

NOTE: Logging in to the LMS or accessing course materials are not considered IDL course participation. A student's LDA is the last day in which they completed an assignment, contacted their instructor for academic assistance, posted on a discussion forum, etc. If a student's sole activity in a course includes logging in or accessing materials, their LDA is the last day of the most recent course they completed, regardless of their academic grade in that course.

Any remaining courses will be canceled and fully refunded.
Determination of Assignment Completion

VDCI will utilize the LMS to determine the percentage of assignments a student has completed within a course. The Program Manager or Academic Manager will review the student progress report. They will look through the student's "Score" column. If the student has a numerical score (rather than "N/A"), it will be determined that the student has submitted that assignment. The Program Manager or Academic Manager will find the sum of points available for all completed assignments.

For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by the average course cost (the total program cost divided by the recommended number of courses necessary for completion). If that result, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money paid to VDCI, the student is entitled to a refund.

Students who have completed 1-2 courses and were marked as "Trial Period Students" will be refunded accordingly to the policy listed under "Vocational Student Trial Period". If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

Vocational students will only be charged the \$50.00 Technology Certificate application/registration fee, a pro rata for the active course in accordance with this refund policy and for any other previously completed unpaid courses reflected on the refund calculation worksheet. This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel, withdraw or are terminated with a debt on their account will be held responsible for the payment of any remaining funds greater than or equal to \$50.00 in accordance with the signed payment agreement.

If the institution has collected money that is greater than the amount owed for previously completed courses, the Institution will refund/credit the remaining balance to the payee's account within 45 days of the effective date of determination, in accordance with the Bureau for Private Postsecondary Education regulations.

Withdrawal from The Program

You may withdraw from the program or individual course(s) at any time. If a student provides notice of cancellation or has been terminated or withdrawn by the institute prior to the conclusion of the eleventh (11th) day of class and has completed 20% of the course assignments or less, they shall receive a refund of 100% of the amount paid for institutional charges for the active course, less the \$50.00 Technology Certificate application/registration fee and/or itemized, non-refundable fees.

If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who are withdrawn after the 11th day of the course, who have demonstrated any documented course participation, will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will only be charged any applicable and/or itemized fees.

NOTE: Logging in to the LMS or accessing course materials are not considered IDL course participation. A student's Last Day of Attendance (LDA) is the last day in which they completed an assignment, contacted their instructor for academic assistance, posted on a discussion forum, etc. If a student's sole activity in a course includes logging in or accessing materials, their LDA is the last day of the most recent course they completed, regardless of their academic grade in that course.

By typing your initials, you are confirming that you understand the VDCI cancellation and refund policies.

STUDENT'S
INITIALS

Understandings

Transfer of Credit Policy

Notice Regarding Transferability of Credits and Credentials Earned at VDCI

The transferability of credits you earn at VDCI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the CAD-BIM Technology Certificate Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate 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 the institution to which you may seek to transfer after attending VDCI to determine if your credits or degree or certificate will transfer.

By typing your initials to the left you are acknowledging that you understand the transferability of course clock hours to other institutions.

STUDENT'S
INITIALS

Notice Regarding Distance Educational Programs

VDCI will transmit all of the lessons and other materials to you no later than the course start date. Students are provided login credentials on the Thursday before their course start date.

By typing your initials to the left you are acknowledging that you understand that VDCI will transmit all lessons and other materials to you no later than the course start date.

STUDENT'S
INITIALS

System Requirements for Distance Educational Programs

Participating in a distance technology certificate program at VDCI will require the use of a computer with the following, minimal requirements: Windows 7.0 Professional, 64-bit operating system, 8GB RAM and high-speed internet access capable of 10Mbps speeds. Wireless connections can work, but a wired connection is recommended.

By typing your initials to the left you are acknowledging that you understand the system requirements for distance educational programs.

STUDENT'S
INITIALS

Placement Assistance

Placement assistance is provided. However, it is understood that VDCI does not and cannot promise or guarantee either employment or level of income or wage rate to any Student or Graduate.

By typing your initials to the left you are acknowledging that you understand placement assistance is provided but that VDCI does not guarantee employment.

STUDENT'S
INITIALS

Limited English Speakers

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

By typing your initials to the left you are acknowledging that you have read and understand that if English is not your primary language, that you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your native language.

STUDENT'S
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Notice Regarding Instruction in English

All of the course training is in English. That includes oral, written, media-based and other communication regarding your training.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand that instruction is provided in English and that you can complete the program in English.

Financing

The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand that if a separate party is financing your education, the student alone is responsible for all payments and monies owed to VDCI.

Loan

If a 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:

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.

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.

STUDENT'S
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By typing your initials to the left you are acknowledging that you have read and understand that if the student is eligible for a loan and defaults on the loan, that the federal or state government or a loan guarantee agency may take action against the student and that the student may not be eligible for future federal student financial aid until the loan is repaid.

Questions

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

STUDENT'S
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By typing your initials to the left you are acknowledging that you have read and understand that you can reach out to the Bureau for Private Postsecondary Education if any questions about the enrollment agreement have not been satisfactorily answered by VDCI.

Complaints

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

VDCI is also recognized by ACCET as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint.

If a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to file a complaint with ACCET: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: complaints@accet.org Website: www.accet.org

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand that you can reach out to the Bureau for Private Postsecondary Education or ACCET if you have any complaints.

Notice

You may assert against the holder of the promissory note you signed in order to finance the cost of instruction all of the claims and defenses that you could assert against this school, up to the amount you have already paid under the promissory note.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand that if you have financed the cost of instruction, that you can plead your case up to the amount you have already paid for your education.

Enrollment vs Registration

Vocational Students will be automatically placed in a VDCI “trial period” for six weeks or until their first two courses have been successfully completed. These courses must include one introductory level and one intermediate level course required for the completion of the student’s certificate program. If a student is able to successfully complete both courses with a “C-” (70%) or better within their trial period, the student will be officially entered into the technology certificate program. If a student is not able to successfully complete both courses with a “C-” (70%) or better within their trial period:

- The student will be processed as a Cancellation and will be withdrawn from the program.
- The student will be issued a full refund, less any itemized and non-refundable fees.
- The student will not receive course completion certificates for either course, as they will be refunded for both courses.
- The student will then be asked to communicate with the Program Manager to determine if they will transition into a bundle program, select individualized courses, continue participation in the certification program, or terminate their attendance within VDCI.

STUDENT'S
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By typing your initials to the left you are acknowledging that you have read and understand that you must pass your first two courses within the first six weeks with a grade of "C-" (70%) before you are officially registered in the Technology Certificate Program.

Application Completion

VDCI requires that all information provided in this enrollment agreement be completed for VDCI to accept your enrollment agreement. By initialing, you are confirming that all information has been provided.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand that all the information requested in this enrollment agreement is required by VDCI.

5. Payment Agreement

Fees

	Price	Description
Tuition	\$3,750.00	<i>Refer to refund provision within this agreement.</i>
Registration Fee	\$50.00	<i>Non-Refundable</i>
Textbooks	\$420.00	<i>Textbook prices fluctuate depending on recent book editions and pricing changes by publishers</i>
Materials and Certification Exams	\$165.00	<i>Certifications are \$145 to \$165 per certificate</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable. (\$0.00 for every \$1,000 rounded to the nearest \$1,000)</i>
ESTIMATED DUE FOR THE ENTIRE PROGRAM	\$4,385.00	<i>The estimated amount due to complete the program.</i>

The tuition fees do not include the cost of the required textbooks or any Certification Exams. Estimated textbook and supplies fees are \$585.00

VDCI | cadteacher accepts payment via credit card, check, money order or cash. Please do not mail cash. Cash is only accepted, in-person from the student or their agent, in our San Diego, California campus location.

TOTAL TUITION: \$3,800.00

REGISTRATION FEE: \$50.00

TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT: \$475.00

IF TUITION IS PAID IN FULL AT THE TIME OF ENROLLMENT, THERE WILL BE A ZERO DOLLARS OWED BALANCE (excluding books, materials and certification exams). IF TUITION IS PAID USING A PAYMENT PLAN, THE REMAINING BALANCE WILL BE \$3,325.00 (excluding books, materials and certification exams). All subsequent monthly payments will be charged to your credit card for \$475.00 every month after the date of purchase until your payment is paid in full.

*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

Additional Fees, as applicable: Transfer of Credit Assessment Fee: \$25.00 per course for the review of each course which the students wish to transfer into VDCI. Returned Check Fee: \$50.00

Payment Agreement

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, a copy of the VDCI School Catalog and School Performance Fact Sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this agreement. This enrollment agreement is a legally binding instrument when signed by the student and accepted by the school.

DATE OF BIRTH: _____

VERIFICATION METHOD: _____

VERIFICATION DATA: _____

I understand that this is a legally binding contract. 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.

TOTAL TUITION: \$3,800.00

REGISTRATION FEE: \$50.00

TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT: \$475.00

STUDENT SIGNATURE: _____

DATE: _____

SIGNATURE, TITLE OF SCHOOL OFFICIAL ACCEPTING ENROLLMENT

Ashley Woodward
VDCI Program Manager

An executed, signed copy will be sent to you.