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OCL Real Estate LLC dba

American Home Inspectors Training

**Enrollment Agreement**

**TENNESSEE**
Courtyard by Marriott Nashville Vanderbilt/West End
1901 West End Ave
Nashville, TN 37203

This is an Enrollment Agreement for American Home Inspectors Training’s home inspection courses. *This is a legally binding contract*. Failure to send all the pages will result in an incomplete registration. Completely read, sign, and return via fax, email, or email the entire document to:

American Home Inspectors Training (p) 800.441.9411

20225 Water Tower Boulevard, 4th Fl (f) 262.347.0776

Brookfield, WI 53045 (e) questions@ahit.com

*PERSONAL INFORMATION* (please complete all information)

Last Name, First Name, MI.

Address City, State & ZIP

Phone # Email

Date of Birth

Emergency Contact Phone #

*EDUCATION BACKGROUND* (please complete all information)

Highest Level of Schooling Completed

[ ]  High School Diploma [ ]  GED [ ]  Associate Degree [ ]  Bachelor’s Degree [ ]  Graduate Degree

Date Graduated (month/year) School City & State

*PROGRAM & TUTION INFORMATION*

(please select your course)

[ ]  OPTION 1 Professional Home Inspection Online Course (online only)

Books: (included)

Tuition: $ 695.00

Total Charges: $ 695.00

Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Completion Date[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This course utilizes online videos and texts to teach students about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation.

[ ]  OPTION 2 5-Day Professional Home Inspection Blended Course (online + 5 day classroom)
Books: (included)

Tuition: $1845.00

Total Charges: $1845.00

Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This course combines online videos, live classroom, and field training. Designed by AHIT’s team of certified and extensively experienced home inspection instructors, students learn about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. In addition, students will learn what skills it takes to run a business.

All books and learning materials needed for successful completion of each program are included in the tuition fees. All tools and equipment needed are available in the labs during training. The materials received in each program, along with their retail values, are listed below; along with the retail values.

*Materials Received in the Online and Blended Course*

|  |  |  |  |
| --- | --- | --- | --- |
| *Home Inspection Business*  | $99.00  | *Home Maintenance Manual*  | $4.00  |
| *The Practical Guide to Home Inspection*  | $245.00  | Tools  | $30.00  |
| *Professional Home Inspection Online Course Workbook*  | $25.00  | Handouts  | $10.00  |
| Standard Inspection Report  | $12.50  | **TOTAL**  | **$425.50**  |

*Select Tuition Payment Plan for On-Site Training Programs*

The courses are priced as shown above. It is preferred that payment be made in full. However, payments may be paid in two (2) installments. There is no interest charged for a payment plan. Contracts are not sold to a third party at any time. A deposit must be paid at the time the Enrollment Agreement is completed in order to ensure a space in class. All books and learning materials needed during the training program are included. (See page 3 for a list of these materials.) Books are shipped upon receipt of the first payment. All tools and equipment needed to satisfactorily complete the course are available in the field during training. In order to work as a home inspector, tools are required. **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 AMOUNTS PAID BY THE DEBTOR.** (16 C.F.R. § 433.2(a))

**\*Please check the following box(es) that are applicable and fill in the amount of payment.**

  Alternate Funding $\_\_\_\_\_\_\_\_\_\_\_\_

  I am paying in full $\_\_\_\_\_\_\_\_\_\_\_\_

  I am paying a deposit of $ \_\_\_\_\_\_\_\_\_\_\_\_\_ to hold a place and I will pay $\_\_\_\_\_\_\_\_\_\_\_\_\_ (the balance) due 2 weeks prior to class

*REFUND AND CANCELLATION POLICY*

Should an applicant/student cancel or is terminated for any reason, all refunds will be made according to the following policy and schedule:

1. A full refund of all monies will be paid if the application is not accepted by the school.
2. If a student withdraws form the institution on or before the first day of class – live or online – or fails to begin classes, the refund shall equal the sum of all refundable fees paid, less an administrative fee of $100.
3. A student terminating training is entitled to a refund based upon the chart below:

**Termination Time Refund**

Prior to commencement of course 100% of tuition less a $100 administrative fee

Within first 10% of Course 75% of tuition less a $100 administrative fee

After 10% but within first 25% of Course 25% of tuition less a $100 administrative fee

After 25% of Course No refund

A full refund will be provided if education service is discontinued by the school, with the exception that the school ceases operation.

The termination date for refund purposes is the last date of recorded attendance, or date the student notifies the school if sooner. If the school cancels a course then the student will receive a full refund of monies paid when materials are returned to school in re-saleable condition.

Refunds must be calculated from the last date of recorded attendance or notification to the school based upon contact hours attended. The policy of the granting of credit for previous training shall not impact on the refund policy. There is no granting of credit for previous training.

Refunds are made within 30 calendar days after the school has determined that the student has withdrawn and returned all materials.

*Veterans Refund Policy*

The non-refundable portion of registration fees will not exceed $10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in the excess of $10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course.

*Extenuating Circumstances*

In the case of extenuating circumstances the director will consider a settlement that is reasonable and fair to the student and the school. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

1. Whether the postponement is for the convenience of the school or student, and:
2. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty (30) days of the deadline of the new start date set forth in the agreement.

If the school cancels or changes a course of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course who is affected by the cancellation or change. If the school is unable to make alternative arrangements, that are satisfactory to both parties, the school will refund all monies paid by the student within thirty (30) days.

*Other Terms and Conditions*

1. Employment assistance is provided but the school cannot guarantee job placement to graduates upon program/course completion or upon graduation.
2. The Academic Catalog lists a complete Student Grievance Procedure.
3. Credits earned at American Home Inspectors Training may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by American Home Inspectors Training Institute. You should obtain confirmation that American Home Inspectors Training Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at American Home Inspectors Training Institute to determine if such institutions will accept credits earned at American Home Inspector Training Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from American Home inspectors Training Institute to another educational institution may be very limited. Your credits may not transfer and you may have to repeat course previously taken at American Home Inspectors Training Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy for American Home Inspectors training Institute and of any other educational institutions you may in the future want to transfer the credits earned at American Home Inspectors Training Institute before you execute an enrollment contract or agreement.
4. Students may take unresolved complaints to the manager of school administration. Responses will be made within 10 days and resolutions will be documented.
5. Should students believe the problem was not satisfactorily resolved, she/he may contact the school license board: Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293.
6. American Home Inspectors Training is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

**Disclosure Standards**

***Please initial the following***

\_\_\_\_ I have toured the institution.

\_\_\_\_ I have received a copy of the Information/Academic Catalog.

\_\_\_\_ I was given the time and the opportunity to review the institutional policies in the catalog.

\_\_\_\_ I understand that I am considered a part-time student in any of the training programs.

\_\_\_\_ I understand the length of the course in academic terms and actual calendar time.

\_\_\_\_ I have been informed of the total tuition and fee cost of the course in which I enrolled.

\_\_\_\_ I understand that all books and learning materials are included in the cost of the tuition.

 (See page 2 for a list of these materials)

\_\_\_\_ I understand that the institution cancellation and refund policy is included in this enrollment

 agreement.

\_\_\_\_ I understand that many graduates choose to work on their own or contract to established

 building inspection companies.

\_\_\_\_ I have completed a Transfer of Credits Disclosure statement in compliance with Tenn. Code Ann. § 49-7-14 and understand the specific limitations.

\_\_\_\_ I realize that any grievances not resolved on the institutional level may be forwarded to the

 Tennessee Higher Education Commission, Nashville, TN 37243-0830, phone 615-741-5293.

\_\_\_\_ I understand that any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA). DPSA’s address is 404 James Robertson Parkway, Parkway Towers Suite 1900, Nashville, TN 37243 and its telephone number is (615) 741-5293.

\_\_\_\_ The Tennessee Higher Education Commission requires AHIT to collect personal data for employment statistical information. AHIT’s school administration will contact the student for the following information: current employment status, employer name, employer address, and employer telephone number.

\_\_\_\_ The Tennessee Higher Education Commission requires AHIT to collect personal data such as gender and race for statistical information.

***Please read, sign your name and add today’s date.***

I want to enroll in The American Home Inspectors Training Institute. I have been provided with a catalog and understand the programs and terms of the Enrollment Agreement. I have read and signed the attached disclosure standards. I am 18 years or older or have written consent from my parent or guardian.

My signature below signifies that I have read the terms and conditions contained in this Enrollment Agreement and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract. I realize that any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615)741-5293.

**Notice to Buyer:** Do not sign this Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed Enrollment Agreement. Keep a copy to protect your legal rights.

For the course entitled Professional Home Inspection Online Course, I have been informed that for the July 2017/June 2018 period the 12-month completion rate is 56% and the withdrawal rate was 44%.

For the course entitled 5-Day Professional Home Inspection Blended Course, I have been informed that for the July 2017/June 2018 period the 12-month completion rate is 69% and the withdrawal rate is 31%.

Detailed statistical data for this program may be viewed by going to <http://state.tn.us/thec> and clicking on the “Authorized Institutions Data” button.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or guardian if student is less than 18 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This Agreement is not binding until it is accepted by a representative of the school.*

Accepted By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Students are given 12 months of access to the online course. [↑](#footnote-ref-1)