

**Student Enrollment Agreement**

Updated 4/27/2020

**www.itcareerlab.org – www.nationalable.org**

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| **Student Information** |
| Student Name:  |  |
| Address:  |
| Primary Phone:  |  | Email:  |  |

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| **Program Information** |
| Program Title: | **IT Infrastructure Management (Microsoft, CompTIA Network+)** |
| Date of Admission (Start Date): 5/5/2020 |  | (End Date): 7/20/2020 (possible extension)  |  |
| Duration in Weeks: | 10 | Total Hours: | 180 |
| Class Schedule: | 2.5 days per week – Tuesday, Wednesday, Friday OR Monday, Thursday, Friday  |
| Course Description and Program Objectives:Students participate in 10 weeks of classroom instruction and guided lab work, online study, testing, career transition workshops, and paid work experience opportunities, when available. The curriculum covers material from Microsoft and CompTIA, and is designed to prepare students for two credentials. Students begin studying toward the MD-100 exam focused on Windows 10. This exam is the first step toward the Modern Desktop Administrator Associate. The MD-100 tests one’s ability to deploy Windows, manage devices and data, configure connectivity, and maintain Windows 10 on devices. The curriculum from Microsoft for Windows 10 is based on the Exam Preparation guide from Pearson Education and Microsoft Press. The material is supplemented with online, on-demand study materials and virtual labs. Students will utilize the Windows-10 enabled desktops during class and have access to e-learning materials for study beyond class. After the Microsoft unit students move on to study toward CompTIA’s Network+. Instruction is provided via classroom-based labs and simulated labs. The reading materials for this class will come directly from CompTIA. Practice exams are provided to help prepare students for the testing environment. The Network+ validates a person’s knowledge and skills to: * Design and implement functional networks
* Configure, manage and maintain essential network devices
* Use devices such as switches and routers to segment network traffic and create resilient networks
* Identify benefits and drawbacks of existing network configurations
* Implement network security, standards, and protocols
* Troubleshoot network problems
* Support the creation of virtualized networks

During their training, students continue to enhance skills in career transition workshops. These sessions prepare students to compete in the IT labor market by providing them with guidance in resume construction, helping them to sharpen their interviewing skills and providing information regarding networking through social media.  |
| Program Prerequisites:* 8.0 GLE for reading/math
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| Satisfactory Progress Expectations:* Provide biweekly progress updates via phone or email to program manager
* 80-82% practice exam pass rate
* Maintain 90% classroom and workshop attendance
* Achieve at least 70% composite grade on classroom assignments and final test
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| Associated Exam Title(s): | * Microsoft Windows 10 (MD-100)
* CompTIA Network+ (N10-007)
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| Financial Aid: **National Able Network** accepts funding through federal employment training programs such as WIOA, TAA, and the state’s Dislocated Worker Program. NAN is not eligible to receive federal Title IV funds such as Stafford Loans, Perkins Loans, the Pell Grant, or similar. |
| **Tuition & Refund Information** |
| Total Program Cost: | $4,500.00  |
| National Able Scholarship:  |  |
| Tuition: | $3,000.00 |
| Books/Supplies/Other fees: | $1500.00 |
| Resources included:* Dell Latitude (laptop)
* Certification Exams (vouchers for exams through Pearson VUE)
* Installation of Apache Open Office
* Packet Tracer Software
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| Funding Source: [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.] |
| Buyer’s Right to Cancel & Refund Policy:If NAN cancels a program or course, students shall have all tuition, fees, and other charges refunded. NAN reserves the right to cancel or reschedule classes due to low enrollment. Once admitted, you may withdraw from a class at any time by providing notice of cancellation in writing to a NAN staff member. You will be entitled to a full refund of tuition, fees, and other charges if you give notice you are cancelling your contract within five business days after the enrollment agreement is considered effective. An enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution and you have signed the agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter. This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. Students who withdraw after classes have begun are also eligible for reimbursement of paid tuition. You will be provided a prorated tuition, fees, and other charges refund minus 25%, up to $100 administrative if you give notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges. You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective on the date of the postmark if sent by mail, or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact NAN about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

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| **Program Completed at Withdrawal** | **Refund Policy** |
| Less than 5 days after enrollment agreement is effective | Full refund of tuition, fees, and other charges |
| More than 5 days after enrollment agreement is effective, but prior to start of class | School shall retain 15% (up to $50) of tuition, fees, and other charges |
| After start of classes, but prior to 75% completion of program\* | A prorated percentage of tuition equal to percent of program completed will be retained, as well as 25% of total cost (up to $100) for administrative costs.  |
| 75% of program completed\* | School retains supplemental fees and entire tuition. |

\* Percent of program completed is the number of class hours completed, divided by program duration.  |

**Notice to Students:**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
3. This Enrollment Agreement and school catalog constitute the entire contract between the student and the school.
4. This agreement is a legally binding instrument only when the agreement is accepted, signed, and dated by the student and an authorized official of the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either party unless such changes have been approved in writing by both parties. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. National Able Network is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of an institution. Credits earned at NAN may not transfer to all other institutions.
7. IT Career Lab, of National Able Network, is not accredited by a US Department of Education recognized accrediting body.
8. Please see Institutional Disclosures Reporting Chart, provided as an addendum, for consumer information.

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| **Student Acknowledgements** (initial each item) |
|  | *I hereby acknowledge receipt of the school’s catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge I have received a copy of this catalog.* |
|  | *I have carefully read and received an exact copy of this enrollment agreement.* |
|  | *I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.*  |
|  | *I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, National Able Network must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.* |
|  | *I understand that the school does not guarantee job placement to graduates upon program completion.* |
|  | *I understand that complaints unable to be resolved by direct negotiation with the school in accordance to its written grievance policy may be filed with the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108* |
| **Student Acknowledgement** |
| *I hereby acknowledge I have received a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. By signing this contract, I acknowledge that I have read it, understand the terms and conditions, and agree to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of myself and the School Official. I and the school will retain a copy of this agreement.*  |
| Printed Name of Student: |  |
| Signature of Student: | Date: |

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| **School Acknowledgement** |
| *I hereby certify that I have complied with all statutes and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.* |
| Printed Name of School Representative: |  |
| Signature of School Representative: | Date: |

**Complaints**

It is NAN’s policy to resolve student concerns swiftly and equitably. If a student feels he/she has been mistreated or experienced a problem with a policy, procedure, or practice of NAN, the student should first discuss the matter with the individual involved in the complaint. If a satisfactory resolution cannot be reached, the student should submit a written complaint within five (5) days of the incident to the school director, describing the nature of the problem, dates, names of individuals involved, and copies of any relevant documentation. Complaints should be signed, dated, and include a contact phone number. Complaints will be reviewed with due diligence, and the student will be notified regarding the finding and action taken within 30 days. If after exhausting all remedies provided by the student does not feel the issue has been resolved to his or her satisfaction, the student has the right to file a complaint with the Minnesota Office of Higher Education via mail, phone, or fax at:

Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
651-259-3975 or 1-800-657-3866 | Secure Fax 651-797-1664

For more info, visit the [Complaints About Private Career Schools](http://www.ohe.state.mn.us/mPg.cfm?PageID=1078) page – <http://www.ohe.state.mn.us/mPg.cfm?PageID=1078>

**Student’s Notice of Cancellation**

To cancel this program, return a signed and dated copy of this notice to:

National Able Network

567 W. Lake Street Suite 1150

Chicago, IL 60661

OR

National Able Network, IT Career Lab

ATTN: Greg Shirbroun

5905 Golden Valley Road, Suite #2

Golden Valley, MN 55422

What program are you cancelling? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did you sign up for this program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you cancel before midnight of the fifth business day following the post-marked date of the school’s letter of acceptance, any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation.**

**Any property traded in, and any instrument executed by you, will be returned within ten business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be cancelled.**

**If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received any goods delivered to you under this contract or sale; or you may if you wish, comply with the written instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.**

**If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without any further obligation.**

I HEREBY CANCEL THIS TRANSACTION.

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 (Date) (Buyer's Signature)