

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

**2020-21 Student Application 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 a (select one):

\_\_\_\_\_ New, First-time Student in the following program: *(Please circle your intended program)* Carpentry-1, Diesel Mechanics, Electric-1, Facilities Maintenance, HVAC-1 (Part-Time Program), HVAC (One-Year Accelerated Program), Masonry, Plumbing-1, Welding-1

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

- Note: You must submit the registration fee or your application will be voided.

\_\_\_\_\_ Continuing Student in the following program: *(Please circle your intended program)* Carpentry 2, Electric 2, Electric 3, Electric 4, HVAC 2, Plumbing 2, Welding 2

**Registration Agreement**

Please carefully read and initial beside each item:

\_\_\_\_\_ **(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 2020-21 school year without further correspondence from the school.

\_\_\_\_\_ **(Initial here)** I understand that the registration fee is non-refundable in all circumstances and is due with this registration form.

\_\_\_\_\_ **(Initial here)** I understand that New Student Orientation is mandatory, and I am required to attend it on Thursday, September 3, 2020 at 6 p.m. at the Building Industry Association (“BIA-NKY”), 2751 Circleport Drive, Erlanger KY 41018.

\_\_\_\_ (Initial here) I understand that tuition and fees are due on August 31, 2020. If I do not make full payment by August 31, 2020, I will automatically be enrolled in the payment plan option at a cost to me of \$100.

\_\_\_\_ (Initial here) I have read and understand the **Withdraw and Refund Policy**:

\_\_\_\_ (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. Cancellations are only accepted when received prior to September 8, 2020 (the first day of the academic year).

\_\_\_\_ (Initial here) I understand that I will receive a 100% refund of all tuition and fees paid, less book fees, if I cancel in writing prior to the first day of the academic year (September 8, 2020).

\_\_\_\_ (Initial here) I understand that if I elect to discontinue the training program in writing after the first night of class but prior to the second night of class, I shall receive a 50% refund of all tuition paid, less book fees and a \$100 termination fee.

\_\_\_\_ (Initial here) I understand if I elect to discontinue the training program in writing within 24 hours of the second night of class, I shall receive a 25% refund of all tuition paid, less book fees and a \$100 termination fee.

\_\_\_\_ (Initial here) I understand that after the second night of class, I will not receive any refund of any kind and will be assessed full tuition and fees for the academic year.

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

**For Students in the Electric Program ONLY:**

\_\_\_\_ (Initial here) I understand that the Electric Program requires four years of attendance at EBI. I understand that successful completion of a provisional Kentucky license after my second year of schooling does not constitute completion of the program. I understand I am required to complete all four years of schooling or my license will be revoked by the Commonwealth of Kentucky.

Student Full Legal Name: \_\_\_\_\_

Intended Program: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_