

Construction Craft Training Center

APPLICATION

PLEASE PRINT - COMPLETE ALL ITEMS - MUST BE SIGNED

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Social Security #: _____ Birth date: _____ Sex: (Circle One) M F

Pager #: _____ Cell #: _____ E-Mail: _____

Drivers License #: _____ Expires: _____

In case of emergency contact: Name: _____ Phone: _____

Employer: _____ Employer Phone: _____

Employer Address: _____ City: _____ State: _____ Zip: _____

REFERRED BY: Employer Student Mailing Newspaper Ad Jobs & Careers Ad Yellow Pages Web Site Other _____

ETHNIC IDENTITY: Your response will not affect admission to the CCTC, this information is for statistical purposes only.

American Indian Black White Hispanic Asian/Pacific Islander Other Decline to State

Students will automatically receive a progress report and report card, if you want your employer to receive copies sign below.

YES, send a copy of my progress report and report card to my employer: _____
Signature

REGISTERING FOR:

Class Name: _____ Class Start Date: _____

Class Location: Hayward Concord Milpitas Fresno Sacramento Truck Santa Rosa

TUITION PAID TO CCTC BY:

Bill Student Bill Student for Employer Reimbursement Payment Enclosed Bill Employer* -

*Indicate a Purchase Order No. If required by employer:

MAIL PAYMENT & COMPLETED APPLICATION TO: Construction Craft Training Center, 26218 Industrial Blvd., Hayward, CA 94545.

CHECK PAYABLE TO: Construction Craft Training Center or CCTC.

Visa, Master Card, American Express and Discover are accepted. Indicate Type of Card: VISA MC AMEX DISC

Card No. _____ EXP. DATE: _____ SIGNATURE: _____

REFUND INFORMATION:

BUYER'S RIGHT TO CANCEL: The student has a right to cancel this enrollment agreement and obtain a refund.

REFUND POLICY: A student may terminate enrollment by mailing such a written notice by **CERTIFIED MAIL** to: REGISTRAR, Construction Craft Training Center, 26218 Industrial Blvd., Hayward, CA 94545. **THE EFFECTIVE DATE OF CANCELLATION IS THE DATE POSTMARKED.** The school will make any refunds due within 30 days. **FIVE-DAY FULL REFUND:** An enrollee may cancel enrollment within five working days following enrollment and receive a refund of all monies paid, providing no classes have been attended. **CANCELLATION AFTER FIVE DAY PERIOD:** The school is entitled to the REGISTRATION FEE, but will refund all other tuition monies paid if cancellation occurs after the five day full refund period and prior to the date after classes were scheduled to begin. **WITHDRAWAL:** A student may terminate enrollment by mailing such a written notice by **CERTIFIED MAIL** to: REGISTRAR, Construction Craft Training Center, 26218 Industrial Blvd., Hayward, CA 94545. The effective date of cancellation is the date postmarked. The student will receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the instruction. If enrollment is cancelled after two classes the school is entitled to the textbook fee. **AFTER 60% OF THE CLASS HAS BEEN COMPLETED, THERE WILL BE NO REFUND.**

HYPOTHETICAL REFUND EXAMPLE: Assume that a student, upon enrollment in a 48 hour course, pays \$475 for tuition and withdraws after completing 24 hours. The pro rata refund to the student would be \$187.50 based on the calculation stated below.

\$475.00	Amount paid for instruction	
- 75.00	Registration fee	
\$400.00	x 6 classes paid for but not received	= \$200.00 Actual Refund
	12 classes for which the student has paid	

I hereby register for the indicated classes. I have read, understand and agree to comply with the CCTC's Schedule of Fees and Refund Policy. I understand that these courses are offered contingent upon sufficient enrollment and/or staffing. I further understand that full payment of fees for training is to be made prior to the commencement of classes unless payment arrangements have been made and approved by CCTC at least 14 days prior to the start of classes. **ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO THE COUNCIL FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION, 400 "R" Street, Suite 5000, SACRAMENTO, CA 95814-6200. (916) 445-3427.** I hereby certify that all statements on this application are true to the best of my knowledge and belief. If accepted for the CCTC program I understand that any untrue statements on the above application may be considered cause for dismissal. This agreement is not operative until the student makes an initial visit to the institution and receives a tour, or attends the first class session of instruction. **IN THE EVENT YOU DO NOT MAKE YOUR PAYMENTS WHEN THEY ARE DUE YOU WILL NO LONGER BE ALLOWED TO ATTEND CLASS. YOUR ACCOUNT WILL BE TURNED OVER TO OUR COLLECTION AGENCY AND YOU WILL BE REPORTED TO TRW OR A SIMILAR AGENCY.**

SIGNATURE OF STUDENT: _____ Date: _____ Date of visit: _____

I certify that Construction Craft Training Center has met the disclosure requirement of Education Code 94312 of the Private Postsecondary and Vocational Reform Act of 1989.

Signature/Title of School Official _____ Date: _____

This agreement is accepted by: Signature of School Official _____ Date: _____