

ENROLLMENT AGREEMENT

I, _____ and Caribbean Aviation Training Institute, Inc. agree that:

The student and /or the person responsible who sing this agreement agree to pay to Caribbean Aviation Training Institute, Inc. the amount of \$ _____ for receive training in the study program named _____ and any other study related costs that the student request and authorized to be charges to his account. The student enrolls in this program must complete the total of _____ credit/hours during a period of _____ weeks daytime and _____ weeks _____ night schedule.

The total cost for the program is \$ _____. Following are the costs detail:

TUITION	\$
ADJUSMENTS	\$
TOTAL	\$
DEPOSIT	\$
BALANCE OR AMOUNT TO BE FINANCE	\$

The cost of admission fees are **\$ 250.00** non-refundable and they are payable before the first month of study at the institution. These are not considered within the costs of studies. The charge for graduation and diploma will be **\$ 30.00** which will collect the last few months before the expiration of the enrollment agreement. These are not considered within the costs of studies. Costs are estimated to exist and may vary a change in financial aid for which you found eligible. The student agrees to pay any debt that exists and authorizes Caribbean Aviation Training Institute, Inc. to offset against the refund if there were any. A payment plan that fulfills regulations Z and act of exact borrowing information (Truth in Lending Act and Regulation Z), will have to be established with the Office of Treasury for the payment of this difference. **Refer to page # 3 for de payment plan agreement.**

Student will attend classes according to the following schedule: daytime (7:00am a 3:00pm) night (5:00 pm a 10:00 pm)

The course will begin _____ and end in _____ (approximately) and **1.5 of the total time.**

After completing the program the student is entitled to obtain a diploma of Caribbean Aviation Training Institute, Inc. if the student has pay in full any debt with the school. Any student who withdrawn, either upon request or administrative, will be charged \$ 100.00 to its account. It is also responsible for paying any additional balance that may arise as a result of the withdrawal. If the debt is not paid at time, the Institution will send a letter requesting he payment. Failure to receive payment Institution refer to a collection agency and then will go to court for the corresponding legal action.

Cancellations and refund policies

The intent of the cancellation and refund policy is to ensure each student or applicant receives fair and equitable refund conditions.

Cancellation by the student or applicant & Reasons:

Rejected - An applicant rejected by the institution is entitled to a refund of all money paid.

Cancellation - Any money paid by an applicant will be reimbursed if so requested, during the first three days.

Other cancellations - If an applicant requests a cancellation after the three (3) days of signing the contract of study and have made an initial payment, but before beginning the course, you will be refunded all money paid less the amount of the admission fee \$ 250.00. An applicant who has not signed the contract studies will have opportunity to cancel without any penalty during the first three days after attending a regular orientation.

Cancellation of course by the institution If the institution cancels a course before the start of it, the institution will reimburse all monies paid by student. If the institution cancels a course after starting the same, and within a period not exceeding 15 days, the institution will reimburse the student all the money paid.

Time for implementing the Student Reimbursement policy

Any money owed to the applicant or student will be repaid within 14 days after the date of cancellation, if withdrawals from the date of the return of federal funds and / or state (the institution has 14 days to determine the withdrawal and 45 days from that date for the return of funds), or the date on which reflects credit on the student's ledger, as concern.

Termination Policies

The school reserves the right to cancel or terminate this enrollment agreement if student incur on one or more of the following situations:

- ⇒not make satisfactory academic progress towards obtaining his diploma for the second time in succession.
- ⇒not comply with the agreement of payment plan.
- ⇒not having enough students enrolled in which case the institution notify the student and repay all monies paid.
- ⇒the student does not follow or comply with regulations prescribed by the institution.
- ⇒destruction property of the institution
- ⇒that state law and / or federal require the completion of the course. ⇒not comply with the rules and procedures for an institutional environment free of use, possession and distribution of drugs and or alcohol.
- ⇒ If a student is cancelled or terminate this contract by incur in one or more of the above situations, Institution will apply withdrawal reimbursement policies.

Leave of Absence

If the student needs to leave the institution by extremes circumstances such as: pregnancy, death in the family, illness and other, the Registrar can permit a leave of absence "LOA". The amount of permits may not exceed 180 days during the course. The student must complete the form and deliver it to Registrar Office. If the student does not return to the institution on the date specified in the "LOA" the Registrar should determinate as an administrative withdrawal. The school procedures required that every student who is absent for an extended period more than 14 calendar days after the first day of absence and has not completed the "LOA" is gone be determinate as an administrative withdrawal.

Reimbursement & Return Policies

Students does not attending any more to School

In accordance with Post-secondary education law, the School has established a refund policy (better known in English as HEA 1998 amendment) based on the private or financial aid of amount earned. This policy establishes that the percentage earned is the total obtained from either the amount of the student private or financial aid program received, multiplied by the percentage assisted payment period or Institution formalized the student withdrawn process. This policy takes effect if the student withdrawn or the school determinate the student withdraws using the determination day in or before the end of semester and the last day of attendance occurred within or before 60% of the payment period or any time in the semester. If withdrawn is after 60%, the Institution has the right to keep 100%. The following procedures are followed to calculate student withdrawn:

The total number of weeks in the payment period for which registration has been awarded the funds, divided between the weeks's scheduled to be completed in the period until the last day of attendance and the determination date. The percentage of credit/hours scheduled to be completed is determined by refund calculation worksheet in accordance with the federal regulations of the Department Education Independently the student has or does not have federal financial aid, state financial aid, private or personal direct payments. If a student doesn't formally withdraw the student agree to the return of funds as established policy, the determination date and the last day of attendance will be used for earn or unearned tuition purposes and refund. The return of private or federal funds will take place no later than 45 days from the determination date, and will be in direct proportion to their original contribution. If the student's time be scrapped, it has received less private or financial aid from the computation that it reflects, the institution complete the procedure refund polices specified by the Department of Education.

Not-earned or unearned Tuition & Refund

The Institution will refund whichever is less of the following:

- ⇒The amount of funds not - earned by student
- ⇒The amount of student Institutional cost for that period multiplied by the amount of not – earned.

Order in which Funds will be Refund if it applicable

Refunds will be refunded based on following priority:

- ⇒Unsubsidized FFEL/Direct Stafford Loan
 - ⇒Subsidized FFEL/Direct Stafford Loan
 - ⇒Perkins Loans
 - ⇒FFEL/Direct PLUS
 - ⇒Pell Grant
 - ⇒Federal SEOG
 - ⇒Sate Grant (Superior Education Counsel)
 - ⇒Private or Personal direct payments
 - ⇒Others (State Agencies, Vocational Rehabilitation Department, WIA Programs, Consorcios, ASIFAL)
- Student

**Excluding FCWS funds (Federal College Work Study)
Financial Aid Fund of FSEOG or CESPR subject to the availability of funds and whether the student qualifies.**

