



PO Box 483
 Custer WA 98240
admin@weiedu.org
 (360) 739-1428

Enrollment Agreement

This agreement is made between above named institute and:

Student	
Telephone	
Address	

The Institute agrees to provide the following instruction:

Program Title		Start Date	
Program Hours		End Date	

Costs for the 1st quarter in the program are as follows:

Registration Fee		\$	
Tuition		\$	
Text Books		\$	
Supplies		\$	
Total Cost		\$	

Method of Payment:

A full payment by check along with the completion of this enrollment agreement is required to hold a seat in the above program. Checks shall be made payable to the Washington Engineering Institute.

Agreement is Binding:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the institute.

Changes in the Agreement:

Any changes in the agreement will not be binding on either the student or the institute unless such changes are acknowledged in writing by an authorized representative of the institute and by the student or the student's parent or guardian if he/she is a minor.

Washington Engineering Institute

WEI Refund and Class Cancellation Policy

1. The institute will refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the institute.
2. The institute will refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The institute will retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the agreement or making an initial payment. A “registration fee” is any fee charged by the institute to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the institute may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

Class Percent Completed	Refund Amount
Refund request up to the end of the first class (0-10%)	90%
Refund request after the first class and up to the end of the second class (11-25%)	75%
Refund requests after the second class and up to the end of the fourth class (26-50%)	50%
Refund requests after the fourth class (50+%)	0%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - (a) When the institute receives notice of the student’s intention to discontinue the training program; or,
 - (b) When the student is terminated for a violation of a published institute policy which provides for termination; or,
 - (c) When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student’s official termination date.

Class Cancellation:

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will entitle the student to a full refund of all money paid.

Washington Engineering Institute

Agreement Signatures

Notice to Buyer:

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

Cancellation of Contract:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the institute at its address shown on the contract, which notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the institute within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

Unfair Business Practices:

It is an unfair business practice for the institute to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student hereby agrees to the conditions set forth herein:

Student or Parent/Guardian Printed Name	
Student or Parent/Guardian Signature	
Date Signed	

Institute hereby agrees to the conditions set forth herein:

Institute Director Name	
Institute Director Signature	
Date Signed	

Licensing:

This school is licensed under Chapter 28C.10 RCW. Inquires or complaints regarding this private vocational school may be made to the:

Workforce Board
128 – 10th Ave. SW, Box 43105
Olympia, Washington 98504

Web: wtb.wa.gov
Phone: (360) 753-5662
Email: wtecb@wtb.wa.gov