

ENROLLMENT AGREEMENT

TURNKEY CONSTRUCTION MANAGEMENT INSTITUTE, Inc.

20980 Redwood Road, Suite 205, Castro Valley, CA 94546
(510) 537-2338 · Fax (510) 537-3565

11303 Wilshire Blvd, VA Building 116, Room D.
Los Angeles 90073. Phone:(310) 477-0167 Fax:(213) 947-4934

PLEASE PRINT		Social Security # _____ - _____ - _____	
Home Telephone: (____) _____ - _____		Work Telephone: (____) _____ - _____	
Applicant (Legal Name)			
(First)	(Middle)	(Last)	
Address _____		City _____	State _____ Zip _____
Start Date: _____		Scheduled Completion Date: _____	
		Third Party Payer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Third Party Payer Information: _____			
(Name)		(Address)	(Telephone)

A. COURSE TITLE OR EDUCATIONAL SERVICE

PROGRAM	NUMBER OF HOURS	NUMBER OF WEEKS
<input type="checkbox"/> Construction Estimator (Residential)	396	12
<input type="checkbox"/> Construction Estimator (Commercial & Residential)	462	14
<input type="checkbox"/> Project Manager	462	14
<input type="checkbox"/> Construction Superintendent	462	14
<input type="checkbox"/> Construction Estimator/Project Manager	528	16
DISTANCE EDUCATION/HOME STUDY PROGRAM	NUMBER OF LESSONS	
<input type="checkbox"/> Construction Estimator/Project Manager	16	

If you cancel, withdraw or are terminated from training, your financial obligation and refund (if any) will be under the conditions described in the "Cancellation" and "Withdrawal" sections that is written on the back of this agreement.

(Non-Refundable) Registration Fee Charged: \$75.00 Registration Fee Paid: \$ _____ Initial Tuition Down Payment Made: \$ _____

B. PROGRAM CHARGES

Tuition & Fees Total Costs	=	\$ 4500.00 _____	
Tuition Deposit	-	\$ _____	
Total Due	=	\$ 4500.00 _____*	*YOU ARE RESPONSIBLE FOR THIS AMOUNT.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT AND A COPY OF THE SCHOOL CATALOG, AND FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS APPLICATION. THE ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signed: _____ Signed: _____
Signature of Applicant Date School Representative Date

ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO THE BUREAU OF PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION, 400 R STREET, SUITE 5000, SACRAMENTO, CALIFORNIA 95814.

Student certifies that he/she has received each of the following documents initialed below and was allowed sufficient time to read and understand them: (Please initial.)

- | | |
|---------------------------------|--------------------------------|
| (____) Notice of Cancellation | (____) Current School Catalog |
| (____) Notice of Student Rights | (____) Student Disclosure Form |
| (____) Copy of this Agreement | |

**BE SURE TO READ BOTH SIDES OF THIS AGREEMENT.
IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

REFUND PROVISIONS

BUYER'S RIGHT TO CANCEL

Cancellation

Canceling Course during the First 5 Days of Class

1. A student has the right to cancel his/her enrollment agreement for a course of instruction until **midnight of the fifth (5th) business day on which he/she participates in the first class session.**
2. Cancellation shall occur when the student provides a **written** notice of cancellation to the address of Turnkey Institute: Castro Valley Plaza, 20980 Redwood Road, Suite 205, Castro Valley, CA 94546. This can be done by mail, hand delivery or telegram.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.
5. If the Enrollment Agreement is cancelled for a course of instruction by the fifth business day on which the student attended his/her first class (business day is a day on which a student is scheduled to attend a class session), the student will have no liability to Turnkey Institute for tuition or registration fees and Turnkey Institute will refund any money that the student paid within 30 days after it receives the student's notice of cancellation.

Withdrawal

Withdrawing from a Course after the First 5 Days of Class

Students have the right to withdraw from a program of instruction at any time and receive at least a partial refund. Students are obligated to pay only for education services rendered and any unreturned equipment. The refund shall be calculated by (a) deducting a registration fee not exceeding \$75.00 from the total tuition charge; (b) dividing this figure by the number of hours in the program; (c) the quotient is the hourly charge for the program; (d) the amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction; (e) the refund would be any amount in excess of the figure derived in step (d) that was paid by the student; and (f) the refund amount shall be adjusted for unreturned equipment.

CALIFORNIA STATE REFUND POLICY

Here is how Turnkey Management calculates refunds:

Total program charge – Registration fee = Total program cost
Total program cost ÷ program hours = Program fee per hour
Per hour program fee x hours attended = Total program charge

Total program cost – Total program charge = Refund
(The hourly program fee shall be multiplied by hours attended by student minus program charge equals refund.)

IF THE AMOUNT THAT THE STUDENT PAID IS MORE THAN THE AMOUNT THAT THE STUDENT OWES FOR THE TIME ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF THE DATE OF DETERMINATION OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT THE STUDENT HAS ALREADY PAID, THEN THE STUDENT WILL HAVE TO ARRANGE TO PAY IT.

Hypothetical Refund Example: Refund after completing indicated percentage of course.

Course Name: Residential Construction Estimator
Course Length: 396 hours
Tuition Cost: \$5,625.00 (does not include registration fee)

CLOCK HOURS ATTENDED	% ATTENDED	TUITION/ FEES CHARGED	AMOUNT OF REFUND*
39.6	10%	\$562.50	\$5,062.50
99	25%	\$1,406.25	\$4,218.75
198	50%	\$2,812.50	\$2,812.50
237.6	60%	\$3,375.00	\$2,250.00
297	75%	\$4,218.75	\$1,406.25

**Assuming the full tuition of \$5,625.00 was paid*

STUDENT TUITION RECOVERY FUND

As of January 1, 2002, California Education Code Section 94945 requires Turnkey Management to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education. The amount of fee for 2002 is \$3 per \$1,000 of tuition paid, rounded to the nearest \$1,000. The fee for 2003 is \$2.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. You are not required to pay the STRF fee if your tuition is funded by a third-party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document to the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within a year of the Bureau's service to the student of their rights under the STRF, or if no notice or rights are served to the students, within four years of Institution's closure. For further information or instructions contact: State of California, Bureau for Private Postsecondary & Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.

PAYMENT OF REFUNDS

Refunds are made within 30 days following the date upon which the student's withdrawal has been determined.