



NETWORK TECHNOLOGY ACADEMY INSTITUTE, INC.
20-40 Holland Street, Somerville, MA 02144
Phone: 617-628-0277; Fax: 617-628-0598
NTAI.net

STUDENT ENROLLMENT AGREEMENT

Student Name _____ Phone _____

Address _____

Date Program or Course Starts _____ Date Program or Course Ends _____

Tuition Fee _____ Other Charges _____ Total Charges _____

Method of payment _____

REFUND POLICY: (AS PER M.G.L. CHAPTER 255, SECTION 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.

8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.

9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

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Signature of Student _____

Date _____

Signature of Director/Owner _____

Date _____



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COMPUTERS AND NETWORK USE

NTAI provides computers and electronic resources for teaching and learning, research, communication, and public service. All members of the learning community are expected to use these resources with proper respect for the rights of others, NTAI, and federal, state, and local laws.

Individual Responsibilities/Acceptable Use Agreement — All users share responsibility for maintaining an environment of mutual respect, integrity, and reason. If you abuse any networks to which the NTAI belongs or computers at other sites connected to those networks, the College will treat this matter as an abuse of your computing privileges.

- Users shall not attempt to gain access to any computer account, data, software, or file unless explicit permission has been received.
- Users shall not send fraudulent e-mail, break into another user's electronic mailbox, or read someone else's e-mail without permission.
- Users shall not use NTAI's computing resources to harass or threaten other users.
- No web sites that are sexually explicit, offensive or inappropriate may be visited or used to send, display, download or print offensive material, pornographic, or sexually explicit pictures or any other material which most reasonable people would find offensive.
- Software may **not** be copied without written permission of the owner, except for freeware/shareware.
- Users are responsible for maintaining the security of their own data and for making backups.

- Users shall not disrupt or encroach on others' use of NTAI's computers. Examples of prohibited activities include: excessive game playing; sending excessive messages; printing excessive copies; modifying system facilities, operating systems, or disk partitions; attempting to crash or tie up a computer, or damaging or vandalizing computing facilities, equipment, software, or computer files.
- NTAI's computers and network systems shall not be used to violate any federal, state or local law regarding civil rights, harassment, copyright, security, pornography, privacy, and any other matter that may relate to computers and electronic media.

- Users should report any abuses to the appropriate authority.

Disciplinary Action — Abuse of computer/network Privileges and equipment, is subject to disciplinary Action. System administrators are authorized to take any actions deemed necessary to preserve the integrity of the system, including immediate temporary suspension of access in response to evidence of violation, pending the outcome of an investigation. Violation may result in disciplinary action ranging from a verbal warning to loss of account and access privileges and disenrollment. Disciplinary action by NTAI does not preclude law enforcement by federal, state, and local authorities.

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SEXUAL HARASSMENT POLICY

It is the policy of Network Technology Academy Institute that no male or female member of the NTAI community--students, faculty, administrators, or staff - may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- submission to or rejection of such conduct is used or threatened
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of sexual harassment include...

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, patting, or hugging
- Pressure for or forced sexual activity
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation

- Inappropriate sexual innuendoes or humor
- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- E-mail and Internet use that violates this policy

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ATTENDANCE

Regular class attendance is required as a condition of receiving credit for courses at NTAI.

Each instructor has the right to change this requirement by announcing his or her own attendance requirement for a particular course. It is the obligation of each student to conform to these requirements. However, if students are required to drop a class due to excessive absences, NTAI drop-add deadlines will apply. Attendance may be used as a factor in determining a student's grade or the amount of credit granted for a course. Each instructor is to announce her/his attendance policy at the beginning of a class and print the policy in the syllabus or course outline provided for students.

If we don't receive any attendance policies from the instructor then the general policy of 80% of the course duration does apply.

Students are expected to attend all scheduled meetings of a course for which they are enrolled. Absence from class for any reason does not exempt a student from completing the work required for a course. If a student knows in advance that she/he will be absent or will be taking a leave of absence, it is her/his responsibility to complete the work missed. However, it is the instructor's prerogative to determine whether or not work may be made up.

An instructor who observes a student to be in violation of a specific attendance requirement may advise the president or director. They may deny the student credit for the course, withdraw the student's privilege of membership in the school, or take any other appropriate action.

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GRADING

Credit (CR) is a grade, based on mastery of course content and effective oral and written communication equivalent to *C* or better.

No Credit (NC) means that the student has not met expectations and that the academic work will not be counted toward certificate requirements. A grade of *No Credit* in a required course or seminar necessitates the student's taking another term of the course or seminar. In general, reasons for a grade of *No Credit* include:

- Absent for more than four hours of class time
- Withdrawal from the program
- Required work not completed to the instructor's standards

Incomplete (INC) grades are assigned only to students making satisfactory progress in the course and who need additional time to complete course requirements. *Incomplete* grades are not awarded for unsatisfactory work. At least 2/3 of the course work must be complete and satisfactory to get a grade of INC.

No Credit/Incomplete (NCI) indicates that incomplete course work, which had earned a grade of *INC*, was not completed by the end of the subsequent term.

No Show (NS) indicates that a student did not show up for a class and did not formally withdraw from or drop the course. The student remains financially liable for the tuition.

Letter Grades —Grades are based on performance in relation to learning outcomes listed on each course syllabus.

| <u>Letter Grade</u> | <u>GPA</u> | <u>Number Equivalent</u> |
|---------------------|------------|--------------------------|
| A | 4.0 | 93-100 |
| A- | 3.7 | 90-92 |
| B+ | 3.3 | 87-89 |
| B | 3.0 | 83-86 |
| C+ | 2.3 | 77-79 |
| C | 2.0 | 73-76 |
| C- | 1.7 | 70-72 |
| D+ | 1.3 | 67-69 |
| D | 1.0 | 60-66 |

METHOD OF REPORTING GRADES

Instructors will give a grade at the completion of each course based on, attendance, home-work assignment completion, class participation, mid-terms and final exams.

After completion of the program, students will be given a compilation of all of their grades, signed off by the Instructor and Director or President.

SATISFACTORY PROGRESS

A student must attain a C average for each program they are enrolled in and a "Pass" average in Pass/Fail courses to be considered as maintaining satisfactory academic progress, and to go on to the next course. Student academic progress will be checked during and at the end of each course and if it is satisfactory, students will be allowed to remain at NTAI.

If a student's work is incomplete in a course, the student may not advance to the next course until the required course work is completed. A student must complete each pre-requisite course in order to move onto the next course. Failure to earn a passing grade in a pre-requisite course prior to the start of the subsequent course will necessitate the student's withdrawal from the course, at least until the next scheduled offering of the pre-requisite. To continue in the program, the student would have to repeat the pre-requisite course at its next scheduled offering time.

If a student's average during a course is "Fail," or below C, that student will be addressed by the instructor and may be required to take tutorials and extra help sessions.

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ACADEMIC PROGRESS AND PERFORMANCE POLICY

Network Technology Academy Institute is committed to facilitating the academic success of students. As part of our responsibility to each student, NTAI has established expectations of student progress and academic performance. The primary purpose of the Academic Progress and Performance Policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance.

Students must earn a grade of C or above. If not, the school will place the student on probation. The student will be offered study tips and help by meeting with the instructor or with a tutor. The instructor or tutor will outline steps for improving the student's academic performance. They will design the student's short-term educational goals, plan to overcome barriers and improve the student's academic progress. Registration for the next course will be blocked for a student on **Academic Probation** until the student secures approval from the instructor to enroll in specific classes. A student will remain on academic probation until they reach a C average.

JOB PLACEMENT

Career Services counselors will help their students find direction and assistance with career planning and job hunting. The counselors provide assistance to students looking for jobs, and seeking direction. Some of the services include career transition/new direction counseling, job search strategies and interviewing skills, resume and cover letter development, networking skills, job search coaching, organization and company research, and job searches on the Internet.

Students desiring personal counseling referrals may get from the Director of NTAI a list of resources for counseling and support in the Boston area.

EXPULSION POLICY

NTAI's responsibility is to provide technical education to its students, and ultimately to provide a wide range of services to both students and the general public. To carry out these responsibilities, NTAI requires a school free from violence, threats, and intimidation; respectful of the rights of others; open to change; supportive of democratic procedures; and dedicated to the rational and orderly approach to resolve human problems. To safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of NTAI, certain minimum standards of conduct become necessary.

If one or more of the following infractions incur, a committee, which will be appointed by the president, will hold a fair hearing and will decide if the offense will lead to suspension or expulsion.

- **Scholastic Dishonesty:** cheating on assignments or examinations; taking, acquiring, or using test materials without faculty permission; falsifying records obtaining dishonestly grades, honors, awards, or professional endorsement.
- **Falsification:** willfully providing NTAI with false, misleading, or incomplete information; misusing, altering, forging, or altering without proper authorization, official records or documents
- **NTAI's Facilities and Services:** acting to obtain fraudulently--by deceit, by unauthorized procedures, by bad checks, by misrepresentation--goods, quarters, services, or funds from NTAI; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of NTAI's properties or facilities.
- **Disorderly Conduct on the Campus:** threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of NTAI; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, research, administrative, and public service functions; obstructing or disrupting disciplinary procedures or authorized activities; vandalism.

- **Theft and Property Damage:** theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to NTAI, a member of the NTAI community, or guest.
- **Weapons on Campus:** possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of NTAI.
- **Keys:** possession, making, or causing to be made any key to operate locks or locking mechanisms on campus without proper authorization or using or giving to another a key for which there has been no proper authorization.
- **Violations of Federal or State Laws of Special Relevance to NTAI:** when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against NTAI.
- **Disruptive Noise:** making noise or causing noise to be made, which disturbs classes, meetings, office procedures, and other authorized NTAI activities.
- **Attempt to Injure or Defraud:** to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by NTAI when done with intent to injure, defraud, or misinform.
- **Persistent Violations:** repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's membership in NTAI.

We have a Policy Statement on Sexual Harassment, which applies to NTAI and to the conduct of students and employees, including academic staff.

Non-Discrimination Policy:

It is the policy of Network Technology Academy that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the school because of age, gender, race, color, creed, religion, handicap, sexual orientation, or national origin.

NTAI, in its educational programs, activities, employment and human resources policies and practices, will not discriminate against any individual because of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or veteran status. Reasonable accommodation will also be provided to persons with disabilities, veterans, and to accommodate religious practices. Moreover, regardless of whether the discrimination violates or does not violate federal, state or local laws, MCCC takes seriously all allegations of discrimination.



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