

Enrollment Agreement

Ofc	TWC _____
Use	VET _____
Only	SP _____ Other _____

DFE tech
 3971-B NNE Loop 323
 Tyler, TX 75708

ofc / **903-504-5211** - Fax: (903) 593-7104
 Alt Phones: (903) 343-1278 / (214) 930-0855
 E-Mail Address: admissions@dfetech.org

First Name: _____ Last Name: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email Address: _____ Date: _____
 Student SS# _____ Date of Birth _____

<p style="text-align: center;">Program: Drilling Fluids Engineering</p> <p>Start Date: _____</p> <p>The Drilling Fluids Engineering Program is approx. 168 Hours in length. Normal time required to complete the program is 07 weeks. The maximum time allowed to complete the program (if req.) is 08 weeks.</p> <p>PRICE</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Tuition</td> <td style="text-align: right; border-bottom: 1px solid black;">\$12,400</td> </tr> <tr> <td>Registration</td> <td style="text-align: right; border-bottom: 1px solid black;">\$100</td> </tr> <tr> <td>Textbooks</td> <td style="text-align: right; border-bottom: 1px solid black;">Included</td> </tr> <tr> <td>Supplies</td> <td style="text-align: right; border-bottom: 1px solid black;">Included</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right; border-bottom: 3px double black;">\$12,500</td> </tr> </table> <p style="text-align: right;">(scholarships may apply)</p> <p>Payment Method and Payment Schedule: All training fees are due in advance. 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.</p> <p>Cancellation and Refund Policy: In accordance with Texas Education Code, Section 132.061 and Texas Administrative Code 807, Subchapter M, the student will be provided a copy of the Cancellation and Refund Policy relating to enrollment at this institution.</p>	Tuition	\$12,400	Registration	\$100	Textbooks	Included	Supplies	Included	TOTAL	\$12,500	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1 Registration _____</td> <td style="text-align: right;">\$ 100.00</td> </tr> <tr> <td>2 Tuition _____</td> <td style="text-align: right;">\$ 12,400.00</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-size: small;"><i>Office Use ONLY</i></p> <p>Scholarship (if applicable) (\$ _____)</p> <p>Director Initials _____</p> <p>Balance \$ _____</p> <p>Pmt. Amount _____</p> <p>Pmt. Type _____</p> </div> <p>At registration, \$100 is due to hold a position. The balance is due at or before the start of the first class day of DFE 101.</p> <p>Registration fees are non-refundable. DFE tech charges no interest on fees or tuitions.</p> <p style="text-align: center; font-weight: bold; font-size: small;">APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.</p>	Description	Amount	1 Registration _____	\$ 100.00	2 Tuition _____	\$ 12,400.00
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****By signing below I, _____ acknowledge that I have received a copy of the school catalog and enrollment agreement. I am not liable for Tuition fees if I decide not to attend DFE tech.**

Date/ _____

Signature of Student _____

Signature of Parent/Guardian _____ / _____
 If applicant is not 18 years of age _____ Signature of Authorized School Official / Representative

**Student: Keep the Cancellation Policy(s) for your records
Do not send in with application.**

CANCELLATION POLICY

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

REFUND POLICY

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

¹ More simply, the refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.

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) if tuition and fees are collected in advance of the withdrawal, a pro rata 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 program 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, not 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 final 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 coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Student Cancellation Policy

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In the event the student must cancel an enrollment agreement with DFE tech, please fill out the required form on this page and remit to DFE tech. This form may be sent by email, regular mail, or fax to the attention of:

FAX:

DFE tech: Admissions
Fax: 903-504-5211
or 903-593-7104

Email:

DFE tech: Admissions
admissions@dfetech.org

Regular Mail (Postmark Required):

DFE tech: Admissions
3971-B NNE Loop 323
Tyler, TX 75708

I, _____, wish to cancel my enrollment agreement with DFE tech. I am within the 72 hour window that I am allowed by law to cancel my enrollment contract with DFE tech.

Date of original application: _____

Expiration date of 72 hour cancellation _____

Student Signature _____ Date _____

Guardian Signature _____ Date _____
(if required)

STUDENT COPY (complete, sign, date, and keep for your records)

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SCHOOL COPY (complete, sign, date, and send to DFE tech)