

ASM Enrollment Agreement -- Must be signed on/ before 1st class date

Student Information

Date _____

Student Name _____ Social Security # _____

Mailing Address _____ Home Phone _____

City, State, Zip _____ Work Phone _____

Company Name* _____ Cell Phone _____

Company Address* _____ Fax # _____

Company City, State, Zip* _____ E-mail (Personal) _____

Date of Hire* _____ E-mail (Work) _____

Job Title* _____ How did you hear about us? _____

Are you a veteran or other eligible veteran dependant? _____

**Note: ASM Educational Center, Inc. is required by Maryland Higher Education Commission (MHEC) and the Department of Labor, Licensing and Regulation (DLLR), to report the employment status of each enrolled student.*

Program Information

Program Title	Clock Hrs/ Total Hrs Per Week	# Weeks	Start\End Dates	Scheduled Days and Times	Tuition Cost
CCNA is 48 hours - 6 weeks at 8 hours per week sessions/ CCNP is 160 hours – 10 weeks at 16 hours per week sessions					
Total					

1. Cost of books/course material is included in tuition cost.
2. Prometric or VUE certification test fees are not included in the tuition cost. Test vouchers are available upon request.
3. ASM Educational Center charges no additional registration or application fees.
4. Students must settle all unpaid balances with ASM Educational Center in order to receive transcript information.

GRADUATION REQUIREMENTS

Upon successful graduation from the above referenced program(s), students will receive a certificate of achievement. Successful graduation requires that students:

- a. Achieve a passing grade (requires 70% or better grade for entire program)
- b. Achieve an 80% or better attendance rate for the program(s)
- c. Be current with ASM Educational Center on any outstanding balances

Payment Method *(Fill in section below if payment has not been received)*

Cash _____ Check _____ Loan _____ Credit Card _____ Purchase Order _____ (check one)

Check/Money Order Number _____ Purchase Order Number _____ Scholarship: Yes/ No (Circle One)

Credit Card Type: VISA MasterCard American Express Discover (circle one)

Credit Card Number _____ Expiration Date _____ (MM/YY)

Name on Card _____

I, _____, authorize ASM Educational Center to charge my credit card in the amount of \$ _____.

Signature _____ Date _____

Policies and Procedures

Terms and Conditions

- All tuition and/or fees must be paid-in full seven (7) calendar days prior to the start date of your program. A refundable \$1000.00 deposit is required to reserve a seat in the program (deposit is applied toward the tuition cost of the program).
 - All personal checks for tuition and/or fees must be clear seven (7) calendar days prior to the start of your program.
 - All purchase orders must be received by ASM Educational Center at least seven (7) calendar days prior to the start of your program. ASM Educational Center must receive full payment on purchase orders within 60 days from the start of your program. Any unpaid balance after this period becomes the responsibility of the student.
 - Students may withdraw from a program and receive a full tuition refund a) within seven (7) calendar days from the date of registration for the program or b) anytime prior to the first date of class. Students are required to notify the Center's Director of their intentions to withdraw in writing.
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Job Placement Assistance Waiver

- By signing below, I acknowledge that I do **NOT** have a need for job placement assistance from ASM Educational Center, Inc.

Signature _____

Date _____

Print Name _____

Refund Policy

- 1) If ASM Educational Center cancels or discontinues a program for any reason, ASM shall refund to any currently enrolled student any monies paid by the student for tuition and fees. Any books purchased by students from ASM Educational Center for use in the program should be returned for a full refund.
- 2) If any student chooses not to enroll in or withdraw from any program a) within seven (7) days after the date of registration for the program, or b) prior to the first day of classes for the program, ASM Educational Center will provide a full refund of any tuition and fees paid
- 3) If a student withdraws from any course or program for any reason after the first day of class, tuition refunds shall be pro-rated based on the full tuition price (contract price) for the program. No refunds shall be issued for any books, supplies, or materials purchased through ASM Educational Center for use in the program. All pro-rated refunds shall be calculated from the student's Date of Withdrawal using the Refund Calculation table, shown below. The Date of Withdrawal is defined as the date written and signed statement has been received by ASM Educational Center, Inc. from student of their intention to withdraw.
- 4) In case of Leave of Absence, if a student fails to return to training by the end of the leave of absence period, the refund due to student shall be based on the signed Date of Withdrawal notification statement and refund will be paid 60 days after the scheduled last day of the leave of absence.

Proportion of total program taught by Date of Withdrawal	Tuition Refund
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to 50%	20% Refund
More than 50%	NO REFUND

PLEASE NOTE: In order for this enrollment contract to be binding, the contract must be signed by the applicant (or applicant's legal guardian, if applicant is a minor) and a school official. The enrollment contract may be extended or modified only with the written consent of all parties. Please keep a copy of this agreement for your records.

I have read and understand the Terms and Conditions outlined in the ASM Enrollment Agreement and by signing below I acknowledge that I accept these terms and conditions.

Student (or guardian) Signature _____

Date _____

ASM Official _____

Date _____

Disclaimer: ASM Education Center makes no representation whatsoever, regarding the success of students in finding job placement or salary expectations upon placement.