



INSPECTION & REPORT WRITING

at the CSIA Technology Center, 2155 Commercial Drive, Plainfield, IN 46168
Phone: (317) 837-5362 Fax: (317) 837-5365 www.CSIA.org

Early registration is recommended as class size is limited. Only complete registrations will be accepted. Confirmation of your registration will be mailed to the address provided below.

Dates _____

	REGISTRATION RATES for 2018	
	STANDARD	NCSG MEMBER
Primary	\$649	\$449
1 st Additional	\$599	\$399
2 nd Additional	\$549	\$349

REGISTRANT INFORMATION

Registrant(s) Name _____

Company Name _____

Business Address _____

City, State ZIP _____

Telephone (_____) _____

Fax (_____) _____

Email Address _____

QUESTION FOR U.S. VETERANS

Yes No *My registration will be submitted to the U.S. Dept. of Veterans Affairs for GI benefits.*

PAYMENT INFORMATION

Total Amount Due \$ _____

Visa MasterCard American Express Personal or Company Check

Credit Card # _____

Card Security Code: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

For Office Use	O2P	C2F	2C2R	AUTH: _____
COID: _____	ProfileID: _____			
REC'D BY: _____	REC'D DATE: _____			
Revised 8/24/17 Valid 9/1/17 – 8/31/18				

RESIDENT REFUND POLICY: The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of the council, that its refund policy is more favorable to the student than that of the Council's.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. **A student is entitled to a full refund if one (1) or more of the following criteria are met:**
 - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

OCTS Resident Refund Policy

Revised 3/4/15

CSIA CONTINUING EDUCATION SATISFACTION GUARANTEE

If you have attended the full instructional program in which you enrolled, and are not completely satisfied with the quality of instruction received from our education programs we will issue you a full refund of the registration fee for tuition. Refunds do not include actual expenses incurred for textbooks, exams and meals. 08/07

REFUND POLICY FOR THOSE USING GI BENEFITS

Federal VA Policy: Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course. The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

This institution is regulated by:

State Workforce Innovation Council
Office for Career and Technical Schools
10 N. Senate Ave, Suite SE 308
Indianapolis, IN 46204
317 234-8338 or 317-232-1732