



Enrollment Form

The Computer Workshop, Inc.

5200 Upper Metro Pl. Suite 140, Dublin, Oh 43017

Phone 800-639-3535 or 614-798-9505

Email: training@tcworkshop.com

Web Site: www.tcworkshop.com

First Name:	Last Name:	
SSN:	Email:	
Address:		
City:	State:	Zip:
Work Phone:	Cell Phone:	Date:

Location: Dublin					
Term Dates	Term	Course Name & Number	Hours	Weeks	Price
TBD	1	CompTIA A+	70	10	\$4,790.00
<i>Enrollments are confirmed on the first-come, first-serve basis. Seating is limited due to demand. If fees increase prior to your graduation date, your tuition will not increase.</i>					

Payment Policy:

For individuals taking one of our 50+ hour programs, payment must be received prior to attending a class. The Computer Workshop, Inc. accepts American Express, MasterCard, Visa, and cash.

We are approved for certain benefit programs and accept vouchers and voucher requests for these programs. Vouchers must be sent in prior to class date. For Veterans, please check on payment plans.

To Register (After form is Signed)

Fax this form to: 614.798.9535

Mail this form to: 5200 Upper Metro Pl, Suite 140, Dublin

OH 43017 Register by Phone: 1.800.639.3535

E-Mail Registration to: training@tcworkshop.com

Internet Registration: www.tcworkshop.com

Directions: From 270, take Exit 17A. Turn right at the traffic light onto Frantz Rd. Go to the first street and turn right onto Upper Metro Place. Go past the hotels and turn right into 5200 Upper Metro Place at the large sign.

2023 Dates Closed

January 1	New Year's Day
April 7	Good Friday
May 29	Memorial Day
July 4	July 4 th
September 4	Labor Day
November 23 & 24	Thanksgiving
December 25-31	Christmas

Course Times and Enrollment Dates

You can enroll at any time. Most courses are FULL DAY from 8:30am-4:30pm for a 7-hour class. Time of course is adjusted based on the hours in the course. Call today to find out a starting time for any classes other than 7 hours. We also offer a flex schedule to accommodate student schedules. Please arrive 20 minutes or more prior to start of class. Have Photo ID ready.

Admission Policy:

Students applying for courses with The Computer Workshop, Inc. should be at least 18 years old or have permission from their guardian. All students must meet with an advisor prior to enrollment. Any previous education, training or experience will be considered and worked into final program plans.

Cancellation Policy

An enrollment agreement or application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

Refund Policy:

per term, quarter, or semester according to Policy 3332-1-10:

- ① A student who starts class and officially withdraws after the academic term is fifteen percent completed will be obligated for fifty percent of the tuition and refundable fees for the current academic term plus the registration fee (if applicable).
- ① A student who starts class and withdraws after the academic term, is twenty-five per cent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees for the current academic term plus the registration fee (if applicable).
- ① A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees for the current academic term.
- ① In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student may be entitled to special consideration, and we may settle the account for an amount which is less than that called for by our established policy. Books can be refundable, if in new condition. Test Vouchers are non-refundable.

Grievance Procedure:

Any student who has a grievance with The Computer Workshop should first discuss the problem with the instructor or the Education Director. If a resolution is not reached, the student should make a written complaint and submit it to the Education Director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact the *State Board of Career Colleges and Schools*, 30 E. Broad St., Suite 2481, Columbus, OH 43215-3414, Phone: 614.466.2752; Toll Free: 877.275.4219

Program requirements:

Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences is required for a student returning to class after an absence. A student that is late more than 1-hour will be required to reschedule that day of class. All classes missed by a student will need to be made up by the end of the completion of the track. Any student that performs in an unsatisfactory manner will be given additional time to obtain satisfactory performance.

Standards for Satisfactory Progress:

100% attendance & satisfactory completion of course materials is required for course completion.

Probation:

A student unable to attain satisfactory completion will be placed on academic probation and given extra assistance in an effort to reach the expected level of performance.

Re-Entrance:

Any student who is on probation or has dropped out of the track, may be readmitted by completing a personal interview with the school director and paying all fees due at time of readmission.

School Grading:

School Grading is a Pass/Fail Basis.

Leave of Absence:

In event of emergency a short leave may be granted without penalty.

Method of Payment:

Check / Purchase Order

Credit Card

Credit Card, PO #, Voucher #, or Coupon # **(Call with Credit Card Information, do NOT put on this form)**

Exp. Date

CVV #

The billing address is the same as the student's address.

The billins address is different than student's address.

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

I acknowledge that I have received a catalog and agree with the school policies and procedures stated.

I acknowledge that I have received and read a copy of this agreement.

I acknowledge that I have read the cancellation policy for this program or course.

Applicant signature: _____

School Representative: _____

Parent or Guardian (If applicable) _____

Graduation Requirements:

Graduation requirements of the track is to complete all courses satisfactory and complete all classroom hours.

Student Conduct and Conditions for Dismissal:

Students are expected to act in a mature and considerate manner in all functions in the school.

The following may result in disciplinary action or dismissal:

1. Vandalism
2. Gambling
3. Being disruptive in class
4. Physical abuse or harassment
5. Consumption of alcoholic beverages/drugs
6. Possession of firearms and weapons
7. Smoking, Designated areas are provided

Credit for Previous Education:

Documentation of prior training may be used as a prerequisite.

Faculty/Administrators:

- ⌚ Terri Williams-Davy: Director, over 25 years' experience in all aspects of managing The Computer Workshop, a professional development training facility.
- ⌚ Kim McFarland: Assistant Director, over 20 years' assisting with administration duties and financial duties at TCW.
- ⌚ David Williams: Education Director, over 25 years' planning educational programs and managing the delivery of training for TCW.

Help us keep our mailing and phone lists up to date:

- Please add my name to your mailing list.
- Please remove my name from your mailing list.
- Please send a catalogue to the person above.
- Please add me to your email specials list for:

Check all that apply:

- Are you looking for employment?
- Would you like help in researching for employment?