



PLEASE PRINT CLEARLY. Must be 18 years of age to apply.

I wish to enroll in:  HVAC Service Tech Certificate Program

### Student Information

Last Name:		First Name:		Student Status: <input type="checkbox"/> FIRST TIME <input type="checkbox"/> RETURNING	
Address:			City:	State:	Zip Code:
Contact Phone:			Email:		
Date of Birth:		SSN:		Current Hourly Pay Rate:	
Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Highest Level of Education: <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Trade School <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate <input type="checkbox"/> Other					
Race (Optional): <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Non-Hispanic <input type="checkbox"/> Other					

### Employment Information

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Employment Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Type of Work:	
Employer's Name:			Phone:		
Address:			City:	State:	Zip Code:

### Statement of Financial Responsibility

Bill Tuition to: <input type="checkbox"/> Sponsoring Company <input type="checkbox"/> Student		Bill Tuition Payment(s) as: <input type="checkbox"/> Payment in Full <input type="checkbox"/> Semester Payments <input type="checkbox"/> Monthly Payments			
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**Please read carefully and sign below. This establishes your financial responsibility.**

- 1) The Financially Responsible Party is responsible for full payment of tuition and fees associated with the Training Program, regardless of student attendance.
- 2) Initial tuition payment is due no later than the first night of class via cash, check, or credit card:
  - Payment in Full: Full tuition payment + Entrance Exam Fees
  - Semester Payments: One semester payment + Entrance Exam Fees
  - Monthly Payments: Two months of tuition payments + Entrance Exam Fees
- 3) Book fees are billed separately upon order. Books can be purchased through the Academy or online retailers, if the book title and edition match identically to the course curriculum.
- 4) Tuition payment invoices are sent via email 15 days prior to due date. We provide a 7-day grace period for all billed tuition payments. A late fee of \$35 is automatically assessed on the 8th of every month that tuition remains unpaid.
- 5) In the event a student drops from the program, regardless of reason, a written notice must be received from the financially responsible party, at which time the current month the student drops will still be charged. No refunds are given after the first of the month, regardless of the date the student leaves the program, and no refunds are given for any prepaid tuition.
- 6) For accounts 45 days past due, student will be suspended, and an official letter will be issued to financially responsible party as formal notification. Student WILL NOT be permitted to attend class until full payment is received and a valid credit card must remain on file for payments thereafter. Continuous non-payment of tuition and fees will result in cancellation of student enrollment and withholding of services, certifications and grades until financial liabilities are resolved. Outstanding debt is reported to credit bureaus & collection costs, including attorney fees, may be incurred.

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Signature of Financially Responsible Party Date

Print Name:	Phone:	Email:
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### Registering Student – Please read carefully and sign.

As a Student in the PHCC Academy of San Diego HVAC Service Tech Certificate Program, I certify that:

1. All classroom hours are required. I will attend and report to all classes on time and remain for the duration of class.
2. I will adhere to all rules and regulations of the training program.

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Student Signature Date

*The Plumbing-Heating-Cooling Contractors Academy of San Diego admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.*