

Base Line Data Career Center, Inc.
206 Lang Road
Portland, Texas 78374

Enrollment Agreement

Effective January 1, 2021 through December 31, 2021

Name (first, middle, last) _____

Date of Birth _____ SSN (last 4 digits) _____

Billing Address _____

Shipping Address _____

Phone (home) _____ (cell) _____ (work) _____

Email address _____

_____(student initials) Total length of contract _____ days

Please indicate form of payment (All fees due at time of enrollment. School does not charge interest.)

Cash _____ Check # _____ PO# _____

Credit Card _____ Visa _____ MC _____ Discover _____ AmEx _____

Card # _____ Exp _____ CVV #: _____

Cardholder Signature _____

Tuition Costs

I agree to pay the full amount shown for the program/course total

Student Signature _____ Date _____

Print Name _____

Student Guardian Representative (if applicable) _____

School use below this line

Accepted by (School Representative) _____

School Address _____ 206 Lang Road _____ Phone 361-643-3400

Start Date of Training _____ End Date of Training _____

Seminar Title _____

Clock Hours or Lessons _____ Books & Materials _____

Registration Fee _____ \$75 _____ Tuition _____ Shipping _____

Other Expenses _____ Total Cost _____

Base Line Data Career Center, Inc.
206 Lang Road
Portland, Texas 78374

Student Acknowledgements

Student Initials Required:

_____ I acknowledge that I have received and read the school's catalog and agree to the policies and procedures as stated therein.

_____ I have received and read a copy of this enrollment agreement. I understand that this enrollment agreement is a legally binding instrument when signed and dated by the student or student's guardian or legal representative.

_____ The student agrees to pay Base Line Data Career Center, Inc. the total amount due as indicated on page one of this enrollment agreement.

_____ I have received orientation of the facility in which classes are held.

_____ Base Line Data Career Center, Inc. may send me text and email messages pertaining to upcoming classes. I understand that these will be occasional and I may opt out at any time. I understand that my information will not be shared with outside parties.

_____ Base Line Data Career Center, Inc. has my permission to use photographs taken in class in which I may appear. These images may be used for Career Center promotions and materials.

The enrollment agreement shall not be binding until it is accepted in writing both by the student, or student's legal guardian and/or representative, and the school. Any changes to this agreement shall not be binding unless the school representative and the student or student's legal guardian and/or representative have approved such changes in writing. The terms and conditions of this agreement cannot be altered, adjusted, amended, or modified through verbal and/or oral agreements.

*Base Line Data Career Center, Inc. reserves the right to refuse service to individuals or companies which have declined to honor their commitments to us in the past.

Signature: _____ Date: _____

Please print your name: _____

Base Line Data Career Center, Inc.
206 Lang Road
Portland, Texas 78374

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (excluding Saturdays, Sundays, and holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

Student signature _____

ALL BOOKS ARE NON-REFUNDABLE UNLESS THE STUDENT HAS BEEN CHARGED BUT NOT YET RECEIVED THEM. THE REFUND POLICIES PERTAIN ONLY TO COURSE TUITION FEES.

*AWS tool kits, tuition fees, books, and exam fees are the items subject to cost change.

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Approved and regulated by the Texas Workforce Commission Career Schools and Colleges, Austin, Texas

Refund Policy

Our refund policy at Base Line Data Career Center, Inc. is based on the period of enrollment computed on the basis of course time (clock hours).

The effective date of termination for refund purposes will be the earliest of the following:

- A) last date of attendance
- B) date of receipt of written notice from the student

If tuition and fees are collected in advance of entrance (first day of class), and student does not enter school, no more than \$100.00 shall be retained by school.

If the student fails to enter the seminar, withdraws, or is discontinued at any time prior to the completion of the seminar, the student will be refunded the prorated portion of tuition, fees, and other charges which the number of class hours remaining after the effective date of termination bears to the total number of class hours in the seminar.

National exam fees remitted are exempt from this policy, as all exam fees collected by Base Line Data Career Center, Inc. are submitted directly to the organization issuing certification, i.e. American Welding Society, American Petroleum Institute. These fees therefore fall under the refund policy of the organization they were submitted to.

A full refund of all tuition and fees is due in each of the following cases:

- A) an enrollee is not accepted by the school
- B) seminar is discontinued by the school and thus prevents the student from attending or completing the seminar
- C) student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- A) any tuition and fees collected in advance of the withdrawal, prorated refund of any tuition, fees or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the course the student does not complete following withdrawal.
- B) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, no later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- C) the assignment of an appropriate grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1) satisfactorily completed at least 90 percent of the required course work for the program
 - 2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be consummated within sixty (60) days of the effective date of termination.

Drop-In or Returning Student Policy

Students signing up for the day or night classes are also allowed to attend the night or day class, participate in Saturday and Sunday test taking or stay after the normal class period to practice, all included in their original course fee. This cost is only good for the month that the course is being presented.

The student that puts off or is unsuccessful on his examination and requires additional training, use of controlled test, tools or plastic replicas will be charged a reduced fee for this extra service. This additional cost will be addressed with the course coordinators prior to being allowed entrance into the testing site. Each student will be issued a scan badge that must be scanned at the beginning and end of class. This controls the training hours for certification.

Purchase of additional training material, tools, and replicas can be discussed with the class instructor. Upgrade of revised training material, such as Exhibit or Flashcard books will be charged an additional fee. Books that are revised during the month of training will be upgraded at no extra cost.

This information has been covered with me and I agree as witnessed by my signature and date.

Student Signature-Date

Revision-March 10, 2017

Emergency Contact Information



◆ **Student Name:** _____

◆ **Physical Address /**

Location of Stay during course : _____

◆ **Phone:** _____

• **Persons to contact in the event of an emergency :** _____

Phone: _____ Relationship to me: _____

• **Secondary Person to contact :** _____

Phone: _____ Relationship to me: _____

• **Additional Person to contact :** _____

Phone: _____ Relationship to me: _____

I hereby grant Base Line Data Career Center, Inc. or a representative thereof, to contact the person or persons listed above in the event that I am unable, on my behalf.

◇ **Signature:** _____ **Date:** _____