

Safety is Our Target



Service is Our Product

STATIONARY ENGINEERS EDUCATION CENTER IUOE - LOCAL 324

Must be completed in its entirety as required by the State of Michigan
(313) 532-5345

ENROLLMENT FORM



****PLEASE PRINT LEGIBLY****

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY # _____

ADDRESS _____ DATE OF BIRTH _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ CELL/PAGER _____

E-MAIL ADDRESS _____

**** CIRCLE ONE ****

LOCAL 324 MEMBER: YES NO

GENDER: FEMALE MALE

RACE: (for statistical purposes only) AMERICAN INDIAN ASIAN BLACK HISPANIC MULTI-RACIAL WHITE

IN CASE OF EMERGENCY PLEASE NOTIFY

NAME _____ RELATIONSHIP _____

TELEPHONE _____ CELL/PAGER _____

EMPLOYMENT

EMPLOYER _____ POSITION _____

TELEPHONE # _____ DATE OF HIRE _____

ADDRESS _____ CITY _____ ZIP _____

EDUCATIONAL BACKGROUND

HIGH SCHOOL _____ GRADUATION YEAR _____ GED YEAR _____

VOCATIONAL SCHOOL _____ AREA OF STUDY _____

COLLEGE _____ 1 2 3 4 MAJOR _____ DEGREE _____

MILITARY TRAINING _____ BRANCH OF SERVICE _____

MILITARY EXPERIENCE _____ YEARS SERVED _____

CRAFT RELATED TRAINING _____

CRAFT RELATED LICENSES _____

COURSE SELECTION

COURSE/PROGRAM	TERM	AM/PM
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

FOR OFFICE USE ONLY

PROGRAM(S) _____

COURSE _____

TERM _____

COURSE _____

COURSE _____

TUITION _____

CLASSIFICATION 1 2 3

LATE FEE _____

NEW STUDENT _____ PAST STUDENT _____

MISC. FEES _____

FORM OF PAYMENT:

TOTAL _____

TAP Credit Card Check Money Order Cash

PAYMENT RECORD

<u>AMOUNT DUE</u>	<u>AMOUNT PAID</u>	<u>DATE PAID</u>	<u>BALANCE DUE</u>	<u>RECEIPT NUMBER</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFUNDS

<u>AMOUNT REFUNDED</u>	<u>DATE REFUNDED</u>	<u>CHECK NUMBER</u>	<u>CANCELLED BY</u>
_____	_____	_____	STUDENT ED. CTR.

REASON:

MISC. COMMENTS / NOTES

REFUND POLICY

Students may cancel their enrollment by written notification at anytime. All tuition and fees will be refunded if the applicant is rejected by the school before the beginning of class or requested by the student within 3 business days after signing a contract with the Education Center. After three business days have lapsed the following refund policy shall apply:

There will be a \$50.00 cancellation fee for each course. Allow two weeks for refund checks.
 Refunds will only be issued on tuition that is paid in full. Refunds of the remaining course fees will be as follows:
After the beginning of the First week of the term: 90% of remaining course fees
After the beginning of the Second week of the term: 80% of remaining course fees
After the beginning of the Third week of the term: 70% of remaining course fees
After the beginning of the Fourth week of the term: 60% of remaining course fees
 After the fourth week of the term: **NO REFUND**