

D.C. APPRENTICESHIP ACADEMY

EMPLOYER REGISTRATION PACKAGE: 2011 – 2012



REGISTRATION INSTRUCTIONS:

1. Complete Apprentice Registration form for each student, and attach copies of required documents:
 - Copy of transcripts from other apprenticeship training location/s (if other than the D.C. Apprenticeship Academy)
 - Copy of valid driver's license, or other proof of identity
 - Copy of the Apprenticeship Agreement signed and approved by the DC Apprenticeship Council
2. Complete the Employer Information section, Payment Worksheet, and sign the Statement of Understanding.
3. Review the policy information section.
4. Enclose check for total amount due for tuition and registration of each student, payable to D.C. Students Construction Trades Foundation. Credit card payments are accepted for amounts less than \$2,000.00. Please contact the Foundation to pay by credit card, at 202.340.5657.
5. Mail complete package with all attachments and check for total amount due by Wednesday, August 24, 2011 to:

D.C. Students Construction Trades Foundation
Attn: D.C. Apprenticeship Academy
2020 Pennsylvania Ave NW, Suite 166
Washington, DC 20006

EMPLOYER INFORMATION FORM

Please print clearly or type information.

Company name

Mailing Address

City, State

Zip

Billing Address (if different from above)

City, State

Zip

Registration/Attendance Contact Person

Phone #

Email Address

Billing Contact Person

Phone #

Email Address

Date Company was approved as a registered sponsor by the DC Apprenticeship Council:

Month/Day/Year: _____ / _____ / _____

Registry Number:

Registered Trades:

PAYMENT WORKSHEET

Please print clearly or type information.

DISTRICT RESIDENT \$1450 tuition + \$50 non-refundable registration fee	NON-DISTRICT RESIDENT \$1900 tuition + \$50 non-refundable registration fee
\$1500 Total	\$1950 Total

*Note: tuition and fees include all books, materials, use of tools and safety equipment.

DISTRICT RESIDENT

Tuition: _____ apprentices x \$1450 = _____

Registration: _____ apprentices x \$50 = _____

NON-DISTRICT RESIDENT

Tuition: _____ apprentices x \$1900 = _____

Registration: _____ apprentices x \$50 = _____

TOTAL AMOUNT DUE \$ _____

Enclose company check with registration.

STATEMENT OF UNDERSTANDING

I certify the information provided herein to be true and accurate. I agree to the policies of the D.C. Apprenticeship Academy and certify my understanding by my signature. I authorize the D.C. Students Construction Trades Foundation, and its agents, to bill my credit card for the total amount due per the information provided herein. I understand that all tuition and fees are payable in full prior to the first day of class.

Company Representative's Signature

_____/_____/_____
Date

POLICIES OF THE D.C. APPRENTICESHIP ACADEMY REGISTRATION

Employers are required to register each employee who will be attending the D.C. Apprenticeship Academy. There is a \$50.00 non-refundable registration/administrative fee for each student, and tuition and fees are payable in full at the time of registration.

TERMINATION

The D.C. Apprenticeship Academy reserves the right to terminate any student for lack of payments, lack of progress or improper conduct, violating safety regulations or other policies and or procedures discussed in the student handbook. The official date of termination shall be the last date of recorded attendance.

LAYOFFS

Layoffs often occur in the construction industry. A student enrolled in the D.C. Apprenticeship Academy who has been laid off is still required to continue attending classes and the employer must let the Academy know in writing that the student has been laid off.

WITHDRAWALS

When withdrawing from the D.C. Apprenticeship Academy, the employer is required to submit written notification to the Academy. Student will be considered enrolled until written notification is received. Refunds will be given according to our refund policy.

D.C. Apprenticeship Academy instructors are unable to act on the behalf of the student or employer to withdraw a student. If a student stops attending class and written notification has not been received by the employer a failing grade will be recorded on his/her permanent record.

TUITION REFUND POLICIES

Tuition and fees must be paid in full prior to the first day of class. All registration, textbook, materials, or application fees, however named, are non refundable.

A \$35.00 fee will be charged for all checks returned to the DC Apprenticeship Academy for Non-Sufficient Funds (NSF).

REFUND POLICY

Letter of Withdrawal from employer Will receive a refund of:

Prior to 1st class	Full refund of tuition less \$50.00
After 1st class	75% of tuition
After 2nd class	50% of tuition
After 3rd class	25% of tuition
After 4th class	No Refund

*NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL. REFUNDS WILL NOT BE ISSUED WITHOUT WRITTEN NOTIFICATION OF WITHDRAWAL.

TRANSFERS

All completed NCCER modules that have been successfully completed are transferable to other accredited NCCER programs within the United States and Puerto Rico.

CANCELLATION

The D.C. Apprenticeship Academy reserves the right to cancel any class that does not meet minimum enrollment numbers. If a class does not meet enrollment, employers will receive a full refund and all efforts will be made by the D.C. Apprenticeship Academy to assist in placement of the student at another training location.