



Enrollment Form

THE COMPUTER WORKSHOP, INC.

5131 POST ROAD, SUITE 102, DUBLIN, OH 43017

PHONE: 800-639-3535 OR 614-798-9505 FAX: 614-798-9535

EMAIL: TRAINING@TCWORKSHOP.COM

WEB SITE: WWW.TCWORKSHOP.COM

First Name:

Last Name:

SSN:

Date:

Address:

City:

St:

Zip:

Phone Number:

Fax Number:

Email Address:

LOCATION: DUBLIN				
Term Dates	Term	Course Name & Number	Hours	Price
	1	User Centric Front End Development/HTML, CSS, & JavaScript Fundamentals	117	\$1,599.00
	2	Interactive Front End Development/ Python Fundamentals/ Practical Python	261	\$3,567.00
	3	Data Centric Development/ Full Stack Frameworks with Django	222	\$3,033.00
Total number of hours and price			600	\$8,199.00
<i>Enrollments are confirmed on 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: 5131 Post Rd, Suite 201, 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 left at the traffic light onto Post Road. Go to the first traffic light on Post Road and turn left. At the back of the lot, you will see 5131 (Brown Building that sits between Red Roof Inn and Marriott Courtyard Hotel).

2018 Dates Closed

January 1	New Year's Day
March 30 (1/2 day)	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
Nov 22 and 23	Thanksgiving
December 24-31	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:

- ◇ 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).
- ◇ 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 per cent of the tuition and refundable fees for the current academic term plus the registration fee (if applicable).
- ◇ 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.
- ◇ 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 hr 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 with out penalty.

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, 25 years experience in all aspects of Managing The Computer Workshop, a professional development training facility.
- ◇ Kim McFarland: Assistant Director, over 15 years assisting with administration duties and financial duties at TCW.
- ◇ David Williams: Education Director, 23 years planning educational programs and managing the delivery of training for TCW.

Help us keep our mailing and fax 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 fax specials list for:

Check all that apply

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

Method of Payment:	
Check/ Purchase Order	Credit Card
Credit Card, PO #, Voucher # or Coupon #:	
	Exp. Date:
	CVV:
<i>The billing address is the same as student's address.</i>	
<i>The billing address is different than student's address</i>	
Company:	
Address:	
City:	State:
Phone:	Fax:
E-Mail Address:	
Zip:	

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: _____ Date: _____
 School Representative: _____ Date: _____
 Parent or Guardian(If applicable): _____ Date: _____