



CAD Technology Certificate Program

VDCI looks forward to teaching you the career skills you will learn in your Technology Certificate program.

The following are the step-by-step instructions for Enrolling in your Technology Certificate Program at VDCI.

The regulatory agencies to whom VDCI reports have your best interests in mind. Protecting the student is important. It is for that reason we are asking that you read and acknowledge having read (by initialing) the following information:

1. VDCI Catalog

Please complete the following steps to enroll

I acknowledge that I have reviewed the VDCI School Catalog.

STUDENT SIGNATURE

DATE

By typing the date and your name, you are acknowledging that you have read, reviewed and understand the VDCI School Catalog.

[VDCI SCHOOL CATALOG](#)

I acknowledge that I have reviewed the VDCI School Performance Fact Sheet (SPFS) for the CAD Technology Certificate Program.

STUDENT SIGNATURE

DATE

By typing the date and your name, you are acknowledging that you have read, reviewed and understand the VDCI School Performance Fact Sheet.

[VDCI SPFS](#)



The VDCI School Catalog contains a description of certain policies, procedures, and other information about the institute. VDCI reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum, a supplement to the catalog, or other written format. Students are expected to read and remain familiar with the information contained in the current VDCI School Catalog. By enrolling in VDCI, the Student agrees to abide by the terms stated in the catalog and all school policies.

STUDENT'S
INITIALS

The State of California Bureau for Private Postsecondary Education (BPPE) and our National Accreditors, the Accrediting Council for Continuing Education and Training (ACCET) require that you initial many items on this enrollment agreement. By initialing, you are confirming that you have read and understand the topics being addressed.

2. VDCI School Performance Fact Sheet Review

BPPE School Code 93794290

ACCET School ID Code 1465

Completion Rates (includes data for the two calendar years prior to reporting)

CAD Technology Certificate Program (222 Clock Hours)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	2	0	0	N/A
2016	4	3	3	100%

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand the Completion Rate Data for the last two years of the School Performance Fact Sheet, with information provided to the Bureau for Private Postsecondary Education.

Placement Rates (includes data for the two calendar years prior to reporting)

CAD Technology Certificate Program (222 Clock Hours)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2015	2	0	0	0	N/A
2016	4	3	3	3	100%

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand the Placement Rate Data for the last two years of School Performance Fact Sheet data which was provided to the Bureau for Private Postsecondary Education.

Licensing Examination Passage Rates

VDCI aligns its training programs to support Autodesk Certification Exams. However, there are no required certifications for CAD, BIM or other Virtual Design and Construction software programs. Participation in the certification exams provided by Autodesk is voluntary. VDCI will attempt to collect and disclose data regarding examination results from students who elect to take the exam.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you understand that there are not any required licensing examinations for the VDCI Programs and that VDCI attempts to collect and disclose data regarding pass rates for the voluntary Autodesk Certification Exams.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CAD Technology Certificate Program (222 Clock Hours)

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary & Wages Reported by Graduates Employed in the Field				Students Not Reporting Salary
			\$35,001.00 - \$40,000.00	\$40,001.00 - \$45,000.00	\$45,001.00 - \$50,000.00	\$50,001.00 - \$55,000.00+	
			2015	0	0	0	
2016	3	3	0	0	0	0	3

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have read and understand the Salary and Wage Rates for the last two years of data provided to the Bureau for Private Postsecondary Education.

Prior To Signing This Enrollment Agreement

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet which you are encouraged to review. These documents contain important policies and performance data for VDCI. VDCI is required to have you sign and date the information included in the Catalog and in the School Performance Fact Sheet relating to completion rates, placement rates, licensing examination passage rates, and salaries or wages prior to signing this agreement.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have received and reviewed the VDCI Catalog.



virtual design & construction institute

3904 Groton Street San Diego California 92110 619-758-9300 learn@vdc.edu

Practical Applications Taught by Practicing Professionals

cadteacher

I certify that I have received the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information. I have signed, initialed, and dated the information provided in the School performance Fact Sheet.

STUDENT'S
INITIALS

By typing your initials to the left you are acknowledging that you have received and reviewed the School Performance Fact Sheet (SPFS) and that you have previously signed the specific acknowledgment for the SPFS.



3. Student Information

Student Information (* Required Fields. Please type N/A if field does not apply.)

First Name: _____

Last Name: _____

Company Name: _____

Home Address: _____ City: _____

State/Province: _____ Zip Code: _____ Country: _____

Primary Phone: _____ Mobile Phone: _____

Email Address: _____

Gender: _____ Ethnicity: _____

Is a third party paying for this program? _____

Please select the type of third party: _____

Third Party Agency/Company Name: _____

Third Party Contact Name: _____

Third Party Contact Phone Number: _____

Third Party Contact Email: _____

Start Date: _____

Completion Date: 9 Months after Start Date.

If you have not already confirmed a specific start and completion date, please contact: registrar@vdc.edu or telephone VDCI at 619-758-9300

4. Enrollment Agreement

You are enrolling in the program: **CAD Technology Certificate Program**

Total course hours earned upon the successful completion of this technology certificate: **222 Clock Hours**

Online courses begin every three weeks, with a duration of eighteen days. Online students will be auto-enrolled in the next course in their sequence. Any requested Leave of Absence over three weeks must be pre-approved by the institution and requires students to provide the rationale behind their absence.

Onsite courses are held on a quarterly basis -- with each cycle beginning the first week of January, April, July and October. Onsite CAD courses are held on M/W. Onsite BIM courses are held on Tu/Th. Onsite courses typically have a duration of two or three weeks, depending on the course.

2019 Academic Calendar – Onsite

Quarter 1, 2019

January – March

January

Monday, January 07	CAD 101
Tuesday, January 08	BIM 101
Tuesday, January 22	BIM 201
Monday, January 28	CAD 201

February

Tuesday, February 05	BIM 301
Monday, February 18	CAD 301

Quarter 2, 2019

April – June

April

Monday, April 01	CAD 101
Tuesday, April 02	BIM 101
Tuesday, April 16	BIM 201
Monday, April 22	CAD 201
Tuesday, April 30	BIM 301

May

Monday, May 13	CAD 301
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Quarter 3, 2019

July – September

July

Monday, July 08	CAD 101
Tuesday, July 09	BIM 101
Tuesday, July 23	BIM 201
Monday, July 29	CAD 201

August

Tuesday, August 06	BIM 301
Monday, August 19	CAD 301

Quarter 4, 2019

October – December

September

Monday, September 23	CAD 101
Tuesday, September 24	BIM 101

October

Tuesday, October 08	BIM 201
Monday, October 14	CAD 201
Tuesday, October 22	BIM 301

November

Monday, November 04	CAD 301
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2019 Academic Calendar – Online

All VDCI online courses start on the same dates:

Quarter 1, 2019 – Friday, Jan 04; Friday, Jan 25; Friday, Feb 15; Friday, Mar 08; Friday, Mar 29

Quarter 2, 2019 -- Friday, Apr 19; Friday, May 10; Friday, May 31; Friday, Jun 21

Quarter 3, 2019 -- Friday, Jul 12; Friday, Aug 02; Friday, Aug 23; Friday, Sep 13

Quarter 4, 2019 -- Friday, Oct 04; Friday, Oct 25; Friday, Nov 15; Friday, Dec 06.

VDCI School Policies

Student Tuition Recovery Fund Disclosures

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.

By typing your initials to the left you are acknowledging that you have received and reviewed information on the Student Tuition Recovery Fund (STRF).

STUDENT'S
INITIALS

Education Requirements

Before beginning their Technology Certificate programs at VDCI, students must have earned a minimum education of a high school diploma or equivalent. Students need to verify the mandated minimum education requirement. This will require providing a fax, scan, or emailed copy of transcripts, diploma, degree, etc. This documentation can be sent to registrar@vdc.edu. If you do not meet the minimum education requirements, students may take the Ability-to-Benefit exam with passing scores in place of the minimum education requirements. [You can click here to learn more about the Ability-to-Benefit \(ATB\) Examinations.](#)

By typing your initials, you are confirming that you meet the minimum education requirements and will provide the required documentation to registrar@vdc.edu

STUDENT'S
INITIALS

Refund Policy

For both onsite and online programs, for the purposes of determining that a refund is required, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in the institution's catalog. If VDCI has provided textbooks and these textbooks were applicable to the student's prior or current courses, those are non-refundable charges. The financial period of obligation for any student enrolled in a program is the current, active course cycle and is contingent upon the number of courses in which a student has concurrently enrolled. Students are only obligated to the current course cycle, previously completed courses, and non-refundable fees.

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.

VDCI has developed a cancellation and refund policy which favors the students and grants greater leniency than that which is required by ACCET and state regulations. Cancellations can be effectuated due to: (a) "No show"/student never began their Course, Bundle or Program; (b) Rejection of an applicant by the institution; (c) Program cancellation by the institution; (d) Cancellation by a student during the VDCI-established cancellation period; (e) Any violation, as

determined by the institution, of the Student Code of Conduct; or (f) A consistent failure to demonstrate academic progress as listed in the student Satisfactory Academic Progress (SAP) policy.

If a student is withdrawn beyond the first day but within the first eleven (11) days of the course and the student has completed more than 20% of course assignments, they will be charged a pro-rata tuition as outlined within the refund policy.

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

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.

If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.

Student's Right to Cancel

If a vocational student chooses to withdraw from the program, VDCI allows the following methods of informing the institution:

1. Written communication via e-mail sent to: *Registrar@vdc.edu* -This email should include the student's name, the course(s) to be canceled, the name of the instructor(s) and the reason for the cancellation. This e-mail should also inform VDCI whether the student wishes to request a refund or to reschedule the course. Written communication, including this information, can also be sent to the student's instructor(s). The instructor will communicate this information to the Program Manager and Academic Manager.
2. Verbal communication (phone or in-person) made to the Program Manager or the Academic Manager. Note: To ensure efficiency and the accurate record of the student's Date of Determination, verbal notice of cancellation cannot be made to instructors.

Students enrolled in a technology certificate program, an avocational bundle, or a solitary course have the right to cancel their enrollment agreement at any time. The eligibility of a full or partial refund will be determined and calculated based on the VDCI Refund Policy (included in this agreement and within the VDCI catalog).

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

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. [You can click here to learn the specific system requirements](#) for the specific software programs being taught in our Technology Certificate programs.

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

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.

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.

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.

STUDENT'S
INITIALS

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.

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
INITIALS

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 make take action again 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
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 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 in the Program have been successfully completed. These courses must include one required introductory level and one required 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 “non-start” 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 for either course.

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
INITIALS

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	\$2,770.00	<i>Refer to refund provision within this agreement.</i>
Registration Fee	\$50.00	<i>Non-Refundable</i>
Textbooks	\$220.00	<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	\$3,205.00	<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 \$385.00

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 CHARGES OBLIGATED
TO BE PAID UPON ENROLLMENT: \$470.00**

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 \$2,350.00 (excluding books, materials and certification exams). All subsequent monthly payments will be charged to your credit card for \$470.00 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: Official Transcript Fee: \$10.00, Returned Check Fee: \$50.00

Payment Agreement (* Required Fields)

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.

STUDENT SIGNATURE: _____

DATE: _____

PARENT OR GUARDIAN SIGNATURE (IF THE STUDENT IS UNDER THE AGE OF 18):

DATE: _____

SIGNATURE, TITLE OF SCHOOL OFFICIAL ACCEPTING ENROLLMENT

Ashley Woodward
VDCI Program Manager

An executed, signed copy will be sent to you.