

**The Enzweiler Building Institute (“EBI”)
at the Building Industry Association of Northern Kentucky (“BIA-NKY”)**

2019-20 New Student Registration Form and Contract

2751 Circleport Drive, Erlanger, KY 41018 * Tel. (859) 331-9500 * E-mail: Admissions@buildersnky.com

Full Legal Name _____ Date _____

Address _____ City _____

State _____ Zip _____ E-mail _____

Social Security No. _____ Date of Birth _____

Home Phone No. _____ Cell No. _____

High School Attended _____ Graduation or GED Date _____

Emergency Contact _____ Telephone _____

Employer _____ Telephone _____

I am registering for the following program of study (please circle intended program):

Carpentry (circle one): Rough (“Year 1”) or Finish (“Year 2”)

Electric Facilities Maintenance HVAC Plumbing Welding

One-Time Registration Fee, Due Immediately with New-Student Registration Form: \$50.00 (non-refundable)

- Please note your new student registration will not be processed until payment of \$50.00 is received.

2019-20 TUITION

Standard Annual Tuition	Total: \$2,325.00	Due on or before August 30, 2019
Save \$200! Early Payment Discount	Total: \$2,125.00	All tuition & fees must be paid by July 31, 2019
Payment Plan Option	Total: \$2,425.00	50% (\$1,212.50) due on or before August 30, 2019 50% (\$1,212.50) due on or before October 31, 2019
Late Fees	2% monthly interest	Assessed on all remaining balances after October 31

- Note:** After November 30, 2019, students with remaining balances are subject to dismissal for non-payment

2019-20 COURSE FEES

Carpentry materials fees	Total: \$200.00	Due with tuition
HVAC materials fees	Total: \$100.00	Due with tuition
Plumbing materials fees	Total: \$100.00	Due with tuition
Welding materials fees	Total: \$250.00	Due with tuition

- Note:** Students are responsible to purchase their own textbooks. A list of required texts will be sent to the student prior to the first day of classes. Purchasing textbooks is an important expectation for each course, and students will be held responsible for all content covered in class.

Registration Agreement:

_____(Initial here) I understand that by submitting this form and the non-refundable registration payment of \$50.00, I am requesting registration in my selected program of study. I understand that I will be admitted to the Enzweiler Building Institute ("EBI") for the 2019-20 school year without further correspondence from the school.

_____(Initial here) I understand that New Student Orientation is mandatory, and I am required to attend it on Thursday 8/22/19 at 6:00 p.m. at the Building Industry Association ("BIA_NKY"), 2751 Circleport Drive, Erlanger KY 41018.

_____(Initial here) I agree to make all tuition and fee payments by the established deadline.

_____(Initial here) I understand that the registration fee is non-refundable and is due with this registration form.

_____(Initial here) I understand that classes and curriculum are subject to change to reflect the best interest of the class and industry trends. Curriculum or instructor changes will not result in a refund.

_____(Initial here) I understand I am responsible for purchasing the required textbooks. A list of required texts will be sent to me. I understand that purchasing textbooks is an important expectation for each course, and I will be held responsible for all textbook content covered in class.

_____(Initial here) I understand the last day to drop or alter my registration is **August 1, 2019**. This is the course-drop deadline. **All bills are final on the course-drop deadline.**

_____(Initial here) Paid tuition and course fees will be refunded 100% prior to the course-drop deadline of August 1, 2019.

_____(Initial here) **After the course-drop deadline of August 1, 2019, tuition and course fees are non-refundable, and I am 100% responsible for any outstanding balances even if I do not attend classes.**

_____(Initial here) I understand **ALL CANCELLATIONS MUST BE IN WRITING**. ONLY A WRITTEN LETTER OR EMAIL TO THE DIRECTOR OF PROFESSIONAL DEVELOPMENT IS AN ACCEPTABLE FORM OF CANCELLATION. No other form of cancellation will be accepted. All written cancellations are only accepted when received on or before August 1, 2019.

_____(Initial here) **A copy of this completed registration form shall be made available to me at any time upon request.**

Student Full Legal Name: _____

Intended Program: _____

Signature: _____ Date: _____

Continued on next page

PAYMENT INFORMATION:

\$50.00 One-Time Registration Fee is due with the New Student Registration Form. Please select the appropriate option:

____(Initial here) I am attaching a check for \$50 for payment. Check number:_____

Name on check: _____

____(Initial here) I authorize BIA-NKY to charge my credit/debit card for the Registration Fee.

____(Initial here) I understand there is a 2% processing fee charged by the credit card company.

Name on card:_____

Billing Address on card:_____

Card number:_____

Expiration date:_____ 3-digit security code:_____

For staff use only: Student paid registration fee by **cash**. Cash was received and receipt provided:

Signature of Staff: _____ Date:_____

Tuition and Fees: Please select the appropriate option:

____(Initial here) I will be paying all remaining tuition and fees according to the schedule and amounts outlined on Page 1 of this application. The BIA-NKY accepts cash, checks or credit cards.

____(Initial here) My employer will be paying all remaining tuition and fees. I authorize the BIA-NKY to discuss my registration, grades and attendance with my employer.

____(Initial here) I understand if my employer does not pay my remaining tuition and fees or if I change employers, I will be responsible for the full amount.

Name of employer:_____

Contact name and phone:_____

For staff use only: Employer payment for this student was confirmed. _____

Employer is a member of the BIA-NKY and eligible for a member discount. _____

Signature of Staff: _____ Date:_____
