



DC APPRENTICESHIP ACADEMY

Registration Form
2009-2010



D.C. APPRENTICESHIP ACADEMY

REGISTRATION FORM: 2009-2010



Please print or type information.

Company Name			
Mailing Address		Billing Address (if different)	
City, State	Zip	City, State	Zip
Registration Contact Person		Billing Contact Person	
Phone Number	Email Address	Phone Number	Email Address
/	/		
Date Company Was Approved as a Registered Sponsor with D.C. Apprenticeship Council (mm/dd/yyyy)			
Registry Number		Registered Trade(s)	

Student Information:

Attach one copy of the District of Columbia Apprenticeship Registration form approved and signed by the Department of Employment Services (DOES) Office of Apprenticeship for each student registered. A fifty dollar (\$50.00) non-refundable registration fee for each student must also accompany this form.

Student Name (First, MI, Last)	DoB (mm/dd/yyyy)	Is Student D.C. Resident (Y/N)	Trade

Form Submitted By:

Company Representative's Signature	Date
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Return registration form and fee(s) to:

D.C. Students Construction Trades Foundation — D.C. Apprenticeship Academy
Rita J. Epps, Academy Coordinator
2020 Pennsylvania Avenue, NW, Suite 166
Washington, DC 20006
202.256.7215 phone

D.C. APPRENTICESHIP ACADEMY

ENROLLMENT POLICIES



TERMINATION

The D.C. Apprenticeship School 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 required to continue attending classes until the employer informs the Academy in writing that the student has been laid off.

WITHDRAWALS

NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL. Refunds will not be issued unless written notification of withdrawal is received from the employer. When a student plans to withdraw from the D.C. Apprenticeship Academy, the employer is required to submit written notification to the Academy. Students will be considered enrolled until written notification is received. Refunds will be given according to the Academy's refund policy, see www.dcstudentsctf.org

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 the D.C. Apprenticeship Academy has not received written notification of withdrawal from the student's employer, a failing grade will be recorded on the student's permanent record.

The D.C. Apprenticeship Academy is operated by the D.C. Students Construction Trades Foundation in partnership with the District of Columbia Department of Employment Services Office of Apprenticeship. For additional information, call 202.256.7215, or email apprentice@dcstudentsctf.org