



CALIFORNIA SMOG & AUTOMOTIVE INSTITUTE

AUTOMOTIVE TECHNOLOGY AND BUREAU OF AUTOMOTIVE REPAIR ADVANCED
EMISSIONS TECHNICIAN SCHOOL

TRAINING AND ENROLLMENT AGREEMENT

For enrollment year January 1, 2015 to December 31, 2015

3001 Chicago Ave

Riverside, California 92507

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CALIFORNIA SMOG & AUTOMOTIVE INSTITUTE

AUTOMOTIVE TECHNOLOGY AND BUREAU OF AUTOMOTIVE REPAIR ADVANCED EMISSIONS
TRAINING SINCE 2004

Thank you for making California Smog & Automotive Institute your choice for higher education. We are committed to giving you quality training at a fast pace and an excellent value. Graduates of CSAI have been able to make an immediate contribution to the Automotive Maintenance and State Emissions industry and have seen an immediate return on their investment. You have made a great decision to pursue a career in automotive emissions and maintenance; a career with pride, growth and responsibility.

The Belief, Mission, and Objective of CSAI encompasses the passion and professionalism we expect from every staff member, student, and alumni.

OUR BELIEF:

As long as you don't know what you don't know... You won't grow.

OUR MISSION:

"Growth" Growth of the technicians to provide the automotive technicians with the knowledge and competence to successfully diagnose today's automobile with complete confidence.

OUR OBJECTIVE:

To continuously strive to satisfy technician needs and conduct our training in a manner that produce financial returns to both the Shop Owner and the Technician.

*Our Belief, Our Mission and Our Objective simply means
"Your Success is our Focus"*

California Smog & Automotive Institute

3001 Chicago Avenue

Riverside, CA 92507

(951) 781-0412

Training and Enrollment Agreement

Student Information

First Name _____ Middle Initial _____ Last Name _____ CDL# _____

Street Address _____ City _____ State _____ Zip Code _____ State EA# _____

Home Phone _____ Mobile Phone _____ Social Security Number _____

E-Mail Address _____ Date of Birth _____

Employers Information "Statement of Fact"

Business Name _____ Business Phone _____ Business Fax _____

Street Address _____ City _____ State _____ Zip Code _____

Notice to Smog Certification Course Student: By listing your current employer above, the Director deems you Eligible for the Smog Certification Course. You have been admitted based upon your **statement of fact above** your signature below acknowledges the following disclaimer. "You are hereby notified that placement assistance **is not** a component of the Smog Certification Course. Only those students enrolled in our full 720 hour course may expect placement assistance".

Course Name _____

Length in Clock Hours _____

Scheduled Start Date _____

Scheduled Completion Date _____

Class Schedule: Monday, Tuesday, Wednesday and Thursday 6:00PM to 10:00PM

ADMISSIONS CRITERIA

Pursuant to the mission of the institution, California Smog & Automotive Institute desires to admit students who possess the appropriate credentials and have demonstrated capacity or potential indicating a reasonable probability of successfully completing the educational programs offered by the Institute. To that end, the Institute will evaluate all students and make admissions decisions on an individual basis following the admission policies set forth. Students should apply for admission as soon as possible for a specific program and starting date. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions. Please see addendum to this catalog for scheduled start dates. Students must complete the admissions process and be in attendance on the first day of class for all programs. Students who fail to complete the admissions process and attend the first day may be required to reschedule to another start date. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Training and Enrollment Agreement

GENERAL SCHOOL POLICIES

ADMISSION PROCEDURES/ ENTRANCE REQUIREMENTS

The school determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Enrollment Agreement and other pertinent information submitted by the applicant will be reviewed prior to starting classes. To comply with the school's entrance requirements prior to starting or re-enrolling, students must supply and California Smog & Automotive Institute must accept one of the following documents:

- State-issued GED or standards-based high school diploma recognized by the student's state (documented with a copy of the diploma, a transcript provided by the high school or a DD Form 214 showing verification of high school graduation). Diplomas and transcripts will be evaluated upon receipt. CSAI will evaluate diplomas for validity and reserves the right not to accept those deemed invalid; or
- Evidence of having previously attended a Title IV-eligible program at a postsecondary institution under the Ability to Benefit (ATB) provision prior to July 1, 2012 (a copy of the official ATB test scores and transcript); or
- Successful completion of a degree program at the postsecondary level (associate degree and beyond proven by submission of an official transcript from the college) or
- Successful completion of home schooling officially recognized by the state of residence or an approved online high school diploma.
- Specific requirements as set forth by the Bureau of Automotive Repair.

ATTENDANCE POLICY:

I understand that attendance, study habits, and self-study time are critical for completion of the selected course and will greatly impact my opportunity for certification. I will participate in a professional manner and will work hard to have a positive educational experience. I understand following the guidance and curriculum provided will ultimately lead to my success or failure in the program. Attendance hours are a crucial part of your class requirements with the Bureau of Private Postsecondary and Vocational Education. Because of this, missing 1-day of the class 4 hours will result in being denied the chance to take that class final exam. Once you have attended the required hours for the class, you will be able to take the Test. If you are caught cheating on an exam, you will be asked to leave California Smog & Automotive Institute permanently, the exam will be destroyed and reported to the Bureau of Auto Repair Licensing Unit, and you will forfeit the right to any possible refunds.

I have read and I understand (please initial) _____

CELL PHONE POLICY:

To insure an uninterrupted class environment, Cell Phone interruptions via personal calls or text messaging is prohibited. We ask that you use your phone during the scheduled break. **All Cell Phones must be turned off while you are in the classroom.** Excessive leaving and entering the room will result in dismissal from class on the day of the occurrence.

I have read and I understand (please initial) _____

CONDUCT POLICY:

At all times when on school premises, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a coherent and receptive condition. Disruptive behavior, including but not limited to cheating, harassment, fighting, use of profanity, and stealing, is not acceptable and may lead to probation, suspension or dismissal from California Smog & Automotive Institute. Use of cell phones is not permitted during any class or lab sessions, at clinical/extern sites, and should be kept to a minimum while on premise. In addition, children or other visitors are not allowed in class or on campus at any time. **Note:** Programs offered may have specific and varying conduct policies, and violation of those specific conduct policies may result in disciplinary action. Please refer to the program's Student Handbook for any program-specific policies.

I have read and I understand (please initial) _____

EMPLOYMENT GUARANTEE DISCLAIMER:

California Smog & Automotive Institute does **NOT** guarantee employment upon completion of the selected course.

I have read and I understand (please initial) _____

Training and Enrollment Agreement

GENERAL SCHOOL POLICIES

GENERAL GRADUATION REQUIREMENTS

To be eligible for graduation and to receive a Certificate of Completion, a student must: Pass all modules or courses, complete all required lab assignments, if applicable, and meet all objectives evidenced by satisfactory evaluations, complete the program within 1.5 times the normal program length, Make satisfactory arrangements for all financial obligations to the school and attend all completion/financial aid exit interviews and Pass the program's exit examination, when applicable.

I have read and I understand (please initial) _____

LANGUAGE REQUIREMENTS:

I acknowledge and understand that all course taught at California Smog and Automotive Institute are taught using the English language. All applicants must be able to read, write, speak, and understand the English language.

I have read and I understand (please initial) _____

PROGRAM CHANGES/POLICY GUIDELINES

California Smog & Automotive Institute has the right, at its discretion, to make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving the students' educational experience. California Smog & Automotive Institute reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When ongoing federal, state, accreditation, or professional changes occur, which affect students currently in attendance, California Smog & Automotive Institute is required to make appropriate changes.

I have read and I understand (please initial) _____

REPEAT POLICY:

Students who do not achieve a 70% ("C") or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeated attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length (See Maximum Program Completion Time). Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

I have read and I understand (please initial) _____

REQUIRED OUTSIDE PREPARATION AND STUDY TIME:

Outside preparation and study time, apart from regular classroom activities, is required to complete the class assignments. The amount of time spent for outside preparation will vary by course in the form of homework assignments, reading and required studying according to individual student abilities and complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time.

I have read and I understand (please initial) _____

RETEST COST POLICY:

In order to receive a passing certificate, students must score a 70% or above grade. If a student score is below 70%, he or she must re-test, and pay a re-test fee, which is \$50.00 per re-test. If you fail a class test twice, you MUST retake the entire class. Smog Inspector students are exempt from additional test fees.

I have read and I understand (please initial) _____

Training and Enrollment Agreement

GENERAL SCHOOL POLICIES

SAFETY POLICY:

You will be using a dynamometer (treadmill) that puts stress on the vehicle. If you have allowed your vehicle to be used for testing, it should not have worn drive systems and certain problems may occur during this loaded test. We will take all ordinary precautions for your vehicle, however, we cannot be held responsible for system or part failure during the test. This is a potentially dangerous test, not only for your vehicle, but also for the student. If you are aware of an actual or potential mechanical problem with your vehicle, or if within the past 2,500 miles you had any repairs done on your vehicle, it is your responsibility to inform the instructor and not use this vehicle.

Once again, please be aware using the dynamometer can be dangerous. Extreme caution must be used in order to avoid injuries. You are instructed not to stand directly in front or behind the vehicle. **If you are not taking part, stay away at least 10 feet.**

I have read and I understand (please initial) _____

STATE AND NATIONAL BOARD EXAMINATIONS:

State and national licensing and/or certification and registration examinations or processes are the student's responsibility. California Smog & Automotive Institute will provide students with information regarding test, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the college. Students who choose to participate in state and national licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations. Two forms of ID are required to take the examination. This information is located in the BAR Candidate Handbook that you received in the New Student Enrollment Packet provided during registration.

I have read and I understand (please initial) _____

TARDINESS/EARLY DEPARTURE:

Students' attendance records will reflect time missed if students arrive for class after the scheduled start time or departs from class before the scheduled completion time. Excessive tardiness and/or early departures may lead to probation or dismissal from school. Cumulative time missed will count as time absent. **Note:** The attendance policy stated in this catalog is a minimum policy. Individual programs may require stricter attendance to help ensure that the student meets the program requirements, and in some cases, attendance will reflect upon a student's grade in the program. Please refer to the respective Student Handbook or syllabi for specific program requirements.

I have read and I understand (please initial) _____

TERMINATION POLICY:

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory academic progress
- Failure to comply with the school's attendance policy
- Failure to comply with the school's conduct policy
- Failure to meet financial obligations to the school
- Failure to fully comply with program, clinical and/or externship requirements
- Failure of the same course or module twice

Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement

I have read and I understand (please initial) _____

Training and Enrollment Agreement

GENERAL SCHOOL POLICIES

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CSAI.

"The transferability of credits you earn at CSAI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in CSAI certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CSAI to determine if your certificate(s) will transfer.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and to obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, in accordance with Ed. Code §94911. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

All notifications of withdrawals or cancellations are required in WRITING prior to or on the 1st day of class. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of this agreement. 5 CCR §71716(b). If agreement is cancelled as instructed, California Smog & Automotive Institute will refund all monies due if you prepaid tuition; however, a \$100.00 registration fee will be withheld. If the School has given you any materials, equipment or books, you must return it to the school in good condition at the time of withdrawal (i.e. no marks in books and material or equipment unopened) as the school may deduct the cost for the books and/or equipment from any refund that may be due you.

REFUND POLICY

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

Refund Computation Example

12 weeks of training; scheduled start on January 9th; scheduled completion on April 17th.
Student is financially obligated for the entire program, 12 weeks of training. Tuition is \$3500.

Last date of attendance is February 24th.

Number of weeks student attended 7 weeks X 16hr's per week =	112 Hours attended
Number of hours financially obligated at 12 weeks =	192 Hours
192 Hours of \$3500 tuition =	\$18.23 per tuition hour
112 Hours attended X 18.23 per tuition hour =	\$2041.76
Non-Refundable Registration Fee =	\$100.00
Owed to institution =	\$2141.76
Refunded to student within 45 days =	(\$1358.24)

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Training and Enrollment Agreement

GENERAL SCHOOL POLICIES

CANCELLATIONS

1. Rejection of Applicant: If an applicant is rejected for enrollment by California Smog and Automotive Institute, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
2. If California Smog and Automotive Institute cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by California Smog and Automotive Institute cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$100.
4. Cancellation after the Start of Class: California Smog and Automotive Institute may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) as a cancellation prior to the start of class or no show.

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student.

Training and Enrollment Agreement

FINANCIAL AGREEMENT

FEES

Total Program Tuition _____ (Please refer to the catalog for current pricing)
Total Books, Materials & Supplies _____ (This is only an estimate for the program)
Registration Fee _____ (Non Refundable)
Other Charges _____ Please Specify: _____
Total Program Amount _____ (Amount you will be required to pay to complete the program)
Deposit / Payment _____ Date of Deposit / Payment ____/____/_____
Method of Payment (Visa____ MC____, MO#____ or Cash____) we no longer accept checks
Balance _____ Balance divided by remaining weeks equals weekly payment.
Payments _____ Payments will be due & payable by **Tuesday every week**

EFFECT OF AGREEMENT

By signing this agreement, you are now responsible for the above amount. If weekly payments are missed or late, a **\$25.00 fee** will be applied to your invoice each week payment is missed or late and entrance to class may be denied until payment is current. In addition, if student makes the decision to discontinue class, he/she shall be responsible for balance for educational services rendered per refund policy (See page 7). **YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.**

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

I have read and I understand (please initial) _____

INSTRUMENT AS ENTIRE AGREEMENT

This instrument contains the entire agreement between the parties, and no statements, promises, or inducements made by either party or agent of either party that are not contained in this contract shall be valid or binding; this contract may not be enlarged, modified, or altered except in writing, signed by both parties and endorsed on this agreement.

I have read and I understand (please initial) _____

Student's Signature _____ Date _____

Parent Signature (If under 18) _____ Date _____

For Office Use Only: (The school has met disclosure requirements as required by code and regulation)

School Representative's Signature _____ Date _____