

PACIFICTECH

ENROLLMENT AGREEMENT

1. STUDENT INFORMATION

PLEASE PRINT OR TYPE		Student ID: _____	
Student Legal Name: _____			
	(First)	(Middle)	(Last)
Date of Birth: _____	Email: _____	Phone: _____	
Address: _____	City: _____	State: _____	Zip: _____
Emergency Contact: _____	Relationship: _____	Phone: _____	

2. PROGRAM INFORMATION

Program of Study

- ___ Associate of Science in Information Systems
- ___ Associate of Science in Business Administration, Concentration in Digital Marketing
- ___ English as a Second Language

Program Schedule

Semester: ___ Fall 20___ ___ Spring 20___ ___ Summer 20___

Program Start Date: _____ **Scheduled End Date:** _____

___ Full Time ___ Part Time **Days Class Meets:** ___ Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat

Number of Weeks: _____ **Total Clock/Credit Hours:** _____

3. TUITION AND FEES

Tuition:	\$ _____	Other Fees:	\$ _____
Application Fee:	\$ _____	Total Charges for this Semester:	\$ _____

Students accepted to Pacific Tech agree to pay all charges on their Pacific Tech accounts when due, and agree to abide by the Refund Policy stated below. Tuition and fees must be paid in full at the time of registration.

Refund Policy:

Pacific Tech is committed to ensuring that its refund policy is fair, equitable, and applicable to all students and complies with the standards

of the Transnational Association of Christian Colleges and Schools (TRACS).

Cancellation of Enrollment:

An applicant who cancels the Enrollment Agreement within three business days after signing it or prior to the first day of classes which he or she has registered for, whichever date is later, will be entitled to a full refund of all tuition and fees paid and the application fee. Cancellation must be submitted in writing to the Office of Administration.

Conditions:

- The College charges the application fee only once unless the student later enrolls in a different program.
- Any deposit or down payment a student makes is treated as a tuition payment.
- Tuition is charged or billed by the semester, not by the total program cost.
- The application fee is not refundable unless the applicant for admission cancels his or her enrollment within 3 business days after signing the enrollment agreement (See “Cancellation of Enrollment” above).
- If, for any reason, the applicant or student only paid a part of the application fee before cancelling enrollment or withdrawing from the College, he or she is not required to pay the balance of the fee.
- The College does not charge an administrative or any other fee for processing a cancellation or withdrawal request by an applicant or student.
- There are no refunds for late charges, administrative charges, or late fees.
- Any refund of tuition due will be paid within 30 days of the date the College learns that an applicant has cancelled or that a student has withdrawn.
- Refunds for students who started classes are calculated based on the last known date that the student attended any class.
- Cancellation of enrollment must occur within the first 3 business days. Decisions made not to study or to quit studying after that time are considered withdrawals.
- If the College changes or cancels any course or program and, because of that change, a student cannot continue his or her studies, then the College will refund all the tuition and fees that the student has paid, regardless of how long the student had been studying in the program.
- The College will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study.

Tuition Refund Schedule:

The amount of tuition refund a student may be entitled to is determined on a pro-rata basis up to 50 % completion of the semester days to the student’s withdrawal date or the last date of attendance by the student, whichever is later. If the student withdraws after completing 50% of the program, no tuition refund will be made. The tuition refund policy applies to full withdrawals only; no partial withdrawals are covered under this policy. **Any refund due will be paid within 30 days of the date of official withdrawal.**

4. ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the entire scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether the student assignments are completed. The maximum absence allowance is three (3) class sessions in a semester. Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Director of Student Services for further evaluation, which may result in academic discipline proceedings or negatively affect the student's grades.

Class attendance is of particular importance to international students, who must be able to prove that they are enrolled and attending classes on a full-time basis to maintain their visa statuses. As noted above, instructors are required to report excessive tardiness or absences to the Director of Student Services, who will notify students that they are jeopardizing their visa statuses. Failure of an international student to maintain the required class attendance will be reported to the Student and Exchange Visitor Program (SEVP), which may revoke the student's visa status.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

Excused Absences

Pacific Tech recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, he or she is expected to bring a signed letter from his or her physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused

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Rev. January 2023

absences may include a variety of unavoidable situations, but all are subject to a final decision by the Director of Student Services as to whether they are excused or not. All excusal requests **MUST** be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Director of Student Services, and that possession of documentation does **NOT** guarantee excusal.

Absence from Exams

Students who are absent from a mid-term or final exam **MUST** provide the same evidence as for an excused absence to the Director of Student Services, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Director of Student Services as to whether to allow a makeup. In all such cases, the Director's decision is final. Again, documentation of the absence is **REQUIRED**, but does **NOT** guarantee excusal.

5. CAREER SERVICES

The College's primary focus is to produce graduates who fulfill the evolving needs of the communities that the College serves. Students and graduates can take advantage of numerous career services that enhance their educational experience. The Office of Career Services helps students and graduates acquire professional development skills that will serve them throughout their careers. Areas addressed include assessing career goals; developing résumés; increasing marketability; building networking and interviewing techniques; and improving salary negotiation skills. Additional assistance is provided through local and national job postings, which identify currently available career opportunities. Students should note that the College cannot and does not guarantee employment.

6. ACKNOWLEDGEMENTS

- I acknowledge that I have read the Pacific Tech Catalog and student policy and have enrolled with full knowledge of its standards and practices.
- I acknowledge and understand Pacific Tech's attendance policy and that Pacific Tech will enforce this policy strictly, which may result in disciplinary action, including expulsion; and for F-1 students, may result in termination of applicant's F-1 status.
- I acknowledge and understand Pacific Tech's required tuition, fees, and the refund policy. If an F-1 student, I acknowledge that I am required to commit to attending at least two full semesters at Pacific Tech upon my acceptance for admission.
- I acknowledge and understand the Pacific Tech student discipline and dismissal policy.
- I acknowledge and understand that Pacific Tech will not release, communicate or provide any documents, transcripts, transfer letters, or any other such documents unless and until the student's account is current, with all payment obligations to Pacific Tech fulfilled.
- I acknowledge and understand that I am waiving all privacy rights and copyright with regard to all and any photographs, video, or voice recordings taken or made at Pacific Tech for any purpose whatsoever, and that Pacific Tech shall not be required to seek my permission or to compensate me for the use of such photographs, video, or voice recordings.

My signature below certifies that I have read, and that I understand all aspects of this agreement, and agree to my rights and responsibilities, and that the College's cancellation and refund policies have been clearly explained to me. My signature below also affirms that I have received an exact copy of this agreement.

 Student Signature

 Date

 Institutional Representative Signature

 Date