



312 NE Loop 289 • Lubbock, TX 79401 • (806) 744-2999 • (806) 765-8708 (fax) • classes@cranewisellc.com

Enrollment Agreement

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Permanent Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Mailing Address (if different): _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Cell: _____ E-mail Address: _____

Date of Birth: _____ Social Security No.: _____

Program and Class Information

Program: _____ Start Date: _____ Length of Program: _____

OFFICE USE ONLY

Tuition Information

Program: _____ Total Cost of Program: _____

Signature Deposit Received: _____ Date: _____

Signature Tuition Received: _____ Date: _____

Tuition Payment Information:

1. *A non-refundable deposit of **\$1000.00** is due with the signing of this enrollment agreement. The deposit is due four (4) weeks prior to the scheduled program start date. *This deposit is applied toward administration fees, registration fees, books and supplies, and testing fees associated with the written test and the practical test.*
2. *Remaining balance of the tuition is due at least one week before the start of the scheduled program the student is set to attend unless otherwise stated in writing by Crane Wise Certifications, LLC.
3. Tuition may be paid via credit card over the phone, or by mail via cashiers check, money order, or **business check. **Sorry, no personal checks accepted.**

**Some exceptions to the due date and the refund eligibility of the non-refundable deposit, and the tuition are made in the certain extenuating circumstance listed below. These exceptions are to be made with the permission of an authorized Crane Wise Certifications, LLC administrative personnel only, and will be noted to the account and the applicant/student in writing.*

***Business checks subject to approval by the bank the check is drawn off of.*

Cancellation and/or Refund Policy:

1. **Five (5) Business Day Cancellation:** An applicant who provides at least five (5) business days advance notice in writing of signing the enrollment agreement, (excludes Saturday, Sunday, and/or all federal or state holidays), is, and will be entitled to a refund of all monies paid **minus a \$300 administration fee**. No later than thirty (30) business days of receiving written notice of cancellation from applicant, Crane Wise Certifications, LLC shall issue a refund of all monies paid by the applicant minus the administration fee stated in the above.
2. **Other Cancellations:** An applicant requesting cancellation less than the five (5) business days after signing an enrollment agreement, and after making initial payment(s) (deposit alone, or deposit and tuition), and prior to attending school, is, and will be entitled to a refund of all monies paid to Crane Wise Certifications, LLC, **minus the \$1000 non-refundable deposit.**

Emergency Cancellations, Withdrawals, Prolonged Illness, Accident, Disciplinary, Attendance or other extenuating circumstances: In these circumstances that make it impractical for the applicant/student to attend/complete the required amount of class time to obtain the desired certification(s), Crane Wise Certifications, LLC reserves the right to address cancellations on a case-by-case basis.

Any student wishing to withdraw for reasons other than an approved emergency leave of absence must issue written notice to the authorized Crane Wise Certifications, LLC instructor and/or the authorized administrator. A Request for Dismissal and a Request for Refund form(s) will be filled out and signed in front of authorized instructor and/or authorized administrator.

****No Request for Refund, Request for Dismissal, or Excused Leave of Absence with Intent to Return form(s) will be accepted or considered if not filled out, and witnessed by an authorized instructor/administrator employed by Crane Wise Certifications, LLC. No exceptions will be made unless stated in writing from Crane Wise Certifications, LLC, and signed by an authorized instructor/administrator.**

3. **Rejection:** An applicant that is rejected by the school for any reason before attending any scheduled class time is entitled to a full refund of all monies paid to Crane Wise Certifications, LLC. The applicant will receive in writing, the reason for the rejection, and will also receive a full refund of all monies paid within thirty (30) business days.

The applicant understands:

- a) Crane Wise Certifications, LLC does not accept or acknowledge credit for previous education, training received, or prior work experience.
- b) Crane Wise Certifications, LLC does not guarantee job placement upon completion of any course offered at the school.
- c) Crane Wise Certifications, LLC does not guarantee that upon completion of the course that the student is an "experienced" operator. The school only guarantees that the student has participated in a nationally recognized training program and has passed the required test(s) associated with the program and have received the certification(s) associated with the program.
- d) Crane Wise Certifications, LLC reserves the right to reschedule the program start date if the number of applicants in any one scheduled class is too small.
- e) Crane Wise Certifications, LLC is, and will not be responsible for any statement of policy of procedure that does not appear in the enrollment agreement.
- f) Crane Wise Certifications, LLC reserves the right to discontinue any student(s) training for any/or all of the following reasons: Nonpayment of deposit or tuition, unsatisfactory progress in class, and/or failure to abide by the school rules noted in this, the enrollment agreement.
- g) Crane Wise Certifications, LLC does not guarantee the transferability of credits to a college, university, or to any other educational or vocational institution. Any decision on the transferability, and/or the appropriateness of such is the decision of the receiving institution.
- h) Crane Wise Certifications, LLC acknowledges that this document does not constitute a binding agreement until accepted in writing by all parties involved.
- i) **HOLD HARMLESS:**

CERTAIN RISKS ARE INHERENT IN THE OPERATION OF EQUIPMENT. WHILE CRANE WISE CERTIFICATION, L.L.C. WILL MAKE EVERY EFFORT TO ALLEVIATE KNOWN RISKS AND PROVIDE A SAFE ENVIRONMENT IN WHICH TO PROVIDE INSTRUCTION, APPLICANT ASSUMES FULL RESPONSIBILITY FOR HIS OR HER OWN ACTIONS DURING THE OPERATION OF EQUIPMENT.

Applicant acknowledgements: *Please read and initial below.*

1. I, the applicant, acknowledge receipt of the enrollment agreement provided by Crane Wise Certifications, LLC.
Students Initials

2. I, the applicant, acknowledge that I have carefully read, understand, and have received an exact copy of the enrollment agreement provided by Crane Wise Certifications, LLC.
Student Initials

3. I, the applicant, understand that Crane Wise Certifications, LLC, reserves the right to terminate my enrollment if I fail to comply with attendance, academic, and/or financial requirement, or if I disrupt the normal day to day activities of the school.
Student Initials

4. I, the applicant, understand that I will not be allowed, permitted, or asked to operate any machinery at the school without the permission and the supervision of the instructor, and in no way will I operate, or be asked to operate the machinery in any way that is not recommended by the manufacturer of the equipment.
Students Initials

5. I, the applicant, also acknowledge that Crane Wise Certifications, LLC, does not guarantee job placement upon completion of the program/course.
Student Initials

Applicant acceptance to compliance of contract:

I, the applicant and undersigned, have fully read and understand this agreement and acknowledge receipt of a copy. It is also understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the Crane Wise Certifications, LLC authorized employed administrator/instructor. This application comprises the entire agreement between applicant and Crane Wise Certifications, LLC. I further acknowledge there have been no verbal or written agreements or promises other than those appearing in this agreement. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or reasonable and necessary attorney fees incurred by Crane Wise Certifications, LLC.

My signature below signifies that I have read fully understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract.

Signed this the _____ day of _____, 20_____.



Signature of Applicant:	_____	Date:	_____
Signature of Authorized CWC, LLC Official:	_____	Date:	_____