



MacDonald
Training Center, Inc.

**Short Term Training Programs
Certificate-Based Courses**

5420 W. Cypress Street
Tampa, Florida 33607-1706
EIN: 59-0777827

Main (813) 870-1300
Fax (813) 872-6010
Attn: Admissions

ENROLLMENT AGREEMENT

Student Name: _____

Student Address: _____

Student email address: _____

Student phone: _____

Student SS#: _____

Highest Level of Education Attained _____

Title of Course: _____

Time required (*hours and weeks/months required for completion*): _____

Class Start Date: _____

Anticipated Course Completion Date: _____

Class Schedule (frequency, days of the week, hours): _____

Answers regarding course schedules/hours/dates above to be completed by Administrator

COSTS (as outlined in the current MTC Catalog)

1. Tuition (total length of the program and tuition cost per credit hour, clock hour, term or academic year) _____
2. Fees _____
3. Books and supplies (if not included in tuition cost above)

4. Other costs _____

TERMS OF PAYMENT

MTC is committed to working with each student and family to determine the availability of financial assistance and/or scholarships for those students who qualify. Terms of payment vary depending on funding sources.

- Students referred to MTC by the Florida Division of Vocational Rehabilitation (VR) or other third-party contracting agencies must have their support coordinator(s)/ counselor(s) from the referring agency submit a service authorization to MTC for the specific program. MTC will process the authorization form and invoice the referring agency for payment.
- Clients who are not referred by a third party will sign a private pay agreement, which outlines terms of payment.

MTC strives to assist students in determining their eligibility for private scholarship assistance and flexible payment schedules. (See *MTC Application for Scholarships form.*)

MTC Admissions staff will discuss tuition and fees with each student, including the identification of responsible party and/or availability of third-party payments.

REFUND POLICY

Students or contacting agencies are entitled to a full refund of tuition and fees paid if they withdraw from a course and do not choose another course or program:

- within three (3) business days of signing the MTC Enrollment Agreement and before the start of class;

- before 10% of class meeting time/instruction, or one week, has elapsed, whichever is less;
- after attending no more than one (1) Immersive class

The student or contracting agency will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to MTC within three (3) business days of the date of withdrawal.

Students or contracting agency is entitled to a 25% refund if they withdraw before 50% of class meeting time/ instruction has elapsed.

The student or contracting agency will be refunded 25% of tuition and fees paid, as well as any funds paid for supplies, books, or equipment which can be and are returned to MTC within three (3) business days of the date of withdrawal.

Business days are defined as those working days that MTC Administrative Offices are open and the operating hours on those days.

Eligibility for refunds will be calculated using class meeting time/total class hours for each course as specified in this policy statement, and published in the MTC Enrollment Agreement and the MTC catalog.

Nonrefundable fees regarding admission and registration of MTC students shall not exceed \$150. Nonrefundable fees or charges include:

- books, supplies, materials and kits which are not returnable because of use;
- books, supplies, materials and kits returned later than three (3) business days of the date of withdrawal;
- nonrefundable registration fees, as outlined in the MTC Enrollment Agreement.

MTC will issue refunds within 30 days of the date that the institution determines that the student has withdrawn. Refunds will be issued by check and mailed to the address provided by the student or the contracting agency. The student is responsible for providing current and accurate contact information, including notification of change of address, to the MTC Admissions Office.

Withdrawal dates will be determined by receipt by the MTC Admissions Office from the student of formal written notification using the MTC Notification of Withdrawal form, signed and dated by the student and a member of MTC staff/faculty.

MTC's refund policy appears in the course catalog and enrollment agreement and is uniformly administered.

Nonrefundable fees or charges are disclosed in the MTC Enrollment Agreement and reviewed with admissions staff member prior to the student's signing of the Enrollment Agreement.

DENIED ADMISSIONS

MTC shall document its reasons for denying admission to any prospective student. Records of denied applicants will be kept on file for at least one year. Applicants will be notified within one week of receipt of full application. If applicants cannot provide document on prior education, they will be required to take the My Florida Ready to Work Assessment before acceptance.

DISCLOSURE OF REQUIREMENTS OR LIMITATIONS IN CAREERS OF INTEREST TO STUDENTS

MTC is required to disclose to prospective students if the practice of a particular career in which a student is interested has special requirements or limitations, such as certain physical or language capabilities, or lack of a criminal record.

MTC Non- Discrimination Policy

MacDonald Training Center does not discriminate on basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

EMPLOYMENT GUARANTEE DISCLAIMER

All signers to this agreement have received and read a copy of the binding document and catalog.

SIGNATURES AND ACCEPTANCE

This document constitutes a binding agreement upon acceptance by the institution and the student as indicated by signatures below.

Student Name (printed) _____

Student Signature _____

Date _____

Parent or Guardian Name (printed) _____

Parent or Guardian Signature _____

Date _____

MacDonald Training Center, Inc.

Name of Representative (printed) _____

Representative Signature _____

Date _____