

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

2022-23 NEW Student Application and Enrollment Agreement

Print and handwrite this form OR complete it as a Word document. Then send it by mail or email to:
2751 Circleport Drive, Erlanger, KY 41018 * Email: Admissions@buildersnky.com
For assistance and additional instructions, call 859.640.4294

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 requesting admission to the following program as a new student (circle intended program):

- | | |
|---|---|
| Carpentry (\$3,260) | Masonry (\$3,210) |
| Diesel Mechanics (\$3,055) | Plumbing (\$3,065) |
| Electric (\$3,110) | Welding (\$3,775) |
| Facilities Maintenance & Remodeling (\$3,080) | |
| HVAC-1 (Part-Time Program) (\$3,275) | HVAC (One-Year Accelerated Program) (\$5,775) |

One-Time Registration Fee, Due with New-Student Application Form: \$50.00

- Note: You must submit the registration fee, or your application will not be processed.

Enrollment Agreement

Please carefully read and indicate your acceptance by initialing each item:

_____ I understand that by submitting this form and the registration payment of \$50.00, I am requesting admission and registration in my selected program of study. I understand that I will be admitted to the Enzweiler Building Institute ("EBI") for the 2022-23 school year without further correspondence from the school. I understand that the registration fee is only refundable within 3 days of receipt by the school. After that, the registration fee is non-refundable.

_____ I understand I must provide proof of my high school graduation/GED prior to the first day of classes (September 6, 2022.) A copy of my diploma or transcript is acceptable.

_____ I understand that the registration fee of \$50 is due with this form, and I will not be admitted until it is paid. (Only incoming, first-year students pay the registration fee. Continuing students do not.)

_____ I understand that New Student Orientation is mandatory, and I am required to attend it on the date specified on the 2022-23 Academic Calendar.

_____ I understand that tuition and fees are due on or before the first day of the 2022-23 Academic Year, September 6, 2022.

Complete & mail: EBI, **2751 Circleport Drive, Erlanger, KY 41018** or email: Admissions@buildersnky.com

____ I understand if I do not make full payment of tuition and fees on or before September 6, 2022, I will automatically be enrolled in the payment plan option at a cost to me of \$100.

____ I understand that payments made by credit/debit cards will be charged a 3% credit card processing fee.

____ I understand all tuition and fees must be paid in full by the end of the first semester (December 14, 2022) or I am subject to monthly late fees and possible dismissal from the program. Should I be dismissed for non-payment, my account will automatically be turned over to a collection agency.

_____ I have read and understand the **Cancellation, Withdraw and Refund Policy:**

_____ 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 6, 2022 (the first day of the academic year).

_____ I understand that I will receive a 100% refund of all tuition and course fees assessed, less the \$50 registration fee, if I cancel in writing more than 3 days after receipt of my application but prior to the first day of the academic year (September 6, 2022).

_____ I understand that if I elect to discontinue (withdraw from) the training program **in writing** after the first or second night of class, I shall receive a 100% refund of all tuition and course fees paid and will be assessed a \$150 termination fee.

_____ I understand that if I elect to discontinue (withdraw from) the training program in writing after the second night of class, I will not receive any refund of any kind and will be assessed full tuition and course fees for the academic year.

_____ I understand that if I fail to attend the first four nights of class without prior and specific approval from the Director of Professional Development, I will be withdrawn from my program of study for non-attendance. All tuition and course fees paid will be returned, and I will be assessed a \$150 termination fee.

_____ I understand that classes and curriculum are subject to change without notice at the discretion of the EBI. Curriculum or instructor changes will not result in a refund.

_____ I understand there is a copy of the complaint and student protection policy from Kentucky Commission for Proprietary Education attached to this application. I further understand the process for addressing complaints is detailed in the EBI Student Handbook. I have the right and responsibility to follow that process should I have a complaint.

_____ **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:

_____ I understand that the Electric Program requires four years of attendance at EBI. I understand that successful completion of a provisional Kentucky license before my fourth 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 may be revoked by the Commonwealth of Kentucky.

Student Full Legal Name: _____

Signature: _____ Date: _____

Office use only: Received by: _____ Date: _____

This page details procedures for filing a complaint with the Kentucky Commission on Proprietary Education (KCPE). It is not part of the application for enrollment at the Enzweiler Building Institute. It is provided for your information.

Procedures for Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

To file a complaint, the form must be mailed to the following address:

Kentucky Commission on Proprietary Education

500 Mero Street, 4th Floor

Frankfort, Kentucky 40601

The form to file a complaint can be found at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: 500 Mero Street, 4th Floor, Frankfort, Ky 40601.