

**PRE-ENROLLMENT CHECKLIST**



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

Name of Institution: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Course or Program: \_\_\_\_\_

**Please check mark each section when completed.**

- \_\_\_\_\_ I have toured the institution (not applicable to online institutions);
- \_\_\_\_\_ I have received a copy of the Academic Catalog.
- \_\_\_\_\_ I was given the time and 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 have been provided with a copy of the institutions refund policy.
- \_\_\_\_\_ I understand that all books and learning materials are included in the cost of the tuition. (See page 2 of the Enrollment Agreement for a list of these materials.)
- \_\_\_\_\_ I understand that the institution cancellation and refund policy is included in the 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 4 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 312 Rosa L. Parks Ave. Nashville, TN 37243-1102 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.

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date