



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 \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name of Program \_\_\_\_\_

Number of Clock/Credit Hours \_\_\_\_\_

Name of Course or Module (if taking only part of the program)

\_\_\_\_\_

Number of Clock/Credit Hours \_\_\_\_\_

Date Program/Course Starts \_\_\_\_\_ Date Program/Course Ends \_\_\_\_\_

Tuition Fee \_\_\_\_\_ Other Charges \_\_\_\_\_

Tools: \_\_\_\_\_

Books \_\_\_\_\_

Other Supplies \_\_\_\_\_

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

## **Method of Payment**

- **Cash.** Cash payments will be accepted. Students should not send cash through the mail.
- **Checks.** Certified checks, traveler's checks, cashier's checks, money orders, and personal checks made payable to Network Technology Academy Institute will be accepted. Checks must be drawn on a U.S. bank and include proper routing numbers. NTAI will not accept third-party checks, postdated checks, or checks that have been altered in any way.
- **Credit Cards.** MasterCard, VISA, American Express, or Discover payments are accepted if the card number, expiration date, cardholder's printed name, and cardholder's signature are included on the registration form. Registration forms may be returned unprocessed to students if the information submitted is incomplete or the credit card payment is declined for any reason.
- **Company Tuition Assistance.** If student is eligible for tuition assistance from their companies. These students must include with their registration forms letters from their employers confirming their eligibility for the company's tuition benefit.

Students are responsible for their bills if their companies have not made payment on their accounts by the invoice due date.

- **Tuition Assistance Plan.** If students have exhausted all other options, they may work for Network Technology Academy Institute as an intern. We would calculate the salary of the student on the cost of the courses divided by their salary which we would determine based on past experience and education. For example, if we would pay someone \$20 per hour and the program would be \$8,000, they would owe us 400 hours.

[Entrance Requirements](#)

- Applicants must be 18 years of age.
- Applicants must have a personal interview with school personnel.
- Applicants must be a high school graduate or hold a GED or pass a Skills Assessment exam.

**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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A completed and signed copy of this agreement must be provided to the student. This school is licensed by the Massachusetts Department of Education, Office of Proprietary Schools. Any comments, questions, or concerns about this school's license should be directed to [proprietaryschools@doe.mass.edu](mailto:proprietaryschools@doe.mass.edu) or 781-338-6048.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Director/Owner** \_\_\_\_\_ **Date** \_\_\_\_\_