

# 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

**Campus:** \_\_\_\_\_ Chamblee \_\_\_\_\_ Marietta \_\_\_\_\_ Duluth

#### Program of Study

\_\_\_\_ Associate of Science in Information Systems (ASIS)

\_\_\_\_ Associate of Science in Business Administration, Concentration in Digital Marketing (ASBA-DM)

\_\_\_\_ Associate of Science in Business Administration, Nail Salon Management (ASBA-NSM)

\_\_\_\_ English as a Second Language (ESL)\*

\* The ESL program is exempt from GNPEC authorization. GNPEC does not issue transcripts for this program. All ESL transcripts are issued by PCT.

#### Program Schedule

**Term:** \_\_\_\_\_ 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:** \_\_\_\_\_

\* The class meeting days for ESL students are determined by their level placement. ESL students cannot select their own course schedule; they must follow the placement committee's decision.

### 3. TUITION AND FEES

<b>Tuition:</b>	\$ _____	<b>Other Fees:</b>	\$ _____
<b>Application Fee:</b>	\$ _____	<b>Total Charges for this Semester:</b>	\$ _____

Students accepted to PCT agree to pay all charges on their PCT 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.

**Accepted Payment Methods:**

Tuition and fees may be paid with cash or check. Payments may be made in person during the hours of 9:00AM – 3:00PM, Monday – Friday. Checks should be made payable to Pacific College of Technology and may be mailed to the following address: 3500 Dekalb Technology Pkwy, Atlanta, GA 30340.

**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 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. STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

### **Policy**

Students enrolled in or taking courses at Pacific College of Technology (Pacific Tech, PCT) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The Director of Student Services is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of PCT faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work. Other issues may concern the equity and fairness of program or PCT policies. Other college policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other college units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the college's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President. A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

### **Student Grievance Resolution Procedure**

#### **Informal Action**

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such conversations. In such cases, the best way for a student to resolve a grievance is to approach the faculty or staff member directly involved in the situation and attempt to reach a resolution informally.

#### **Formal Action**

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

<b>Step 1:</b>	The complainant completes a grievance form. The grievance form is available on the College website and in the Office of Administration.
<b>Step 2:</b>	The complainant submits the grievance form to the Director of Student Services.
<b>Step 3:</b>	A Complaint Officer will be assigned. The complainant will receive a letter via email with the Complaint Officer's information as appropriate. The Director of Student Services will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Director of Student Services may choose to hear the complaint at his/her discretion.
<b>Step 4:</b>	The Complaint Officer will conduct an investigation.
<b>Step 5:</b>	The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
<b>Step 6:</b>	The complainant may appeal the ruling by submitting a grievance appeal form to the Director of Student Services within five days. The grievance appeal form is available on the College website and in the Office of Administration.

	<p>Appeals must be based on the issue of substantive or procedural errors which are prejudicial. The specific grounds to be addressed are:</p> <ol style="list-style-type: none"> <li>Were the procedures of the policy followed?</li> <li>If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?</li> <li>Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?</li> <li>Was the information presented during the review sufficient to justify the decision reached?</li> <li>Was there information existing at the time of the review that was not discovered until after the review?</li> </ol> <p>The Director of Student Services reviews the investigation and findings. The Director of Student Services may refer the appeal to a hearing committee at his/her discretion. If the Director of Student Services was the original decision maker in the grievance, the appeal will go to the President.</p>
<b>Step 7:</b>	A final decision is made. The Director of Student Services, or the President depending on the appeal, will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.
<b>Step 8:</b>	<p>If the complainant is not satisfied with the final institutional decision, he or she may file a formal, written complaint with one of the following agencies:</p> <ul style="list-style-type: none"> <li> <p><b>For institutional accreditation matters:</b>  <b>Transnational Association of Christian Colleges and Schools (TRACS)</b>  15935 Forest Road, Forest, VA 24551  434-525-9539  www.tracs.org</p> </li> <li> <p><b>For in-person, on-campus programs offered in Georgia:</b>  <b>Georgia Nonpublic Postsecondary Education Commission (GNPEC)</b>  2082 East Exchange Place, Suite 220, Tucker, GA 30084  770-414-3300  <a href="https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form">https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form</a></p> </li> <li> <p><b>For distance education students enrolled under the State Authorization Reciprocity Agreement (SARA):</b>  <b>Georgia - State Authorization Reciprocity Agreements (GA-SARA)</b>  Students enrolled in online programs may submit a complaint to GA-SARA using the form available at:  <a href="https://gnpec.georgia.gov/student-resources/student-complaints/ga-sara-online-student-complaint-form">https://gnpec.georgia.gov/student-resources/student-complaints/ga-sara-online-student-complaint-form</a></p> </li> </ul>

## 7. ACKNOWLEDGEMENTS

- I acknowledge that I have read the Pacific College of Technology Catalog (PCT) and student policy and have enrolled with full knowledge of its standards and practices.
- I acknowledge and understand Pacific College of Technology's attendance policy and that PCT 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 College of Technology'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 PCT upon my acceptance for admission.
- I acknowledge and understand the Pacific College of Technology student discipline and dismissal policy.
- I acknowledge and understand that PCT 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 PCT 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 PCT for any purpose whatsoever, and that PCT 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

**Note: Student must receive a copy of this form, and a copy must be kept in the student's files.**