must notify the Academic Office in writing. The date a student officially notifies the Institute of the withdrawal and the actual number of clock hours completed by the student are used to determine tuition refund amount. All records, including transcripts, reflect the total hours completed by the student at the time of withdrawal. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Tuition is reduced according to the withdrawal table below. The same reduction amount in tuition is applied in case of student termination from the Institute. Once financial adjustments have been made any overpayment will be refunded to the student within a 30-day period following his or her withdrawal written notice or termination date.

Withdrawal/termination in course/program	Tuition refund amount*
Completed 25% of the required course/program clock hours	75%
Completed more than 25% but less than 50% of the required course or program clock hours	50%
Completed more than 50% but less than 75% of the required course or program clock hours	25%
Completed more than 75% of the required course or program clock hours	No refund will be issued

**Excludes all mandatory fees*

Delayed Payment Policy. North America Technical Institute requires all covered individuals to submit a written request of certification of their enrollment each quarter for which they plan to use their Chapter 31, 33, or 35 entitlement benefits. The Certification Request for Veterans Affairs (VA) Educational Benefits must be submitted no later than the last day to drop and receive a refund for the respective quarter.

Any covered individual will be permitted to attend or participate in a course of education during the period beginning on the date on which the individual provides to North America Technical Institute a Certificate of Eligibility for entitlement to educational assistance under Chapter 31, 33, or 35 (a "certificate of eligibility" can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website, eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to North America Technical Institute.

2. 90 days after the date North America Technical Institute certified tuition and fees following the receipt of the certificate of eligibility.

Due to the delayed disbursement of funding from the VA under Chapter 31, 33, or 35, North America Technical Institute will not assess a late penalty fee, deny access to classes, libraries, or other institutional facilities, or require a covered individual to borrow additional funds because of the individual's inability to meet his or her financial obligations to North America Technical Institute for the VA delay.

North America Technical Institute reserves the right to follow normal collection procedures for any difference between the amount of a covered individual's financial obligation and the amount of the VA education benefit disbursement.

Service member students called to active duty may be withdrawn from NATI with no academic or financial penalty. NATI will refund 100% of the tuition paid by service member students for courses they cannot complete due to service orders. Refunds will be issued after the service member has provided NATI with a copy of their active-duty orders.

Return to Title IV Policy. Return of Title Iv Funds. The law specifies how North America Technical Institute (NATI) must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from NATI's institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges. A student may withdraw from NATI at any time by notifying the Financial Aid office in writing of his/her decision to withdraw. Date of Determination that you are withdrawn will be determined as follows: 1. Official Withdrawal - by the postmark on written notification, the date said notification is delivered to NATI in person or the date of termination by NATI. 2. Unofficial Withdrawal – a. - after 14 consecutive calendar days of absence, on the 15th day the student will be considered withdrawn. b. - failure to return on the approved return date of a Leave of Absence. In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speak to a Financial Aid Administrator prior to withdrawing. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock

hours in the payment period. For example, if the student withdrew at 223 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s). A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, NATI is responsible for returning the portion of the excess equal to the lesser of: 1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or 2. The entire amount of excess funds. A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If the post-withdrawal disbursement is grant only, student permission to disburse is not required. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. The student has the option to choose to have all or part of the funds disbursed. The funds will be disbursed according to the student's preferred option. NATI has 30 days from the date of NATI's determination that the student withdrew to offer the post-withdrawal disbursement of a loan to the student. The student has 14 days from the date NATI sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, NATI will make payment within 30 days of receipt of the student's acceptance of the disbursement. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to NATI's notification. Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full. Unearned Title IV

funds will be returned to the federal student aid programs in the following order: 1. Federal Unsubsidized Direct Loan 2. Federal Subsidized Direct Loan 3. Federal Plus Direct Loan 4. Federal Pell Grant.

Leave of Absence Policy

A written request for leave of absence must be submitted to NATI's Campus Director, along with reason for request, supporting documentation in writing, dated and signed by the student or designee requesting a leave of absence. An approved leave of absence cannot exceed 180 days within a 12-month timeframe. A student whose study is interrupted for more than 180 days must apply for readmission. Students who take a leave of absence from the Institute are subject to the current course/program requirements at the time of readmission. Upon approval, the student is subject to the course/program and all other instructional requirements and regulations in effect at the time of readmission. Students applying for readmission will not pay a readmission fee. During a leave of absence, a student will not be penalized academically, monetarily, marked absent or pay any tuition or fees. Specifically, a student returning from an approved leave of absence will not incur additional charges from the school as a result of the leave, including re-admission fees. The date that the leave of absence was approved should be considered the last date of attendance for refund purposes.

Student Grievance Policy

Grievances, academic and non academic should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than 30 days after the event occurred.

Level 1: if a complaint cannot be resolved informally, the student may file a written grievance following a written response from North America Technical Institute administrative official. The written grievance is filed with the Campus Director and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought. The Campus Director shall provide a written response to the student typically within thirty days of receipt, unless the situation requires additional research or investigation. All discrimination or sexual harassment matters should be brought immediately to the attention of the President.

Level 2: if not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the Institute President within thirty days of receipt of the written decision from the Level 1 official. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1. The President will contact the student upon receipt of the written grievance and will issue a written response typically within thirty days of receipt, unless the situation requires additional research or investigation.

Level 3: if not satisfied with the grievance disposition at Level 2, the student may

file a formal complaint with the State Council for Higher Education in Virginia (SCHEV): <https://schev.edu/index/students-and-parents/resources/student-complaints>. SCHEV's contact information is printed below and on page two in this catalog.

A student will not be subject to unfair actions as a result of his or her initiation of a complaint proceeding.

NATI adheres fully to Virginia State Approving Agency (SAA) Grievance Policy. SAA is the approving authority of education and training programs for Virginia. SAA office investigates complaints of GI Bill ® beneficiaries. SAA Grievance Policy states, "while most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov."

GI Bill® is a registered trademark of the U.S Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."

North America Technical Institute is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). Address: 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219. Phone: 804-225-2600. North America Technical Institute is accredited by the Middle States Accreditation (MSA).

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By signing below, I certify that I have been provided access to the school's electronic or print catalog, bulletin, or brochure. I understand that this is a legally binding agreement. My signature below certifies that I have read, understood and agreed with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.

Student's Name: _____

Signature: _____

Date: _____

North America Technical Institute's Representative, Name and Signature

_____. For North America Technical Institute,
LLC.

Date: _____