



ENROLLMENT AGREEMENT

Winter 2019

Please print neatly Date: _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

HOME PHONE () _____ SOC. SEC # _____ D.O.B. _____

EMERGENCY () _____ CONTACT NAME _____

WORK PHONE () _____ Employer _____

CELL PHONE () _____ E-MAIL _____

How Did You Hear About GMCA? Employer Friend Former Student Social Media Internet Other: _____

PRIVACY ACT STATEMENT

The following voluntary information is required for use in apprenticeship statistical reporting, as requested by the Department of Labor, Bureau of Apprenticeship and Training, and may not be otherwise disclosed without the express permission of the person applying.
(Privacy Act of 1974-P.L.93-579)

Race/Ethnic Group:

Caucasian Asian/Pacific Island African American Vietnamese Hispanic American Indian

Sex: Male Female

EDUCATION:

High School graduate Yes No (if no highest grade completed) _____ GED: Yes Verification Received Yes No

Veteran? No Yes, (years enlisted) From: _____ to _____ Admissions Test Yes No

GMCA CRAFT TRAINING (with total clock hours): GMCA Full Course Catalog available upon request or online at www.gmca.edu

- Carpentry (576) Electrical (576) HVAC (576) Insulating (432) Instrumentation (576) Ironworking (432)
- IMM (576) Millwright (720) Pipefitting (576) Plumbing (576) Sheet Metal (576) Welding* (432) *not currently an ACCET approved curriculum

PAYMENT POLICY (per semester):

 Further price breakdown on page 2

Tuition (minus book and lab fees): \$1400/course-Non ABC member Company \$700/course-ABC Member Company

Book Fee: will vary per trade (\$70.00 - \$265.00)

Lab Fee: will vary per trade (\$25.00 - \$200.00)

Payment Policy: Tuition and fees are due before the first day of class each semester.

Billing Company Student Paying

Payment Method: Check Credit Card Money Order

Deposit: \$ _____ Balance: \$ _____

Tuition must be paid prior to the first day of class per semester, monthly payment plans available upon request.

AGREEMENT:

By signing this document you are verifying that you have read, understood and received a copy of this agreement as well as the GMCA course catalog. You are also in agreement that this is a legal and binding contract.

Student Signature: _____ date: _____ Enrolled by: _____ date: _____

Guardian (if under 18): _____ date: _____ Title: _____

FOR OFFICE USE ONLY

CLASS SCHEDULE:

Monday | 5:30 - 9:30 pm Tuesday | 5:30 - 9:30 pm Wednesday | 5:30 - 9:30 pm Thursday | 5:30 - 9:30 pm

Start Date: _____ Projected Graduation Date: _____

Accepted by: _____ Date: _____ Title: _____

GMCA STAFF SIGNATURE



Accredited by the Accrediting Council for Continuing Education & Training

Greater Michigan Construction Academy

7730 W. Wackerly Midland, MI 48642 | 1501 Rensen St., Ste. C Lansing, MI 48910

P: 989-832-8879 / 855-832-8879 • F: 989-698-3025 • gmca.edu

Refund policy on page 2 ▶

LAB FEES:

Core: \$25

Carpentry 1: \$95 | **Carpentry 2:** \$95 | **Carpentry 3:** \$95 | **Carpentry 4:** \$95

Electrical 1: \$60 | **Electrical 2:** \$60 | **Electrical 3:** \$60 | **Electrical 4:** \$60

Ironworking 1: \$70 | **Ironworking:** \$70 | **Ironworking:** \$70

IMM 1: \$80 | **IMM 2:** \$80 | **IMM 3:** \$80 | **IMM 4:** \$80

HVAC 1: \$150 | **HVAC 2:** \$150 | **HVAC 3:** \$150 | **HVAC 4:** \$150

Pipefitting 1: \$110 | **Pipefitting 2:** \$110 | **Pipefitting 3:** \$110 | **Pipefitting 4:** \$110

Plumbing 1: \$120 | **Plumbing 2:** \$120 | **Plumbing 3:** \$120 | **Plumbing 4:** \$120

Sheet Metal 1: \$170 | **Sheet Metal 2:** \$170 | **Sheet Metal 3:** \$170 | **Sheet Metal 4:** \$170

Fundamentals of Welding: \$200 | **Welding 1:** \$200 | **Welding 2:** \$200 | **Welding 3:** \$200 | **Welding 4:** \$200

REFUND POLICY:

Refunds will only be issued upon notification. Credits (if applicable) will be mailed from the GMCA office.

Note: All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school (GMCA). Tuition refunds shall be issued 45 days after notification.

Tuition/book refunds will be issued for students who withdraw from the program on the following basis:

Student drops before the first week of class – will receive a 100% refund.

No show students – 100% refund at request.

After the first week and through 50% of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition or the period of training that was not complete.

Students who drop during the first week of class, tuition charges withheld will be 6 percent (6%) of tuition.

After 9 weeks (50%) of the class period financial obligation is completed, the institution may retain the full tuition.

GMCA will withhold ten percent (10%) of the unearned tuition for the period of training that was not completed to cover administrative costs. This amount will not exceed \$1000 and is applicable only to students after the first week of class and through 50% of the period of financial obligation.

Placement Assistance:

Job placement assistance is available up on request. Student must provide resume. Placement is not guaranteed.



REGISTRATION AND RELEASE FORM



Instructions: Type or print legibly. Any inaccuracies on this form may be reflected on credentials. To be entered in NCCER's Registry, you must complete and sign this form. Records containing trainee/participant personal information, including but not limited to score reports, training prescriptions, and transcripts, cannot be distributed until this form has been completed.

*** Required fields.**

ATS/AAC Name*: THE GREATER MICHIGAN CONSTRUCTION ACADEMY _____

Name*: _____

Job Title: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Phone*: _____ Home Number OR Cell Number

Email Address: _____

Birth Date*: _____ Birth City: _____

*To enter you into the NCCER National Registry, ONE of the following numbers needs to be provided. Once you are entered into the system, you will be given an NCCER Card Number to use in the future. (System Generated Numbers are no longer an option.) Pipeline users MUST use their Social Security Number.

Social Security Number: _____

NCCER Card Number: _____

State DOE Student Number: _____ Which State? _____

If you choose to use the State DOE Student number, this must first be added into the NCCER Registry System as an approved "Alternate I.D. Type." Please work with your sponsor representative to ensure your state I.D. Type has been added into the system.

Optional Information:

Company/School Name: _____

Company/School Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Signature*: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if individual is under 18 years of age.)

PERMISSION TO RELEASE RECORDS TO EMPLOYER

The academic performance records (grade reports) of students in attendance at Greater Michigan Construction Academy are protected documents and not available for release to the general public.

The following guidelines have been established concerning the release of those records.

GMCA follows the FERPA Act and will only disclose information to those listed on the registration and release form, unless it is "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless otherwise noted.

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines.



Please Release my Records to the following company(s) or person(s):

I have read and understand the guidelines above. I also understand that I must inform Greater Michigan Construction Academy when employment changes to ensure grades are sent out appropriately.

Student Name (print): _____

Student Signature: _____

Date: _____

Company: _____