

# TRAINING AGREEMENT

Spartan College of Aeronautics and Technology  
 8820 E. Pine St. • P.O. Box 582833 • Tulsa, Oklahoma 74158-2833  
 1-800-331-1204 • (918) 836-6886



Name of Student \_\_\_\_\_ Social Security No. \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PROGRAM TITLE (Do Not Abbreviate)	DAY or EVENING	CREDIT HOURS	NUMBER OF TERMS	NUMBER OF MONTHS	START DATE

### SUMMARY OF CHARGES

(Month Day Year)

Technical Programs		Flight Programs	
8820 E. Pine, Tulsa, OK	7304 E. Apache, Tulsa, OK	123 Cessna Drive	R. L. Jones Airport, Tulsa, OK
Application Fee \$ _____		Application Fee \$ _____	
Tuition \$ _____		Minimum Tuition \$ _____	
Estimated Cost of Books \$ _____		Estimated Cost of Books & Equipment \$ _____	
Estimated Cost of Tools \$ _____		TOTAL ESTIMATED PROGRAM COST \$ _____	
TOTAL ESTIMATED PROGRAM COSTS \$ _____		Tuition for Flight Programs is based on an academic year.	
Tuition for technical programs is based on an academic year. An academic year is 30 weeks of instruction.		Current Academic Year's Estimated Tuition \$ _____	
Current Academic Year's Tuition \$ _____		Tuition for flight programs includes the minimum number of flight hours and ground school classes required for each rating/certificate by the Federal Aviation Administration (FAA). Some students may require more flight hours to gain the required proficiency. The College reserves the right to adjust the hourly flight rates with a fuel surcharge should one become necessary. A \$4,000 tuition prepayment is required before the start of training.	

The College anticipates that an annual increase in tuition rates may be necessary for either the flight or technical programs, or both. In such an event the student will be given at least 30 days advance notice.

### PAYMENT SCHEDULE

Application Fee is due with the Training Agreement. Tuition is due in advance on the first day of each academic year. This agreement is for one academic year of training and the agreement automatically extends to the completion of the above program for each subsequent academic year.

If financial assistance is applied for, neither the amount of financial assistance nor any payment schedule can be determined at this time. As soon as the amount of financial assistance has been determined, a cash payment plan will be provided, if applicable, which will disclose a schedule of payments for tuition and fees not covered by financial assistance in compliance with state and federal law. \_\_\_\_\_ (Applicant's Signature)

This contract may not be sold, discounted, or otherwise transferred without the signed written consent of the applicant or his/her financial sponsors and a written statement notifying all parties that the cancellation and refund policy continues to apply.

### ATTACHMENTS TO THIS AGREEMENT

Spartan General Catalog No. \_\_\_\_\_ Supplement # \_\_\_\_\_ Special Refund Policy (State. \_\_\_\_\_)  
 Notice of Cancellation (State \_\_\_\_\_) Other \_\_\_\_\_

### NOTICE TO THE BUYER AND APPLICANT'S SIGNATURE

This Training Agreement (including both sides) constitutes a legally binding contract when signed and dated by the applicant and accepted by an official of Spartan College of Aeronautics and Technology at its administration offices in Tulsa, OK. Do not sign this agreement before you read both sides or if it contains any blank spaces. It is further understood that there are no agreements, either written or oral, other than those appearing on this Agreement. The undersigned has read and understands both sides of this agreement and the attachments checked above and acknowledges receipt of those items and an exact copy of this agreement.

\_\_\_\_\_  
 (Applicant's Signature - WRITE Do Not Print)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 (Parent or Guardian Signature if under 18)

\_\_\_\_\_  
 Date

### CASH RECEIPT

Received of \_\_\_\_\_ The amount of \_\_\_\_\_ Dollars, representing  
 (Applicant)  
 Application Fee \_\_\_\_\_ Student Housing Fee \_\_\_\_\_  
 Tuition \_\_\_\_\_ Other \_\_\_\_\_  
 By \_\_\_\_\_ Date \_\_\_\_\_  
 (Authorized Representative)

### ACCEPTANCE BY THE COLLEGE

If accepted, the applicant will be sent a written notice of acceptance. If this Agreement is not accepted by the College, all monies paid by the applicant will be refunded with a letter from the College explaining the reason for rejection.

Accepted By: \_\_\_\_\_  
 Director Date



## REFUND AND CANCELLATION POLICY

This refund and cancellation policy is based upon fairness to the student and the College. It is expressly understood and agreed that any refunds shall be made only in accordance with the following terms and conditions except that, if the state of residence of a student has a refund and cancellation policy more favorable than the policy of the College, the state policy will apply.

This refund policy applies only to tuition and administrative fees. Sales of books, tools and other items from the student stores are considered final and are not subject to this refund policy.

Any monies due applicants or students shall be refunded within 30 calendar days from the student's official withdrawal date due to cancellation, withdrawal, termination or failure to appear on or before the first day of a term. If the student does not return following an approved Leave of Absence, refunds will be made within 30 calendar days from the end of the Leave of Absence.

All refunds will be calculated from the last date of actual attendance. If a student does not start classes, all prepaid tuition will be refunded.

All refunds will be made to the company, organization, or financial aid lender that paid the student's tuition. Tuition payments in excess of, or not paid by a company, organization, or financial aid lender will be refunded to the student account holder.

### CANCELLATION BEFORE COMMENCEMENT OF CLASSES (BUYER'S RIGHT TO CANCEL)

Applicant may cancel this Agreement in writing at any time before commencement of his/her classes.

If the Applicant cancels this Agreement in writing within three (3) business days of his/her execution of this Agreement, Applicant shall receive a refund of all monies paid under this Agreement. See the attached Notice of Cancellation for an explanation of this right.

If the Applicant cancels this agreement in writing more than three (3) business days after his/her execution of the Agreement but before the start of classes, the College will refund the \$100.00 Application Fee and refund any other monies paid under this Agreement.

Applicants who have not visited the College prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation, or following a tour of the College facilities and inspection of equipment.

### TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

#### REFUND POLICY FOR TECHNICAL PROGRAMS

Students will be charged tuition by the academic year. An academic year is defined as a period where the student earns at least 24 semester credit hours in a minimum of 30 weeks. There are five six-week terms in the technical academic year.

The following policy will be applied if a student withdraws from a technical program:

#### Withdrawal within the first week of the first term of the academic year:

The College shall refund 90% of the current academic year's tuition.

The amount retained by the College will not exceed \$350.

#### Withdrawal after the first week of the academic year, but within the first 25% of the academic year:

The College will retain 25% of the academic year tuition plus \$150.00.

#### Withdrawal after 25% of the academic year but within 50% of the academic year:

The College will retain 50% of the academic year tuition plus \$150.00.

#### Withdrawal after 50% of the academic year:

No refund will be made.

All tuition paid for academic years beyond the academic year of withdrawal or termination will be refunded in full.

#### REFUND POLICY FOR BACHELOR'S DEGREE

Students attending the Bachelor's Program will be charged tuition by the ten week term.

The following policy will be applied if a student withdraws during a term:

#### Withdrawal within the first week of the term:

The College shall refund 90% of the current term's tuition.

The amount retained by the College will not exceed \$350.

#### Withdrawal after the first week of the term, but within the first 25% of the term:

The College will retain 25% of the term's tuition plus \$150.00.

#### Withdrawal after 25% of the term but within 50% of the term:

The College will retain 50% of the term's tuition plus \$150.00.

#### Withdrawal after more than 50% of the term:

No refund will be made.

All tuition paid for terms beyond the date of withdrawal or termination will be refunded in full.

### REFUND POLICY FOR FLIGHT PROGRAMS

The Technical Refund Policy applies to all ground school classes. The academic year charge for a flight program will include eight hours of flight time per month. If a flight student interrupts his/her training and has flown in excess of the eight hours per month, a charge will be made for the additional flight hours.

### THE STUDENT UNDERSTANDS

1. The College does not guarantee employment following graduation, but does offer employment advisory (placement) assistance to graduates.
2. The College reserves the right to adjust tuition rates, start dates, and to revise or withdraw (discontinue) courses with 30 days notice.
3. Tuition does not include housing, meals, transportation, personal medical expenses, books, or tools.
4. The cost of books and tools is estimated. Students are only charged for books and tools actually purchased at Spartan. The amount estimated may be reduced if a student brings tools from home or buys used books.
5. The College reserves the right to suspend or terminate any student whose study, attendance, or conduct is unsatisfactory and/or whose tuition has not been paid.
6. The student will be charged for the repeat of failed courses at current tuition rates.
7. The student will be charged a \$10.00 administration fee for scheduling changes.
8. The College confers diplomas upon students for all programs they successfully complete. Associate of Applied Science or Bachelor of Science Degrees will be awarded on successful completion of the degree programs.
9. Technical day classes are scheduled between 7:30 a.m. and 2:30 p.m. Technical night classes are scheduled between 4:30 p.m. and 11:30 p.m. Flight ground school classes are between 7:30 a.m. and 9:00 p.m.
10. By accepting this agreement, the applicant grants full permission to Spartan College of Aeronautics and Technology and its advertising agency, or any other parties they should designate, full and complete use of any written comments, photographs, videos or information concerning academic achievement from the date this agreement is signed and thereafter, for any and all advertising, publicity, or promotional purposes for the College and courses of study.

### TEXAS WORKFORCE COMMISSION STATEMENT REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in the military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (A) satisfactorily completed at least 90 percent of the required coursework for the program; and (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

### NOTICE

Any holder of this consumer 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 hereunder.

**BE SURE TO READ THE FRONT OF THIS AGREEMENT SINCE IT IS PART OF YOUR CONTRACT WITH THE COLLEGE**