



OCL Real Estate LLC DBA

# American Home Inspectors Training

## Enrollment Agreement COLORADO

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 the entire document via fax or email to:

American Home Inspectors Training  
20225 Watertower Blvd., 4<sup>th</sup> Floor  
Brookfield, WI 53045

(p) 800.441.9411  
(f) 262.347.0776  
(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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*RACE & ETHNICITY SURVEY* (please complete all information)

1. Nonresident aliens (for whom neither race nor ethnicity is reported)

- Yes (if yes, you may skip the remainder of the survey)       No

2. Hispanic/Latino of any race

- Yes (if yes, you may skip the remainder of the survey)       No

3. For individuals who are non-Hispanic/Latino

- American Indian or Alaska Native       Asian  
 Black or African American       Native Hawaiian or Other Pacific Islander  
 White       Two or more races  
 Race and ethnicity unknown

*MILITARY STATUS* (please complete all information)

1. Are you actively enrolled in a branch of the United States Armed Forces?

- Yes       No

If “yes,” please select branch:

- Air Force/Air Force Reserve       Air National Guard  
 Army/Army Reserve       Army National Guard  
 Coast Guard/Coast Guard Reserve       Marine Corps/Marine Corps Reserve  
 Navy/Navy Reserve

2. Are you a United States Veteran?

- Yes       No

If “yes,” please select branch:

- Air Force/Air Force Reserve       Air National Guard  
 Army/Army Reserve       Army National Guard  
 Coast Guard/Coast Guard Reserve       Marine Corps/Marine Corps Reserve  
 Navy/Navy Reserve

*PROGRAM & TUTION INFORMATION*

(please select your course)

OPTION 1 Professional Home Inspection Online Course (120 hours online only)

Books: (included)

Tuition: \$ 695.00

Total Charges: \$ 695.00

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

This course utilizes online videos and texts to teach students about structures, exteriors, roofing, electrical, plumbing, heating and cooling, interiors, and insulation and ventilation. No prerequisites.

OPTION 2 3-Day Professional Home Inspection Blended Course (120 hours online + 27 Classroom Clock Hours)

Books: (included)

Tuition: \$1495.00

Total Charges: \$1495.00

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

OPTION 3 5-Day Professional Home Inspection Blended Program (120 hours online + 45 Classroom Clock Hours)

Books: (included)

Tuition: \$1845.00

Total Charges: \$1845.00

Start Date: \_\_\_\_\_

End 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. No prerequisites.

*PAYMENT POLICY*

1. Students are required to fully pay any remaining tuition no later than two (2) weeks prior to the start of a class.
2. If a student does not contact American Home Inspectors Training to schedule payment for an outstanding balance, AHIT will authorize payment on the previously used credit or debit card two (2) weeks prior to the class start date.
3. If a student needs to reschedule a live class after five (5) business days of registration, a \$100 rescheduling fee will be applied.
4. In the event that a credit card is declined, any outstanding balance for a class will be invoiced.
5. AHIT reserves the right to refer any outstanding balance to a collection agency.

## 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. All moneys will be refunded if the applicant is not accepted by the School or if the student cancels within three (3) business days after signing the Enrollment Agreement and/or making initial payment. An applicant not requesting cancellation by his/her specified starting date will be considered a student.
2. Cancellation may be made with a cancellation letter via fax or mail, email, or telephone.
3. Termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received.
4. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
5. Should a student be terminated or request cancellation of this Enrollment Agreement after:
  - a. the third (3rd) business day, but before the first class, will result in a refund of all moneys paid, with the exception of the Registration Fee in the amount of \$100.00, and \$35.00, re-stocking fee of books;
  - b. entering the course of training but prior to 50% completion of the Program, the tuition charges made by the School to the student shall not exceed 50% of the Tuition Cost plus the Registration Fee, and the refund will be computed on a pro rata basis on the number of hours scheduled to the total Course hours; or
  - c. completing 75% of the Program, the student is not entitled to any refund as a matter of right and is obligated for the Total Course Cost.
6. A full refund will be given if the education service is discontinued by the school, except if the school ceases operation.

A student terminating training is entitled to a refund based upon the chart below:

<b>Termination Time</b>	<b>Refund</b>
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. 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.

The official date of termination or withdrawal of a student shall be determined in the following manner: (1) The date on which the institution receives notice of the student's intention to discontinue the training program; or (2) The date on which the student violates published institution policy which provides for termination.

Refunds must be calculated from the last date of recorded attendance based on contract hours attended. The policy of the granting of credit for previous training shall not impact 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.

A refund for the textbook(s) in the amount shown will be made if the textbook(s) is returned sealed and in its original packing less a thirty-five (\$35.00) re-stocking fee.

### *EXTENUATING CIRCUMSTANCES*

In the case of extenuating circumstances the school director will consider a settlement that is reasonable and fair to the student and the school.

### *CHANGES MADE BY THE SCHOOL*

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 of the course.

### *POSTPONEMENT OF START DATE*

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:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. 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 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### *OTHER TERMS AND CONDITIONS*

A refund for the textbook(s) in the amount shown in the catalog will be made if the textbook(s) is returned sealed and in its original packing less a \$35 re-stocking fee.

A student may be dismissed for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering school site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, or carrying a concealed or potentially dangerous weapon.

The School will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

### *GRIEVANCE PROCEDURE*

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after meeting with the director of the school, the student may contact the licensing board for the state where the school is located. See details below.

*COLORADO UNRESOLVED DISPUTES*

A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. Students may also contact the Colorado DPOS via mail, phone, or online:

Division of Private Occupational Schools  
1600 Broadway, Suite 2200  
Denver, CO 80202  
303.862.3001  
[highered.colorado.gov/dpos](http://highered.colorado.gov/dpos)

There is a two-year limitation (from the student’s last date of attendance) on the student filing a complaint.

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 it to protect your legal rights.

*CONTRACT ACCEPTANCE*

I wish to enroll in the  online course/  blended course (check one) from American Home Inspectors Training. I have been provided with a catalog and understand the programs and terms of this Enrollment Agreement. I understand this is a legally binding contract upon written acceptance, unless cancelled pursuant to the Refund Policy.

I am 18 years or older. My signature below signifies that I have read the terms and conditions contained in this Enrollment Agreement, understand all aspects of this Enrollment Agreement, recognize my legal responsibilities regarding this Enrollment Agreement, and have received and read a copy of the current Enrollment Agreement and Catalog (Volume 18: January 1, 2019 – December 31, 2019).

American Home Inspectors Training is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Credits earned at the institution may not transfer to all other institutions.

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

-----For School Use Only-----

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

**The terms of this Enrollment Agreement are contained on six (6) pages. Please read all pages.**