

# Computer Works of Monroe, Inc.

## Training Center Student Application

### Student Information

Name

*First*

*Initial*

*Last*

Address

*City*

*State*

*Zip*

Phone

E-mail

### Course Information

Please list all courses you are interested in taking:

**Course ID**

**Course Title**

**Start Date**

**Tuition**

**Total Tuition Due:**

### Tuition, Fees, and Refund Policy

All tuition and fees must be paid in full prior to the start of the first course. All tuition and fees excluding the application fee paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of no more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three (3) business days after signing a contract with the school. All refunds shall be returned within 30 days. After three (3) days, students withdrawing from a program in which less than fifty (50) percent of class sessions remain will receive no refund of any amount. Students withdrawing from a program in which more than fifty (50) percent of class sessions remain will receive a fifty (50) percent refund for the remaining class sessions (example: if a student withdraw from a 12-session course with 8 sessions remaining, the student will receive a refund for fifty percent (4) of the remaining sessions.)

I certify that the information above is accurate, and that I have read, understand, and agree to all tuition charges and fees, as well as the Computer Works of Monroe, Inc. refund policy.

Signed this        day of        , 2006.

*Name of Student*

*Signature*

**For office use only: Tuition paid on: \_\_\_\_\_ via: \_\_\_\_\_**