

**Pacesetter Tech  
Training Center**

**ENROLLMENT FORM**

**Personal Data**

Last Name \_\_\_\_\_ Initial \_\_\_\_\_  
First Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Day Phone \_\_\_\_\_  
P.M. Phone \_\_\_\_\_ Fax \_\_\_\_\_  
S.S.# \_\_\_\_\_  
  
Employer \_\_\_\_\_  
Company City \_\_\_\_\_ State \_\_\_\_\_



**CALL**  
**918-665-8887**

**MAIL -**  
Pacesetter Tech Training Center  
P.O. Box 2130  
Catoosa, Ok. 74015  
**PHONE - (888) 218-1880**  
**FAX - (918) 665-6868**

*Licensed by the Oklahoma Board  
of Private Vocational Schools*

**Method of Payment**

Charge my credit card  Visa  MasterCard  American Express  
 Cash  Personal Check  Money Order  Discover Card

Cashiers Check  Bill My Sponsoring Employer \_\_\_\_\_  
 My tuition fees are being paid by  Vocational Rehabilitation  State

**Credit Card** – Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Card Holders Name \_\_\_\_\_  
(As it appears on credit card) (Signature; we are prohibited from taking payment without it)  
Billing Zip Code: \_\_\_\_\_

**Sponsoring Employer** – \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Please bill my employing company) (Employer's Telephone Number)

Enrollment Approved by: \_\_\_\_\_  
(Name of manager approving enrollment) (Position)

Company Billing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Vocational Rehabilitation** – \_\_\_\_\_ State \_\_\_\_\_  
(Vocational Program you are going through)

\_\_\_\_\_  
(Name of person you are working with) (Area Code) (Telephone Number) Ext. \_\_\_\_\_

\_\_\_\_\_  
(Name and Address – To be billed as)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Pacesetter Tech Training Center does not discriminate on the basis of race, color, religion, national origin, sex, age, marital, veteran status or disability.**

# ENROLLMENT FORM

**Pacesetter Tech  
Training Center**

The following terms are agreed to between student and Pacesetter Tech Training Center.

**COURSE STUDENT ENROLLING IN:** \_\_\_\_\_

( Class Name )

( Clock Hours )

\_\_\_\_\_ \$ \_\_\_\_\_  
( Date Class Begins ) ( Total Tuition Fee )

**If you wish to pay registration fee upon enrolling and balance the first day of class – The registration fee for Property I – is \$325.00. Property II – Large Loss and Flood is \$175.00. All courses less than \$400.00 are \$75.00.**

**CHARGES:**

Registration Fee \$ \_\_\_\_\_

Tuition \_\_\_\_\_

Supply – Books \_\_\_\_\_ -0- \_\_\_\_\_

**Total Charges** \_\_\_\_\_

Down Payment \$ \_\_\_\_\_

**Balance Due – To Be Paid 1st Day of Class -**

**To Be Paid By:**  Cash  Credit Card

Vocational Rehabilitation  Employer

*New regulations prohibit us from taking payment with out an physical signature. Also, please bring your credit card to class with you so that we may process the remaining balance personally. Thank you!*

*The student acknowledges receipt of a current Pacesetter Tech Training Center – School Catalog, which contains the school rules, and understands that any infractions of these rules may result in suspension or dismissal from class. In addition, the student agrees to attend all scheduled classes and prepare all lessons and perform all duties as required by the school. Upon satisfactory completion of training, the student will receive a “Certificate of Completion”*

**Employment Guarantee** – Neither Pacesetter Tech Training Center nor any representative thereof guarantees or promises to any prospective student or student, employment of any type, for any period of time, nor for any rate of pay, with Pacesetter Tech, any individual representing Pacesetter Tech or any company which Pacesetter Tech has any kind of working relationships or has any knowledge of. **Placement Assistance** is given any graduate student who wishes assistance in placement. If this service is requested, contact the school administrator for information regarding placement assistance.

**Refund Policy** – Refund policies by Pacesetter Tech Training Center are in accordance with Okla. State Law and governed by the Oklahoma Board of Private Vocational Schools OAC 565:10-11-3. **Rejection** An applicant rejected by the school shall be entitled to a refund of all monies paid, minus a service fee of twenty five dollars. **Three day cancellation.** All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. **Other cancellation.** If an applicant withdraws after the three day period, prior to attending classes, \$150.00 handling fee will be deducted from the down payment when refunding. **First week.** For a student who is terminating training after entering school and starting the course of training but within the first week, the school will retain 10% of the contract price for the course plus \$150.00, however in no event shall the amount retained exceed \$350.00. **After First week.** For a student who is terminating training in the first week of class but within the first 25% of the course, the school will retain 25% of the total contract price of the course plus \$150.00 fee. **After 25%.** After completing 25% of the course, but within 50% of the course, the school will retain 50% of the total contract price and \$150.00 fee. **After 50%.** After the student completes more than 50% of a course, he is not entitled to a refund of any tuition. **Special cases.** In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall re-schedule the student in the next class or make a settlement which is reasonable and fair to both parties. **Discontinued course** If a class has been discontinued while students are still enrolled for that class, the school will either restart said class within 30 days, or school will issue a full refund of tuition or registration. fees received.