



46175 Westlake Drive, Suite 250, Sterling, VA 20165

Intellectual
POINT

STATE EDUCATION BENEFITS ENROLLMENT FORM

Student Information

STUDENT NAME: _____ PROGRAM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: _____ E-MAIL: _____

SOCIAL SECURITY # (Required for reporting purposes only): _____ DOB: _____
MM/DD/YYYY

STATE OF PROGRAM : _____ BENEFIT: _____
WIOA/TAA/Voc Rehab

ADMINISTRATOR : _____ CONTACT: _____
Administrator Name Contact Email or Phone Number

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

(FOR OFFICE USE ONLY – TO BE FILLED OUT BY INTELLECTUAL POINT) PROGRAM INFORMATION

DATE OF ADMISSION: _____ PROGRAM: _____
MM/DD/YYYY

START DATE: _____ END DATE: _____ TOTAL WKS: _____ CLOCK HRS: _____
MM/DD/YYYY MM/DD/YYYY

STATUS: FULL-TIME PART-TIME MODALITY: IN-PERSON ONLINE/VIRTUAL

CLASS SCHEDULE: (circle) M T W Th F Sat Sun DAY EVENING

CLASS TIMES: _____
HH:MM- HH:MM (NOTATE ANY VARIATIONS)

THE TOTAL DIRECT COST* OF THE PROGRAM:

TUITION: \$ _____

BOOKS/SUPPLIES: \$ _____

EXAM* FEES: \$ _____

MISC. EXPENSES: \$ _____

TOTAL PROGRAM \$ _____

*Vender Certification Exams are not included in the Program Direct Costs.

Cancellation Refund Policy¹

SCHOOL RIGHT TO CANCEL

Intellectual Point does everything possible to ensure a scheduled program commences as scheduled. Instructors are available in the event the primary instructor is unable to conduct a session or instruct a program as scheduled. In circumstances where Intellectual Point must cancel or reschedule a program, each student is provided the opportunity to enroll in the next scheduled class or receive a full-tuition refund from the program. Intellectual Point reserves the right to cancel or reschedule classes at any time per operational needs. Students will be notified within one week prior to the class start date in the event the class is cancelled.

Rejections

While Intellectual Point is an open enrollment school, we reserve the right to reject an enrollment with just cause. Students may be rejected based on providing false information during enrollment, refusal to comply with requests or documentation during the enrollment process, or violation of the student conduct policy during enrollment, while attending, or post enrollment, or as a result of a debt from prior enrollment with Intellectual Point.

STUDENT RIGHT TO CANCEL & WITHDRAWAL REFUND POLICY

An Applicant's enrollment is considered cancelled if notification occurs prior to the first day of class. Cancellations have different financial implications based on the timeline:

Three-Day Cancellation and Seven Days Prior to Class Start

Any student who provides written notice of cancellation within three (3) days of the execution of this enrollment form, excluding weekends, holidays, and seven days prior to the scheduled commencement of class is entitled to a refund of all money received.

Cancellation within Seven Days Prior to Start

Aside specific policies outlined below for agency funding, the cancellation policy is as follows, once a student has enrolled:

- Following the cancellation period, a student applicant may cancel their enrollment agreement, by written notice, at any time prior to the first day of the session for which the application was made. When cancellation is requested under these circumstances, the school will refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less.
- After the start of the class, the proration of tuition & fees is charged in proration of the class. For a four-day class, as an example, tuition and fees are charged at 25% after the 1st day, 50% after the 2nd day, 75% after the 3rd day, and 100% after the 4th class day.
- For pathway enrollments, tuition & fee charges are prorated as follows 25% after the first week, 50% after the 2nd week, 75% after the 3rd week, and 100% after the fourth week of the pathway.

¹Relevant sections extracted from the School Catalog, refer to the School Catalog for the complete policy.

NOTICE TO STUDENT:

1. Do not sign this agreement until you have read it, or if there are any sections not completed.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by an authorized official at Intellectual Point.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the Intellectual Point catalog constitute the entire agreement between the student and the school.
5. Although Intellectual Point will provide Career Services as outlined in the Catalog, this does not guarantee job placement to graduates upon program completion.
6. Intellectual Point reserves the right to reschedule the program start date if the student enrollment scheduled to start is too small.
7. Intellectual Point reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by the established standards of conduct.
8. If a beneficiary of education benefits fails to meet eligibility requirements, or is determined to have benefits retroactively removed, the student is eligible to pay out of pocket. It is understood that the student would then be subject to those financial terms and conditions, as outlined in the catalog.
9. The school does not guarantee transferability of credits to a college, university, or other institution. Instead, the receiving institution decides on credit comparability, appropriateness, or applicability and whether credits should be accepted.

STATE AGENCY EDUCATION BENEFITS AND INTELLECTUAL POINT TERMS AND CONDITIONS

The course(s) in which you have chosen to enroll have been approved by an administrator of State Education Benefits. This organization is a team of private and public sector partners who share a common goal-to promote economic prosperity and long-term growth. The organization is the designated regional convener and administrative entity that coordinates workforce training and career services through federal funding. They are charged with overseeing and implementing workforce development initiatives and activities throughout the region. Intellectual Point is a partner in these efforts as a training provider, and in order to maintain this program must maintain a completion rate of at least 50% as well as a credential attainment rate of at least 65%.

To be compliant with the program requirements for use of benefits, I, the student, agree to the following in regarding training with Intellectual Point (based on my benefit used):

1. I understand that I must obtain a letter of authorization by my WIOA Program manager to approve training, and that I must maintain contact with my Retention Specialist and or Program Manager while in school, pursuing venter certification exam, and during the placement process.
2. I understand that I will be provided with support from Intellectual Point for up to 3 months after completion of my program.
3. I understand that to be best prepared for the venter certification exam, I need to score 85% or higher on the practice tests.

By signing below, I acknowledge that I have read and understand all aspects of this agreement and acknowledge my responsibilities with regards to this agreement

SIGNATURE _____ DATE _____

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the current Intellectual Point catalog and my program information and understand the expectations for successful completion.
2. I understand and have complied with all admissions requirements for enrollment at Intellectual Point.
3. I have carefully read and received an exact copy of this enrollment agreement.
4. I understand that Intellectual Point may terminate my enrollment if I fail to comply with the Attendance, Academic, Financial Requirements, or Standards of Conduct as outlined in the School Catalog. While enrolled in school, I understand that I must maintain satisfactory academic progress and attendance requirements as described in the catalog, and that my financial obligation to the school must be paid in full before a certificate of completion may be awarded.
5. I understand that intellectual Point does not guarantee job placement to graduates upon program completion.
6. I understand and have reviewed the complaint policy as outlined in the school catalog and understand that should I not be able to resolve the grievance with Intellectual Point, I can file with the State Council of Higher Education for Virginia (SCHEV).

Student Initials

Student Initials

Student Initials

Student Initials

Student Initials

Student Initials

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. Furthermore, I understand and agree that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the student's written agreement and the School Official. I also understand that if I default on this agreement, I will be responsible for paying any collection fees or attorney fees incurred by Intellectual Point.

My signature below signifies that I have read and understand all aspects of this agreement and recognize any legal responsibilities regarding this contract.

Signature of Student

Date

School Official Signature

Date

SCHOOL CERTIFICATION

I hereby confirm that this student has met with a member of Intellectual Point and has met all requirements for acceptance into the selected program, as described in the school catalog. I further certify that no written or verbal agreements or promises other than those appearing in this agreement have been made with the student.

Brian Lamont Lewis-Hardy, MA, Senior Vice President, Compliance and Accreditation

Date