



## ENROLLMENT AGREEMENT

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Main): \_\_\_\_\_ Phone (Alt.): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Start Date: \_\_\_\_\_

Prior College(s): \_\_\_\_\_ Planning to pursue a Bachelor's after PIT? Y / N

### ADMISSIONS REQUIREMENTS

#### Proof of High School Graduation:

- Students must be a high school graduate or possess the recognized equivalent of a high school diploma. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a United States of America High School Diploma by a credential evaluation service.

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### GRADUATION REQUIREMENTS

- A diploma or certificate will be awarded when a student has accumulated all required credits with passing grades as defined in P.I.T.'s catalog.

### TUITION AND FEES

Tuition and fees are established by the P.I.T. Board of Trustees. The Trustees reserve the right to change tuition and fees at any time and without notice.

Tuition, Fees and Expenses for Associate Degree and Certificate Programs:

- Tuition is **\$380.** per credit hour plus tech fees. \* Additional fees may be charged

Tuition and Fees for the Practical Nursing Program:

- Full Time Tuition Practical Nursing **\$24,000**

\*Tuition listed above for the Practical Nursing Program include books, fees, and supplies. Tuition rates are reviewed regularly and may be adjusted on an annual basis, at minimum, by the College's Board of Trustees.

Additional Fees:

#### Cost of Fees

Cost of Fees are different for each program depending upon many factors such as the books, supplies, equipment, scrubs, etc. that are provided to each student and the level of instructional support required including off-site clinical experiences, degree of on-site laboratory experiences, and other factors.

#### Technology Fee

A Technology Fee per credit hour enrolled is charged to cover the costs of upgrading and maintaining P.I.T.'s state-of-the-art equipment, software, and related technology.

#### Assessment of Experiential Learning Fee and Accredited Institutional College Credit Fee

College credits may be awarded for courses from non-accredited institutions and/or experiential learning experiences. See the Admissions Office for assistance with this process. Fees for assessment activities include a \$150 portfolio evaluation fee plus \$75 per credit hour transferred.

#### Test-Out Examination Fee

Students will be charged a \$375 non-refundable fee to test out of a class. A student may only attempt to test out of a class within the first ten business days of a semester or term.

#### Graduation Fee

A charge of \$100 will be assessed each graduating student to cover the costs of caps and gowns, producing his or her degree or certificate, and for other direct commencement expenses.

#### Textbooks and Supplies

P.I.T. requires all students to obtain the recommended course selection textbook for all their classes. The required textbook list can be found at www.PIT.edu with the suggested list price based on manufacturer's retail price. Students have the option to purchase new or used or rent books from anywhere of the students' choice. You can obtain a list of suggested retailers from your Student Support Service Counselor. You can also see your Student Support Service Counselor about our book exchange bulletin board. If a student qualifies and the student's funding includes a book allowance, the student may request a stipend up to the amount of the scheduled book allowance in order to purchase the required textbooks. The stipend request must be made through the Business Office of P.I.T. where a check will be scheduled for disbursement to the student. If a student meets applicable requirements at least ten (10) days prior to the start of the payment period, then the stipend will be available no later

than the seventh (7th) day of the payment period. All other requests will be disbursed to the student within fourteen (14) days of the request – provided the required funding has been received by the College.

NHA Certification Policy

The cost of associated NHA certification exams for students majoring in Certificate or Degree versions of the following

programs: Clinical Medical Assisting, Medical Billing & Coding, , are included in the tuition of the program for a term of thirty (30) calendar days from the culminating term. If a student has not registered for NHA exams within aforementioned period, the student will be responsible for any and all exam fees.

**WITHDRAWAL AND ADJUSTMENT OF CHARGES:**

**Students receiving financial aid are strongly encouraged to contact the Financial Aid Office before they withdraw from a course or withdraw from the College to determine the impact on current financial aid awards and the eligibility for receiving future financial aid.**

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**CANCELLATION OF ENROLLMENT POLICY**

100% adjustment from the time of term/semester registration and up to the end of the 5<sup>th</sup> day of term/semester start. **Students must notify P.I.T.’s Admissions department to cancel an enrollment.**

**ADD/DROP BILLING ADJUSTMENT POLICY**

Students with posted attendance within a given term/semester will be billed for ALL registered classes subsequent to the conclusion of the add/drop period regardless of individual class attendance. Any student who posts attendance during the drop/add period and does not withdraw, either through the student portal, notifying the Academic Records Office or Academic Support Counselor VIA e-mail or in person will be charged in full. The student can obtain an Official Total Withdrawal Form by logging on the P.I.T. Student Resource Website and accessing the Policy Portal or by visiting the Student Affairs Department.

**TOTAL WITHDRAWAL AND ADJUSTMENT OF CHARGES**

No refund of tuition will be issued that is greater than 100% of the tuition charged less any required deposits. Depending on the student’s financial aid status, the College will apply the College’s Withdrawal and Adjustment of Charges Policy and issue appropriate refunds according to the State or Federal Regulations for students receiving Title IV funding and other government funding. Full-time or part-time status of the student is confirmed as of the end of the Add-Drop Period.

*ANY CHANGES TO ENROLLMENT STATUS DURING ADD/DROP WILL REQUIRE FINANCIAL AID ADJUSTMENTS WHICH MAY RESULT IN AN ADDITIONAL BALANCE.*

**PHOTO RELEASE**

I give P.I.T., and its assigns, licensees, and legal representatives the irrevocable right to use my image in all forms and media and in all matters, including composite or distorted representations, for advertising, trade, or any lawful purposes. I waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith.

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**EMERGENCY CONTACT**

In the event of an accident or medical emergency, I authorize representative(s) of the College to contact the following individual:

Name	Primary Phone	Secondary Phone	E-Mail Address

**CONTRACT ACCEPTANCE:**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further 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 School Official. I understand that all college policies are subject to change and will accordingly be updated on the College’s website. I also understand that Pennsylvania Institute of Technology does not guarantee that a student who completes his or her program will pass certification, registration, licensing tests, or guarantee employment.

Name of Student (PRINT)	Signature of Student	Date
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