



# GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

## Haa Káak Hás Kahídi - *Our Uncles' House*

3239 Hospital Drive, Juneau, Alaska 99801 | generationsoutheast@cchita-nsn.gov  
www.generationsoutheast.com | (907) 463-7375

## Student Enrollment Registration Form

### PART I Student Information

<b>Full Name:</b>	First	Middle	Last
<b>Mailing Address:</b>	Street/P.O. Box	City	State Zip
<b>Social Security #:</b>		<b>Birthdate:</b>	
<b>Email Address:</b>		<b>Phone #:</b>	
<input type="checkbox"/> I grant permission for any photos of me taken while at Generations Southeast to be used in future promotional or design material.			

### PART II Payee Information

<b>Individual/Organization:</b>	<i>If applicable</i>		
<b>Mailing Address:</b>	Street/P.O. Box	City	State Zip
<b>Office/Program:</b>		<b>Contact Person:</b>	
<b>Email Address:</b>		<b>Phone #:</b>	
<b>Tlingit and Haida Account Code:</b>	<i>If applicable</i>		

### PART III Training Session Information

Class Name(s)	Begin Date(s)	End Date(s)	Price
<b>Tuition Total =</b>			<b>\$</b>

### PART IV Payment Information

<input type="checkbox"/> <b>Cash or Check</b>	Check #:	Amount:
<input type="checkbox"/> <b>Purchase Order</b>	Purchase Order #:	
<input type="checkbox"/> <b>Credit Card</b>	Credit Card #:	<input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MasterCard
	Expiration Date:	Security Code:
	Name on Card:	Authorized Signature:

## **PART V Acknowledgment Language**

---

*Please read the following statements and policies and sign the acknowledgment in Part VI.*

### ***I Understand That:***

- 1) Upon acceptance by the school, this document constitutes a binding contract and both the school, and I will abide with its terms.
- 2) Rules, regulations, and policies of the school regarding attendance and conduct during training shall be distributed the first day of class. Failure to abide with the foregoing policies constitutes a breach of this contract and may mean dismissal. Refunds of any unused tuition shall be based upon the published refund policy.
- 3) The school will make every effort to assist graduates in securing suitable positions which may be available. THIS IS NOT A GUARANTEE OF A JOB OR OFFER OF EMPLOYMENT.
- 4) All correspondence, inquiries, payments, and other matters relating to this contract made by the student shall be direct to the Generations Southeast, 3239 Hospital Drive, Juneau, Alaska 99801.
- 5) The school reserves the right to reschedule training class dates in its sole discretion.
- 6) To stay current with employer's needs, the curriculum, its content, sequence of instruction and type of equipment are subject to change without notice.
- 7) The student is responsible for the payment of tuition and fees as specified in the enrollment agreement regardless of the sources of financial aid for which the student may be eligible.
- 8) The programs cost in this contract are based on the tuition rate presently in effect and are subject to change in the event of a tuition increase. All changes must be made a matter of record with the Alaska Commission on Postsecondary Education. Any changes in tuition or fees shall not become effective for a student currently enrolled unless such student receives notice of the change at least 60 days prior.
- 9) The student understands that absence from a regularly scheduled class does not relieve him or her of tuition liability.
- 10) Students are admitted, trained, and referred for employment without regard to race, color, sex, age or national origin.
- 11) Questions regarding the school satisfying the terms of the enrollment agreement may be addressed to the director of the school. The school is authorized by the Alaska Commission on Postsecondary Education. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the Alaska Commission on Post-Secondary Education, PO Box 110505, Juneau, AK 99811-0505.

## **Policy Information**

### **RESCHEDULING A CLASS**

In the event you need to reschedule a class, please contact our office at least three (3) business days prior to your scheduled class. If you reschedule a class less than three (3) days prior to the day of the class there is a late rescheduling fee of \$15. There is a six (6) month limitation of rescheduling after the initial class sign-up. The full class fee (100%) will be charged if rescheduling extends past six (6) months plus any late penalty incurred from any reason above.

### **GENERATION SOUTHEAST'S RIGHT TO CANCEL CLASSES**

Generations Southeast reserves the right to cancel classes: In the event of insufficient enrollment, instructor changes or closure due to snow or poor weather, Generations Southeast may cancel or reschedule the class. All students will be given notice if this occurs. No additional fees will be charged to the student under these circumstances

### **CHANGE IN SCHEDULE**

Schedules may change due to student enrollment. Course materials are available to students upon receipt of payment in full. If the student chooses to withdraw from a program of study for which the student has prepaid, the student may withdraw by submitting his/her intention, in writing, to the Generations Southeast Director or Instructor.

### **DISCONTINUANCE OF A STUDENT**

A student may be discontinued for: 1. Unsatisfactory progress; 2. Being under the influence or being in the possession of intoxicating drinks or drugs while on the school property; 3. Gambling on the school's property; 4. Insubordination and/or intolerable conduct; 5. Willful abuse of equipment; 6. Excessive absenteeism; 7. Failure to make tuition payment; 8. Failure to observe the schools regulations.

**STUDENTS RIGHT TO CANCEL**

All requests for withdrawal will need to be submitted in writing. If a student withdraws from the Distance Education program ten (10) working days prior to the first day of class (received their student ID), all tuition and fees will be refunded, less a \$25.00 administrative fee. A student has the right to cancel their enrollment contract until the end of first (1) day of scheduled attendance and will receive a full tuition refund less the above-mentioned Non-Refundable fees. Upon withdrawal or termination, Generations Southeast will acknowledge withdrawal in writing within five business days after receipt of notification. Any refund due to the student will be given within 45 days after receipt of notification of the student’s withdrawal, or 30 days after the student’s last recorded date of attendance, whichever is earlier. Student refunds shall be computed from the last day of attendance. For students withdrawing or terminating from the Distance Education program within the five (5) working days prior to the first day of class the remaining tuition will be returned according to the length of the program in which the student is enrolled.

**DISTANCE STUDENT FEES**

Fees for the Distance Education course include the tuition. All fees associated with the Distance Education program minus the \$25.00 Enrollment fee will be refunded if written notice of cancellation is received ten (10) working days prior to the first day of class (received their student ID). If notice is received after the ten working day time period the fees become non-refundable

**ADDITIONAL COSTS**

The cost of transportation to and from school and all meals and housing are the expense of the student.

**CERTIFICATES**

Upon successful graduation, the school awards the student a Penn Foster Certificate of Attainment and/or Generations Southeast Certificate of Completion.

**REFUND POLICY**

Generations Southeast implements a refund policy that provides for an equitable refund in cases of discontinued attendance. The policy is as follows:

- For a period of time after instruction has begun but before the second day of classes or the equivalent, the Generations Southeast shall refund 100 percent of the tuition; after that For a period of time after the first day of class but not more than 10 percent of the class has elapsed, Generations Southeast shall refund at least 90 percent of the tuition; after that
- For a period of time after which greater than 10 percent but not more than 20 percent of the class has elapsed, Generations Southeast shall refund at least 80 percent of the tuition; after that,
- For a period of time after which greater than 20 percent but not more than 25 percent of the class has elapsed, Generations Southeast shall refund at least 55 percent of the tuition; after that,
- For a period of time after which greater than 25 percent but not more than 50 percent of the class has elapsed, Generations Southeast shall refund at least 30 percent of the tuition; after that,
- The institution may require the student to remain committed to the entire amount of the tuition.

Time spent on an approved leave of absence may not be considered time in attendance for the purposes of determining a refund. All refunds due a student shall be made within 30-days of notification of the student’s withdrawal or dismissal. Generations Southeast, as signatory on the student contract, is subject to all claims and defenses of the student or the student’s successors in interest, arising under the contract.

<b>PART VI</b>		<b>Applicant Signature</b>	
<p>I certify that I have read and received all parts of this agreement and a school catalog. I understand it fully and agree to abide by its terms and the school’s training policies. I further certify that this document and any documents incorporated by reference, contains all the terms of our agreement and that there have been no verbal promises or agreements made other than those stated herein. I Understand and agree that no guarantee of employment or any set wage is made or implied by the school.</p>			
<b>Applicant’s Signature:</b>		<b>Date:</b>	