

# GARDEN STATE SCIENCE & TECHNOLOGY INSTITUTE

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## **Refund Policy:**

GSSTI's refund policy is published within the school catalog and is uniformly administered. All funds paid by the student will be refunded if the school rejects the application, or if the student cancels the enrollment agreement within three (3) calendar days of signing the agreement. If, after the 3-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the administrative fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws after the 3-day cancellation period and after instruction has begun, is as follows: (Based on 700 clock hours)

- ❖ During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- ❖ After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- ❖ After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- ❖ After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

The date of withdrawal is the last date of attendance by the student. A refund due to a student shall be based on the date of withdrawal or termination within 45 days from the date of withdrawal or termination without the student needing to request the refund. Refunds, when due will be made without requiring a request from the student.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due to a student shall be based on the date of withdrawal and paid within 45 days of the scheduled last day of the leave of absence. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees. However, there is a non-refundable \$100 administrative fee. In addition to the school catalog, the refund policy is also stated in the Enrollment Agreement.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

**Entrance and Attendance:** No students shall be permitted to begin classes or continue in attendance unless all financial obligations have been met, including tuition, fees, books, supplies have been met. Grades, transcripts, or certificates will not be issued unless financial obligations have been met.

**Graduation and Placement:** Garden State Science and Technology Institute has served the community for over 13 years and is proud of the efforts made to help students find positions in their field of study. However, the school **cannot guarantee** employment or salary level, nor have I been promised or guaranteed employment or salary by my admissions representative or any other individual at the Institution.

This contract or note is for future consumer services and puts all assignees on notice of the consumer's right to cancel under New Jersey's contract law. If the student fails to pay any of the amounts due the school under this Agreement when they are due, the student will also pay the school for all cost and expenses, including reasonable attorney's fees that are incurred by the school in collection of these amounts. If this agreement is referred for collection to an agency that is subject to the Fair Debt Collections Act, the Student will pay those collection costs, which do not exceed 25 percent of the unpaid amount.

**NOTICE TO THE STUDENT:** (1) Do not sign this agreement before you read it or if it contains blank spaces. (2) You should retain the student copy of this agreement. (3) Make all payments by check, money order, or bank draft. Do not send cash in the mail. (4) **BUYERS RIGHT TO CANCEL:** You, the buyer, may cancel this agreement at any time prior to midnight of the third business day after the date of this agreement.

I have read and understand this form and understand and agree that all the provisions of this instrument are part of my enrollment agreement. I have retained a copy of this agreement completely filled in signed along with the copy of the institution's catalog. I agree that my enrollment has not been induced by, and I have relied upon, the promise of a job either before or after graduation. The institution has made no guarantee implied or otherwise about job opportunities, job placement, salaries, or types of position available in any field of study and I hereby expressly disclaim any such guarantee. The undersigned hereby acknowledges that he/she has received a copy of this enrollment agreement and of the institution's catalog and that upon acceptance of this agreement by the institution, the agreement will become a binding contract. This contract takes precedence over any other contract between the student and the institution, oral or written, executed prior to this contract date.