



9191 Torresdale Avenue, Philadelphia, Pennsylvania 19136  
215/335-0800

**ENROLLMENT AGREEMENT**

*Your Program Is Checked Below:*

- |   |   |
|---|---|
| <p><input type="checkbox"/> DP 105- AUTOMOTIVE TECHNOLOGY<br/>DAYS: 30 Hrs. P/Wk - 52 Wks.<br/>EVES: 16 Hrs. P/Wk - 105 Wks.<br/>Total Instructional Hrs.: 1560<br/>13 Courses - 120 Hrs. P/Course<br/>Total Semester Credit Hours:<br/>62 Days <b>WITHOUT</b> INTERNSHIP OPTION<br/>59 Days <b>WITH</b> INTERNSHIP OPTION<br/>62 Evenings<br/>Graduation Award - Diploma</p> | <p><input type="checkbox"/> AS 204 - AUTOMOTIVE SERVICE MGT.<br/>DAYS: 30 Hrs. P/Wk - 64 Wks.<br/>Total Instructional Hrs.: 1920<br/>16 Courses - 120 Hrs. P/Course<br/>Total Semester Credit Hours:<br/>78.5 Days <b>WITHOUT</b> INTERNSHIP OPTION<br/>75.5 Days <b>WITH</b> INTERNSHIP OPTION<br/>Graduation Award - Associate in Specialized Technology Degree</p> |
| <p>INTERNSHIP OPTIONS (ONLY DAY STUDENTS)</p>   |   |
| <p><input type="checkbox"/> DP 106- AUTOMOTIVE MECHANICS<br/>DAYS: 30 Hrs. P/Wk - 24 Wks.<br/>EVES: 16 Hrs. P/Wk - 45 Weeks<br/>Total Instructional Hrs.: 720<br/>6 Courses - 120 Hrs. P/Course<br/>Total Semester Credit Hours: 28.5<br/>Graduation Award - Diploma</p>  | <p><input type="checkbox"/> AUTOMOTIVE TECHNOLOGY<br/>59 Semester Credit Hours</p> <p><input type="checkbox"/> AUTOMOTIVE SERVICE MANAGEMENT<br/>75.5 Semester Credit Hours</p>   |

\_\_\_\_\_  
Student Signature

**The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.**

Days of Attendance \_\_\_\_\_

Hours of Attendance \_\_\_\_\_ to \_\_\_\_\_

STUDENT NAME *(please print)*

(FOR SCHOOL USE ONLY)

_____ Last Name	_____ First Name	_____ Initial
_____ ADDRESS		
_____ City	_____ State	_____ Zip
_____ Telephone Number		
_____ Email Address		
_____ Social Security Number		
_____ Start/Orientation Date		
_____ Scheduled Completion Date		

Approved ( )	Disapproved ( )
_____ School Official	_____ Date
_____ Acceptance Letter Mailed:	
_____ Date	_____ By Initial
_____ Admissions Representative	
_____ Enrollment Date	
<p><b>CHECK IF STUDENT NEEDS HOUSING</b> <input type="checkbox"/></p>	

THIS AGREEMENT made and entered into between LINCOLN TECHNICAL INSTITUTE, Philadelphia, Pennsylvania, hereinafter referred to as the SCHOOL, and the STUDENT, whose name appears on PAGE ONE of this AGREEMENT.

The STUDENT will be given a reasonable extension of time to report in case of illness, or any Act of God that would necessitate a delay in starting, but cannot begin a new course beyond the third academic day of class.

The SCHOOL agrees to provide instruction for the total number of hours comprising the program described on PAGE ONE. At the conclusion of the program, provided all specified requirements have been met, the STUDENT will be awarded an Associate in Specialized Technology Degree or a Diploma. Graduation Requirements: Successfully complete all required courses within a maximum of one and one half (1.5) times the planned program length. Achieve an overall grade point average of 2.0 (C, 70%). In addition to the minimum GPA, the total number of credit hours as stated in the School Catalog must be completed and the student must not be indebted to the school and not be on probation.

APPLICANTS with previous experience or formal training in the field for which they have elected to enroll may be granted credit toward the completion of the program based on an evaluation of their experience in that field. If credit toward the completion of the Program is granted, the applicant will be advanced to the highest level for which he/she can qualify, not to exceed 50% of the Program. For details regarding testing and testing fees, contact the School's Director of Education. Appointment for Advanced Standing Tests must be scheduled prior to starting classes. Tuition will be adjusted accordingly.

The SCHOOL is relieved and released of all claims by the STUDENT that may arise as a result of the SCHOOL's inability to perform hereunder as a result of an Act of God, strike or any other matter or thing beyond the control of the SCHOOL.

Failure to maintain satisfactory progress or to abide by the schools rules and regulations, may subject STUDENT to immediate termination from the SCHOOL, at the option of the SCHOOL. STUDENTS who are terminated will be governed by the same REFUND POLICY as STUDENTS who withdraw. The School reserves the right to limit re-entries.

The SCHOOL reserves the right to alter hours of attendance and curriculum content or class starting dates when deemed necessary. Such changes will not alter the program costs or REFUND POLICY stated in this AGREEMENT. If conditions beyond the control of the SCHOOL require postponement of a starting date, or temporary suspension of classes, appropriate adjustment will be made to provide STUDENTS all of the instruction to which they are entitled under the terms of this AGREEMENT. STUDENTS who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date.

A STUDENT will be allowed to repeat one failed course at no additional tuition charge provided the student graduates and providing the repeat will not prevent the student from completing the program in the maximum time permitted by the SCHOOL'S Satisfactory Progress Policy.

The STUDENT shall have the right to terminate training at any time at his/her option by giving written notice to the SCHOOL office. If the STUDENT withdraws, or is terminated by the SCHOOL, all unearned tuition will be refunded according to the REFUND POLICY in this AGREEMENT.

The SCHOOL CANNOT GUARANTEE EMPLOYMENT. The STUDENT may avail himself/herself of the SCHOOL'S Employment Assistance Service during training and after graduation at no additional cost.

The STUDENT understands that absence from a regularly scheduled class DOES NOT relieve him/her of tuition liability.

It is further understood and agreed that this AGREEMENT constitutes the entire contract between the parties and that no representations other than herein contained have been made. Any alterations, cancellations or revocations of this agreement, not otherwise provided herein, must be in writing and signed by the STUDENT and the School Executive Director. The School Executive Director is the individual at the school to whom questions or concerns may be directed regarding the schools satisfying the terms of the Enrollment Agreement.

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

Notwithstanding the foregoing arbitration provision, in the event that Student's account becomes delinquent, the School may, at its election, seek to collect the sums due under this Agreement in any court of competent jurisdiction rather than through arbitration. Any election by the School to utilize court proceedings rather than arbitration for collection on sums due under this Agreement is not, and shall not be deemed to be, a waiver of the right to demand arbitration of any other controversy or claim arising out of this Agreement.

LINCOLN TECHNICAL INSTITUTE does not charge interest on installment payments while the STUDENT is still in SCHOOL. In case of Federal Financial Aid, the appropriate agency document governs pay-backs and any interest charged will be in accordance with the regulations as established by the U.S. Department of Education and/or "Appropriate Governmental Agencies".

This SCHOOL is licensed by, and this ENROLLMENT AGREEMENT complies with the Rules and Regulations of, the State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the School Executive Director or by other School officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA. 17126-0333.

The administration of this school is able to address all student matters. If in the event a student requires further assistance, student can contact the corporate headquarters – Lincoln Educational Services Corporation, 200 Executive Drive, Suite 340, West Orange, NJ 07052. Phone (800)806-1921.

## NOTICE

ANY HOLDER OF THIS CONSUMER 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 AMOUNTS PAID BY THE DEBTOR HEREUNDER.

### CANCELLATION AND REFUND POLICY

#### 1 CANCELLATION PRIOR TO STARTING CLASSES:

All monies will be refunded in full under any one of the following conditions:

- a. Rejection of the Enrollment Agreement by the SCHOOL.
- b. Receipt by the SCHOOL, within five (5) calendar days of the contract signing, of written notification that the STUDENT wishes to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the STUDENT within an additional period of five (5) calendar days. The SCHOOL may retain all of the non refundable fees after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian. (The postmark date will be effective date of cancellation.)

#### 2 CANCELLATION AFTER FIVE (5) DAY PERIOD OR STARTING CLASSES:

- a. After the five (5) day period mentioned in Paragraph 1b, the school is entitled to keep the \$25 Application Fee and \$100.00 of the Registration Fee.
- b. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition and fees according to the following schedule.

### RETURN OF TITLE IV FEDERAL STUDENT AID

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

$$\frac{\text{\# of calendar days completed by student}}{\text{total \# of calendar days in term}}$$

The total number of calendar days in a term excludes any scheduled breaks of 5 days or more.

If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the school's notice of the intended disbursement within 14 days.

*Please note that students are responsible for any balance owed to Lincoln Technical Institute as a result of the repayment of Federal aid funds.*

### STATE REFUND POLICY

If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

- (1) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
- (2) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
- (3) For a student withdrawing or discontinuing after 25 % but within 50% of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
- (4) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
- (5) For refund computations, a term, semester or quarter may not exceed 18 weeks.

#### \* Plus charges for materials fees and (if purchased from the School) tools.

- a. The calculations of refunds will be based on the effective date of termination.
- b. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e. FFELP, FDSL.P, etc.) will be issued in accordance with applicable State and Federal mandates.
- c. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- d. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- e. The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Family Education Loan (FFEL) / Direct Stafford Unsubsidized Loan; 2 - Subsidized Federal Family Education Loan (FFEL) Stafford Subsidized Loan; 3 - Federal Perkins Loan Program; 4 - Federal Family Education Loan (FFEL) / Direct Graduate Plus Loan; 5 - Federal Family Education Loan (FFEL) / Direct Parent Plus Loan; 6 - Federal Pell Grant; 7 - Academic Competitiveness Grant; 8 - National Science & Mathematics Access to Retain Talent (SMART); 9 - Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

To obtain a refund of unearned tuition, STUDENTS are requested to complete a Student Withdrawal Request, available from the SCHOOL office.

### APPLICATION FEE, MATERIALS FEE, GENERAL FEE, & TOOL REFUND POLICY

The school does not refund any monies for application fee, general fee or tools for any reason. Any refund due for materials fees will be prorated based on use.

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CONFIDENTIAL TREATMENT REQUESTED

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The STUDENT AGREES to the following financial terms subject to the CANCELLATION & REFUND POLICY on PAGE THREE of this Agreement.

		(PROGRAM TITLE - NUMBER)				
	Academic Terms	-----FEES-----				
	Semester/Trimester/Term	Tuition	Application	Registration	General	TOTAL
Application Fee (Non-Refundable)	\$ _____					
Registration Fee	\$ _____					
General Fee *	\$ _____					
Tot. Tuition (includes books and uniforms)	\$ _____					
Cash Price (excluding Tools & Materials Fees**)	\$ _____					
Less Payment Toward Reg. Fee	\$ _____					
Unpaid Balance of Cash Price	\$ _____					
Bal. of Fees due on or before Start Date:	\$ _____					
<b>Finance Charge: NONE</b>						
<b>Annual Percentage Rate: NONE</b>						
		<b>TOTALS:</b>	\$ _____	\$ _____	\$ _____	\$ _____

Please note - Students who elect to pay their full tuition in cash on or before the start of each academic year will receive a 10% tuition discount.

\*A one-time, non-refundable General Fee is payable no later than the Class Orientation/Start Date to cover the Administrative Processing fee for student injuries as well as costs of handling I.D. Cards, Parking Permit and the Student Handbook.

The Academic Term Tuition shown above is subject to adjustment each Academic Term. Students are given 60 days notice in the event of an adjustment.

TOOLS & MATERIALS FEES: The SCHOOL provides all major equipment and special tools. STUDENTS are required to provide a basic set of hand tools as needed throughout the program. Estimated Cost of Tools (if purchased from the School) is subject to supplier price changes and sales tax if applicable is shown below each program. Materials Fees are charged for consumable supplies as used in the Program.

\*\*Estimated Cost of Tools: \$ \_\_\_\_\_ Materials Fees: \$ \_\_\_\_\_

The School works with a number of vendors who supply a variety of products to the School and who may provide benefits, such as commissions and/or discounts to the School as a result of such purchases. The student is under no obligation to purchase such products from the School and always has the option to buy these items from any other outside source of the student's choosing.

**Methods of Payment:** Total Academic Term Costs are due in advance of each Academic Term. However, if this presents a hardship, please visit the Financial Aid office to determine your eligibility for alternative methods of payment. These may include short term payment plans, long-term payment plans, long-term extended financing plans and/or Title IV financial aid programs. If installment payments are made, a separate contract must be completed and made part of this agreement.

Failure to comply with the payment schedule will be cause for suspension of training. It is further understood that tuition payment liability rests with the STUDENT regardless of source of funds or financial aid which may be available. In the event the STUDENT'S account becomes delinquent, the STUDENT will be responsible for all costs of collection. These include fees, attorney fees, court costs, judgment interest and any other reasonable cost.

The STUDENT also understands that should he/she not start on the scheduled starting date or withdraws prior to completion, he/she may be required to sign a new contract at prevailing rates at the time training resumes.

**IT IS FURTHER ACKNOWLEDGED THAT A COPY OF THIS AGREEMENT AND THE CATALOG DESCRIBING THE PROGRAM PREREQUISITES FOR ENROLLMENT AND THE STUDENT COMPLETION AND PLACEMENT STATISTICS HAVE BEEN RECEIVED AND READ BY APPLICANT.**

NOTE: A fee of \$25.00 will be charged for checks returned due to insufficient funds and/or for late payment of tuition and fees, per occurrence. A \$50.00 processing fee may be assessed for student initiated program changes.

I certify that all information I provided about me is accurate and that I have read all 4 pages of this AGREEMENT and will abide by its provisions. I have retained a completely filled-in copy of this AGREEMENT.

**BUYER'S RIGHT TO CANCEL**

You, the buyer, may cancel this sale at any time prior to midnight of the fifth (5th) calendar day after the date of this transaction, even if instruction has begun. Failure to exercise this option, however, will not interfere with any other remedies against the retail seller you may possess.

"THIS AGREEMENT is not binding until accepted in writing by the SCHOOL."

IF UNDER LEGAL AGE HAVE PARENT OR GUARDIAN PROVIDE REQUESTED INFORMATION AND SIGN AS INDICATED BELOW.

If Applicant is a minor and a parent or guardian signs this ENROLLMENT AGREEMENT, such signature shall bind such person to all terms herein.

I have read all pages of this AGREEMENT and accept its provisions.

Name in Full - Please Print

Address

City

State

Zip

Telephone #

Relationship to Applicant

Date \_\_\_\_\_ Signature of Applicant

Date \_\_\_\_\_ Signature of SCHOOL Representative

Date \_\_\_\_\_ Signature of Parent or Guardian

