

# Enrollment Agreement

## Washington Technical Institute Tuition Protection Agreement

Washington Technical Institute is confident that the program you have selected will be everything we claim. Your total price includes your tuition, registration, lessons, course materials, educational services, and instruction. This is a legally binding instrument upon acceptance of the student unless canceled pursuant to the Buyer's Right to cancel 136A.827 (136A.826 Subd. 2 (2)).

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### I. ADMISSIONS

**Minimum Admissions Requirements for a Career Certificate or Diploma Program:** Candidates must have completed a high school diploma or GED. Official high school or GED transcripts are required; submit to *Washington Technical Institute, Attn: Registrar, 601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305*. For complete information about Washington Technical Institute programs, admission and grading policies, technology requirements, transfer credit, and refund policy, please consult the *Washington Technical Institute Catalog*.

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### II. TRUTH IN LENDING DISCLOSURE CAREER CERTIFICATE PROGRAM

#### Undergraduate Career Certificate

Program	Credits/Hours	Cost
Master Paralegal Certificate Program	45 Credits (1890 Clock Hours)	\$ 4900
Senior Paralegal Certificate Program	33 Credits (1386 Clock Hours)	\$ 3900
National Paralegal Certificate Program	15 Credits (630 Clock Hours)	\$ 2900
Immigration Law Specialist Certificate		\$ 999
Medical Billing & Coding Certificate Program (with Foundation Courses)	6 Credits (252 Clock Hours)	\$ 1900
Medical Billing & Coding Certificate Program	18 Credits (756 Clock Hours)	
	12 Credits (504 Clock Hours)	\$1200
Health Insurance & Reimbursement Certificate	4 Credits (168 Clock Hours)	\$2900
Criminal Justice Certificate Program	23 Credits (882 Clock Hours)	\$ 2900
Business Administration Certificate	20 Credits (864 Clock Hours)	\$ 2900
Pharmacy Technician (PTCE)	5 Credits (240 Clock Hours)	\$ 899
Microsoft Office Specialist Certificate (MOS)	5 Credits (240 Clock Hours)	\$ 899
Certificate in Business Mgt. & Leadership	15 Credits (630 Clock Hours)	\$ 2900

Certificate in Accounting 15 Credits (630 Clock Hours) \$ 2900

Certificate in Business Law 15 Credits (630 Clock Hours) \$ 2900

Certificate in Marketing 15 Credits (630 Clock Hours) \$ 2900

Certificate in Economics 15 Credits (630 Clock Hours) \$ 2900

Certificate in Business Administration 15 Credits (630 Clock Hours) \$ 2900

Certificate in Digital Marketing 15 Credits (630 Clock Hours) \$ 2900

Certificate in Project Management 15 Credits (630 Clock Hours) \$ 2900

Health Care Administration Certificate 15 Credits (630 Clock Hours) \$2900

Certificate in Computer Networking 15 Credits (630 Clock Hours) \$ 2900

Full Stack Development Certificate 21 Credits (882 Clock Hours) \$4900

Web Development Certificate 9 Credits (378 Clock Hours) \$2900

Database Management Certificate 9 Credits (378 Clock Hours) \$2900

Software Development Certificate 12 Credits (504 Clock Hours) \$2900

Programming Languages Certificate 12 Credits (504 Clock Hours) \$2900

Cybersecurity Certificate 12 Credits (504 Clock Hours) \$2900

Health Services Management Certificate 15 Credits (630 Clock Hours) \$2900

Single-Subject Course 3 Credits (126 Clock Hours) \$599

**Payment Plan Options:**

Washington Technical Institute offers flexible no-interest monthly installment plans for tuition. Monthly tuition payments are auto billed and are due on the monthly due date and on a reoccurring monthly basis until all payments are made in full. If a student chooses to utilize the installment plans, they must have all tuition paid before their certificate and transcript will be released, even if they complete the program before the installment payments are complete.

Undergraduate Certificate students may either pay their tuition in full or make interest-free payments according to the following schedule. Please note, the “Low Payment” and “Medium Payment” options are designed to provide lower monthly installments with a balance owed at the end of the installment plan. This balance must be paid before a student can be processed as a “graduate.” The balance can be paid at any time during the enrollment period. The student account will go on hold until the balance is paid if a student owes at the time of course completion and at the completion of the installment plan.

Program(s)	Full Tuition	Low Payment Option (with balance)	Medium Payment Option (with balance)	No balance at graduation option
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Master Paralegal	\$4900	\$125 x 16 months (\$2900 balance paid by graduation)	\$250 x 16 months (\$900 balance paid by graduation)	\$306.25 x 16 months
Senior Paralegal	\$3900	\$125 x 12 months (\$2400 balance paid by graduation)	\$250 x 12 months (\$900 balance paid by graduation)	\$325 x 12 months
Full Stack Development	\$4900	\$125 x 12 months (\$3400 balance paid by graduation)	\$250 x 12 months (\$1900 balance paid by graduation)	\$408.33 x 12 months
Immigration Law Spec.	\$999	Not offered	Not offered	\$249.75 x 4 months
Medical Billing & Coding with Foundations	\$1900	Not offered	Not offered	\$118.75 x 16 months
Medical Billing & Coding (no foundations)	\$1200	Not	Not	\$100 x 12 months
Pharmacy Technician	\$899	offered	offered	\$224.75 x 4 months
Health Insurance & Reimbursement Certificate	\$699	Not	Not	\$349.50 x 2 months
Microsoft Office Specialist	\$899	Not offered	Not offered	\$224.75 x 4 months
All other programs*	\$2900	Not offered \$125 x 8 months (\$1900 balance paid by graduation)	Not offered \$250 x 8 months (\$900 balance paid by graduation)	\$362.50 x 8 months
Single Course	\$599	Not offered	Not offered	\$299.50 x 2 months

\*National Paralegal, Criminal Justice, Business Administration, Health Care Administration, Health Services

Management, Business Management & Leadership, Accounting, Business Law, Marketing, Digital Marketing, Economics, Project Management, Computer Networking, Web Development, Database Management, Software Development, Programming Languages, Cybersecurity, Computer Science.

**Course Deadlines and Extensions:**

Each program and single-subject enrollment will have a completion deadline which varies depending on the program/course. Students must complete their course/program by the specified deadline or request a deadline extension. Program extensions are \$200 for a 4-month extension. A student can only utilize two extensions per program/course.

**\*Certificates and transcripts are held until all tuition is paid in full.**

**Tuition Payment Schedule (Auto Payment)**

As per the enrollment agreement, tuition is auto-billed to the credit/debit card on file each month. Students must participate in the auto-billing option to remain enrolled at Washington Technical Institute.

**Late Charge:** If your monthly payment is more than five days late, you may be charged a \$10 late fee. WTI reserves the right to end installment agreements if an account is past due on 3 or more occasions.

**III. TUITION, FEES, AND PAYMENTS**

The price stated above is paid in full or per month on installment and includes all registration, admission, and course fees. These fees may be refundable in accordance with the school’s refund policy. After enrollment, student tuition will not increase.

For any check, draft or money order that is returned for insufficient funds (NSF), the student will be charged a \$50 fee and Washington Technical Institute will resubmit for payment. Students are required to use the Auto Payment option for their tuition when selecting the installment plan. Students are responsible for keeping the

account information current to avoid any late or returned payment penalties. For any default not cleared within 10-days of notification of non-payment, WTI reserves the right to discontinue services, add any collection or attorney's fees, and the student will not be entitled to any refunds. Payments should be made in U.S. dollars only. Students in Canada and foreign countries will be responsible for payment of any applicable customs duties and additional shipping fees.

### **Privacy:**

Your enrollment and academic records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). See catalog for full policy.

### **California Students ONLY: Student Tuition Recovery Fund (STRF):**

*The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.*

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## **IV. GRADUATION**

**Career Certificate Completion Time.** The undergraduate career certificate program or single courses will be completed according to the course syllabus. Courses must be completed by the deadline, or an extension fee will apply (see section above re: Course Deadlines and Extensions). Transfer of Credits: Washington Technical Institute does not transfer credits into the Undergraduate Career Certificate programs. Upon graduation, the student will be awarded a Career Certificate and an official transcript. No assurance is made of eligibility for job placement. Acceptance for transfer of academic credits is determined by the receiving institution. For complete details on graduation requirements, consult the School Catalog.

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## **V. CANCELLATION AND REFUND POLICY**

*"Buyer's Right to Cancel". (136A.826 Subd. 2 (3) Students may cancel or by phone, fax, email, or mail.*

**Binding Agreement and Governing Law:** This Agreement is a legally binding contract when signed by you and accepted by Washington Technical Institute at its offices in Minnesota and is governed by Minnesota law. Your digital signature on this agreement indicates you have read and understood its terms and any literature you have received from us, and you believe you are able to benefit from your program.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within ten (10) business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution, and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This ten-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the first online lesson you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. Following ten days, you will be provided a prorated

tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you provide notice of your withdrawal after your

program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive notice acknowledging your withdraw request within 10 business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Email or verbal notice is effective the date received by the institution. If you do not withdraw or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

Washington Technical Institute reserves the right to academically cancel any student who fails to demonstrate satisfactory progress toward his or her diploma. Academic dishonesty or other violations of the School Catalog may also result in disciplinary action up to and including the termination of your enrollment.

**NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.**

**Dispute Resolution:** Any controversy or claim arising out of relating to this Agreement, or breach thereof, no matter how pleased or styled shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. In no event shall Washington Technical Institute be liable for any incidental, consequential, punitive or multiple damages of any kind. Any arbitration or other legal proceedings of any kind related to this Agreement or your enrollment with Washington Technical Institute shall be conducted in Hennepin County, Minnesota, and by signing this Agreement you consent to the jurisdiction of the State or Federal Courts sitting in Hennepin County, Minnesota and to holding all arbitration proceedings in Hennepin County, Minnesota. **Use of Name and Likeness:** We may use your name, likeness, personal information, and any verbiage and words you provide. You hereby release Washington Technical Institute from any claim you have and allow the use of said information in our marketing materials not limited to news releases, advertisement copy, web content, photographs, or testimonials. If you refuse such usage or do not wish to receive our mailings, notify us in writing: Washington Technical Institute, 601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305. ATTN: Marketing Manager or by email marketing@WTI.edu.

Washington Technical is regionally accredited by the Middle States Association, an agency recognized by the State Office of Higher Education, the US Department of Education and CHEA. Students wishing to transfer credits from Washington Technical Institute to another institution should check with the receiving institution to understand their policy on transfer credits.

Licensed Career School Disclosure:

Washington Technical Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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## VI. SIGNATURE

I acknowledge that I have reviewed and fully understand, and agree to be bound by, the terms and conditions of this Enrollment Agreement and Tuition Protection Agreement. I also understand that I am responsible for and guarantee prompt and full payment of the tuition and fees outlined in the Agreement. Washington Technical Institute or any of its agents may contact me, as student or guarantor, between 8 am and 5 pm, central time regarding any matter using a landline, mobile phone, or email information that I have provided; standard text messaging rates may apply. If you do not wish to be contacted by one of these methods, please advise Student Services.



*By checking this box, I hereby authorize Excel Education Systems, Inc. (EES) to use an automated system to deliver marketing text messages and pre-recorded calls to the phone number(s) I have provided. Standard text/data rates do apply. I understand that my consent is not required and is not a condition for enrollment or continued enrollment. I further understand that clicking submit constitutes my signature understanding of the tuition agreement and monthly auto-billing.*

**Student Signature:**

**Date Signed:**

*Accepted by: Dr. Mark Ulven, President*



**WASHINGTON**  
TECHNICAL INSTITUTE

**NOTICE OF CANCELLATION**

What is the program you want to cancel?\_\_\_\_\_

Date you enrolled in this program \_\_\_\_\_

If you no longer want to take this program, you may cancel it by sending a signed and dated copy of this or any similar cancellation notice to:

Washington Technical Institute, 601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305, Fax: (952) 465-3703, email records@Washintontech.Edu or call Phone: (952) 465-3702.

Not later than midnight of the tenth business day following the date of the school's email notice of acceptance. If you cancel, any payments made by you under the contract or sale will be returned within 30 business days following the Notice of Cancellation. Any property traded in and any instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received any goods delivered to you under this contract or sale; or you may if you wish, comply with the written instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without any further obligation.

I HEREBY CANCEL THIS TRANSACTION.

\_\_\_\_\_  
(Date) (Student's Signature)

\_\_\_\_\_  
(Student ID #) (Student Name)

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For Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Refund processed by: \_\_\_\_\_ Date: \_\_\_\_\_