



OCL Real Estate LLC DBA

# American Home Inspectors Training

## Enrollment Agreement KENTUCKY

3100 Wall Street  
Lexington, KY 40513

1220 Kentucky Mills Drive  
Louisville, KY 40299

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 Water Tower Blvd., 4<sup>th</sup> Floor  
Brookfield, WI 53045

(p) 800.441.9411  
(f) 262.347.0776  
(e) admin@oncourselearning.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*

Kentucky Home Inspection Course (7 Days/65 Classroom Clock Hours)

Books:	(included)
<u>Tuition:</u>	<u>\$1945.00</u>
Total Charges:	\$1945.00

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

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

This course combines 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, insulation and ventilation, manufactured homes, and Kentucky laws/standards of practice according to the guidelines set forth by the Kentucky Board of Home Inspectors.

The institution can terminate this enrollment agreement if the student has not paid all necessary money on the first day of class. If on the first day of class, the institution has not received payment, this agreement is null and void. The student can cancel this enrollment agreement within three business days of signing the agreement and will receive a full refund if payment was made.

*REFUND AND CANCELLATION POLICY*

A full refund of all monies paid will be given to any student who pays for services/items they did not receive.

All advanced monies paid by the student, other than an initial, nonrefundable registration fee, will be refunded if the student submits a written request for refund within three (3) days after signing this enrollment agreement and making initial payment. By signing this enrollment agreement the student acknowledges they are aware of the nonrefundable registration fees listed on page one (1) of this agreement.

Refunds will be calculated on an hourly, pro-ratio basis for students who withdraw during a course. The official termination date and percentage of course completed will be based upon the last date of student attendance. All refunds will be paid to student within sixty (60) days of termination.

*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, may delay the start of the course until the next scheduled course. The school may request a postponement of start if the course enrollment is low. If the student is unable to attend the postponed course, a full refund will be issued to the student including the nonrefundable registration fee.

### *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 may 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.

### *KENTUCKY 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 Kentucky Commission on Proprietary Education via mail, phone, or online:

Kentucky Commission on Proprietary Education  
Capital Plaza Tower, Room 302  
500 Mero Street  
Frankfurt, KY 46010  
(502) 564-4185  
<http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf>

### *STUDENT PROTECTION FUND*

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

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 Kentucky Home Inspection Course 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 canceled pursuant to the Refund Policy.

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, 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 catalog.

American Home Inspectors Training is licensed as a non-residential proprietary school with the Kentucky Commission for Proprietary Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Student signature \_\_\_\_\_ Date [Click here to enter a date.](#)

Parent or guardian if student is less than 18 \_\_\_\_\_ Date [Click here to enter a date.](#)

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

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

**The terms of this Enrollment Agreement are contained on five (5) pages. Please read all pages.**