

The Enzweiler Building Institute ("EBI")

**2024-2025 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 \* Email: [Admissions@buildersnky.com](mailto:Admissions@buildersnky.com)

For assistance and additional instructions, call 859.640.4294

**\*This form is appropriate for both the Covington Location and the Erlanger Location\***

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 \_\_\_\_\_

What is your race/ethnicity? \_\_\_\_\_ Gender? \_\_\_\_\_

**Part 1:** I am requesting admission to the following program as a new student at the (circle appropriate location)  
Covington location      Erlanger Location

**Part 2:** I am requesting admission to the following program of study (check intended program):

**2024-25 CARPENTRY TUITION AND FEES FOR ENTERING STUDENTS: \$4,195 per academic year:**

Includes: Tuition (\$2,850), consumable materials (\$900), textbooks (\$195), OSHA-10 certification (\$100), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)  
October 3, 2024: Second Payment Due (1/4 of the balance)  
November 3, 2024: Third Payment Due (1/4 of the balance)  
December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

**2024-25 ELECTRIC-1 TUITION AND FEES FOR ENTERING STUDENTS: \$3,560 per academic year**

Includes: Tuition (\$2,850), consumable materials (\$100), textbooks/code books (\$360), OSHA-10 certification (\$100), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)  
October 3, 2024: Second Payment Due (1/4 of the balance)  
November 3, 2024: Third Payment Due (1/4 of the balance)

Complete & mail: EBI, 2751 Circleport Drive, Erlanger, KY 41018 or email: [Admissions@buildersnky.com](mailto:Admissions@buildersnky.com)

December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

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**2024-25 FACILITIES MAINTENANCE & REMODELING TUITION AND FEES FOR ENTERING STUDENTS: \$3785 per academic year:**

Includes: Tuition (\$2,850), consumable materials (\$500), textbooks (\$185), OSHA-10 certification (\$100), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)

October 3, 2024: Second Payment Due (1/4 of the balance)

November 3, 2024: Third Payment Due (1/4 of the balance)

December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

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**2024-25 HVAC TUITION AND FEES FOR ENTERING STUDENTS: \$3875 per academic year:**

Includes: Tuition (\$2,850), consumable materials (\$400), textbooks/code books (\$310), OSHA-10 certification (\$100), EPA 608 testing (\$65), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)

October 3, 2024: Second Payment Due (1/4 of the balance)

November 3, 2024: Third Payment Due (1/4 of the balance)

December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

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**2024-25 ACCELERATED HVAC TUITION AND FEES FOR ENTERING STUDENTS: \$7125 per academic year:**

Includes: Tuition (\$5,700), consumable materials (\$800), textbooks/code books (\$310), OSHA-10 certification (\$100), EPA 608 testing (\$65), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)

October 3, 2024: Second Payment Due (1/4 of the balance)

November 3, 2024: Third Payment Due (1/4 of the balance)

December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

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**2024-25 MASONRY TUITION AND FEES FOR ENTERING STUDENTS: \$3,890 per academic year:**

Includes: Tuition (\$2,850), consumable materials (\$600), textbooks (\$190), OSHA-10 certification (\$100), CPR training (\$50), and administration fee (\$100)

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Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)  
October 3, 2024: Second Payment Due (1/4 of the balance)  
November 3, 2024: Third Payment Due (1/4 of the balance)  
December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

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**2024-25 PLUMBING TUITION AND FEES FOR ENTERING STUDENTS: \$3685 per academic year:**

Includes: Tuition (\$2,850), consumable materials (\$400), textbooks/code books (\$185), OSHA-10 certification (\$100), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)  
October 3, 2024: Second Payment Due (1/4 of the balance)  
November 3, 2024: Third Payment Due (1/4 of the balance)  
December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

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**2023-24 WELDING TUITION AND FEES FOR ENTERING STUDENTS: \$4,670 per academic year:**

Includes: Tuition (\$2,850), tool kit (\$285), consumable materials (\$1000), gas (\$100), textbook (\$135), OSHA-10 certification (\$100), KY DOT testing (\$50), CPR training (\$50), and administration fee (\$100)

Payment in full is due on or before **September 3, 2024**

Save \$200! Pay in full by 7/18/24! Save \$100! Pay in full by 8/15/24!

**Payment Plan:**

Students may select to pay their tuition in four monthly installments. The school must be notified of the desire to use the payment plan option at the time of admission (prior to the start of class). A payment plan enrollment fee of \$100 will be added to the total tuition amount listed above.

**Installments:**

September 3, 2024: First Payment Due (1/4 of the balance)  
October 3, 2024: Second Payment Due (1/4 of the balance)  
November 3, 2024: Third Payment Due (1/4 of the balance)  
December 3, 2024: Fourth Payment Due (1/4 of the balance)

All tuition and fees must be paid in full by the due date (September 3, 2024, if paying in full or by December 3, 2024, if on the payment plan). Students with unpaid balances after the due date will be suspended from class.

*Note:* Duration of this agreement is One Academic Year (Minimum of 144 contact hours) for the 2024-25 Academic Year

**Part 3: One-Time Application Fee, Due with New-Student Application Form: \$50.00**

\_\_\_\_\_ I understand I must submit the application fee, or my application will not be processed.

**Part 4: Enrollment Agreement:** Please carefully read and indicate your acceptance by initialing each item:

\_\_\_\_\_ I understand that by submitting this form and the application fee 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")

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

for the 2024-25 school year without further correspondence from the school. I understand that the application fee is only refundable within 3 days of receipt by the school. After that, the application fee is non-refundable.

\_\_\_\_\_ I understand I must provide proof of my high school graduation/GED prior to the first day of classes. A copy of my diploma or transcript is acceptable.

\_\_\_\_\_ I understand that the application 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 published on the academic calendar for my location of choice.

\_\_\_\_\_ I understand that tuition and fees are due on or before the first day of the academic year (September 3, 2024).

\_\_\_\_\_ I understand if I do not make full payment of tuition and fees by September 3, 2024, I will automatically be enrolled in the payment plan option at a cost to me of \$100.

\_\_\_\_\_ I understand all tuition and fees must be paid in full by December 3, 2024 or I am subject to possible dismissal from the program. Should I be dismissed for non-payment, my account will automatically be turned over to a collection agency.

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

**Part 5: Cancellation, Withdraw and Refund Policy:** Please carefully read and indicate your acceptance by initialing each item:

\_\_\_\_\_ 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 my start date of the academic year-Covington.

\_\_\_\_\_ 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 my start date.

\_\_\_\_\_ 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.

**Part 6: Student Grievance, Complaint, and Student Protection Policies:** Please carefully read and indicate your acceptance by initialing each item:

\_\_\_\_\_ I understand the student grievance (complaint) policy is as follows:

Students experiencing issues are advised to talk first to their instructor about the issue. If the issue is not resolved, the student should discuss the issue with the Director of Professional Development. If the issue is still not resolved, the student should address the issue to the Executive Vice President of the BIA-NKY. The final source for resolution at the local level is the Board of Directors of the BIA-NKY. If students are unable to resolve their issues at the local level, they may address the issue with the Kentucky Commission for Proprietary Education. The procedures for contacting the Kentucky Commission for Proprietary Education are attached to this application.

\_\_\_\_\_ I further understand the process for addressing complaints is also detailed in the EBI Student Handbook. I have the right and responsibility to follow that process should I have a complaint.

\_\_\_\_\_ I understand there is a copy of the complaint and student protection policy from Kentucky Commission for Proprietary Education attached to this application on the next page.

**Part 7:**

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

\_\_\_\_\_ **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: \_\_\_\_\_

Complete and return to EBI, 2751 Circleport Drive, Erlanger, KY 41018 **OR ADMISSIONS@BUILDERSNKY.COM**

Complete & mail: EBI, 2751 Circleport Drive, Erlanger, KY 41018 or email: [Admissions@buildersnky.com](mailto:Admissions@buildersnky.com)

**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, 4<sup>th</sup> Floor

Frankfort, Kentucky 40601

The form to file a complaint can be found at [www.kcpe.ky.gov](http://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, 4<sup>th</sup> Floor, Frankfort, KY 40601.

Complete & mail: EBI, 2751 Circleport Drive, Erlanger, KY 41018 or email: [Admissions@buildersnky.com](mailto:Admissions@buildersnky.com)

## 2024-25 Enzweiler Building Institute Academic Calendar

Mandatory orientation for new students at 6 p.m. on the following date:

Wednesday, August 28, 2024, for Covington location \* Thursday, August 29, 2024, for Erlanger location

### **Quarter 1**

September 3-October 24

\*No Classes: Fall Break – October 3, 7

### **Quarter 2**

October 28-December 12

\*No Classes: THURSDAY CLASSES ONLY: October 31

\*No Classes: Thanksgiving Break – November 25-28

\*No Classes: Holiday Break – December 16-January 2

### **Quarter 3**

January 6-February 20

\*No Classes: **Monday classes ONLY** – MLK Day – January 20

\*No Classes: Winter Break – February 13, 17

### **Quarter 4**

February 24-April 9

\*Makeup days will be added if needed

**Graduation: Thursday, April 17, 2024**

**Classes meet twice weekly from 6 to 9 p.m. on either Monday-Wednesday or Tuesday-Thursday.**

**Exact course scheduling will be published in by July 1, 2024.**