



2435 Fitzgerald Industrial Drive, Bowling Green, KY 42104
Office: (270) 780-9513 Fax: (270) 783-0046
www.KentuckyAuctionAcademy.com

ENROLLMENT APPLICATION

NAME: _____
(Last) (First) (M.I.) (Name on Badge)

ADDRESS: _____

STATE: _____ ZIP: _____ E-MAIL ADDRESS _____

HOME PH _____ CELL PH _____ DOB _____ SSN _____

Session
Dates:

How did you hear about the *Kentucky Auction Academy*? _____

EDUCATION: *Check one (Please submit copy of School Transcripts)*

GED _____ / Completed High School _____ / Some College _____ / College Graduate _____

(Initials) I understand that if I am a student from Georgia, Indiana or Ohio, I am required to attend two additional days of class, making this a 10 day course.

PLEASE CHECK ONE OPTION BELOW AND INITIAL WHERE INDICATED AT THE END OF THE PARAGRAPH:

_____ **Enclosed is \$250.00.** Please send me the Study Guide and enroll me in the session beginning Saturday, _____
_____. I understand this is only an enrollment fee to reserve a spot in the session and that the total tuition is \$1,295.00. I agree to pay the balance of \$1045.00 upon entering **Kentucky Auction Academy** and executing the Enrollment Contract. I understand that \$50.00 of the fee is for the study guide and is not refundable once I receive these materials. I also understand that if at any time after payment of the enrollment fee and prior to the first day of class of any session, I decide not to attend that I will receive a full refund of the registration fee of \$200.00 within thirty (30) days of giving written notification to Kentucky Auction Academy.
(students initials) **PLEASE SEE BACK OF APPLICATION FOR COMPLETE REFUND POLICY.**

METHOD OF PAYMENT *check one and write in amount* **NO PERSONAL CHECKS PLEASE!**

_____ Visa \$ _____ Discover \$ _____ Cashier's Check \$ _____

_____ MasterCard \$ _____ Money Order \$ _____

Credit Card Number _____ Exp. Date _____ CID Code* _____
(*3 digit code on back of card)

Name on Card _____ Signature _____

If paying by Credit Card, you may fax your completed form to (270) 783-0046.

If paying by Check or Money Order, mail completed form to *Kentucky Auction Academy*, 2435 Fitzgerald Industrial Drive, Bowling Green, KY 42104

Signing this Enrollment Application does not constitute enrolling into the Kentucky Auction Academy.

Cancellation and Refund Policy

The following refund policy will apply in all situations. A full refund of tuition and registration fees will be made to any student who cancels the enrollment contract within 24 hours (until midnight excluding Saturdays, Sundays and Holidays) after the enrollment contract is signed by the prospective student. In the event the student withdraws or is discontinued there from at any time prior to completion, the amount charged to the student for tuition, fees, and other charges for a portion of the course shall not exceed the total charges for tuition and fees. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

The school Director will determine and assign the official termination date for all students. A full tuition refund will be made if the prospective student is not accepted by the school, or if the school's education services are discontinued, or if the student's enrollment was procured as a result of any misrepresentations by the owner or representatives of the school. The student will not be required to purchase the study guide until such time as these materials are required. The \$50.00 fee for the study guide is not refundable once these materials are received by the prospective student. If tuition and fees are collected in advance of entrance, and after the expiration of the 24 hour cancellation privilege the student does not enter the school, not more than \$500.00 will be retained by the school. .

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Kentucky National Guard may elect one of the following options for each program in which the student is enrolled.

1. if tuition and fees are collected in advance of the withdrawal, a pro-rated refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. demonstrated sufficient mastery of the program material to receive credit for completing the program

Credit For Previous Education, Training or Experience

The school will review any previous training, education and experience submitted with proper documentation. The school may grant credit for training, education and experience that is directly related to the course of instruction.

Student Protection Fund

The Student Protection Fund exists to assist students who are enrolled and attending a licensed school at the time of its closing. For more information on filing a claim against the Student Protection Fund, visit the Kentucky Commission on Proprietary Education's website at www.kcpe.ky.gov.

