



1627 S. Creyts Rd.  
Lansing, MI 48917  
(800) 748-0432  
FAX (517) 322-0504  
www.bestofmi.org

# Enrollment Application

(Please Print)

Student's Name \_\_\_\_\_

Company Name *(if applicable)* \_\_\_\_\_

Student's Social Security Number \_\_\_\_\_

Student's Address \_\_\_\_\_

Student's Phone Number \_\_\_\_\_

Student's email address\* \_\_\_\_\_

Date of Birth (xx/xx/xxxx) \_\_\_\_\_ Are you a U.S. citizen?  Yes  No

Today's Date: \_\_\_\_\_

By signing this enrollment agreement, I agree to abide by the policies and procedures as outlined in the Builders Education and Training of Michigan Course Catalog including but not limited to: Entrance Requirements, Admission Procedures, Enrollment dates, School Schedule, Attendance Policy, Conduct Policy, Cancellation/Refund Policy. I understand that I will receive a certificate of completion for each course completed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

If you currently hold a Michigan Builder's License, please enter your license number: \_\_\_\_\_

Are you a member of a Home Builders Association?  No  Yes  
\_\_\_\_\_  
*Name of Association*

Any inquiry a student may have regarding this contract may be made in writing to:  
Builders Education Services and Training of Michigan, Inc.  
1627 S. Creyts Rd.  
Lansing, MI 48917  
OR  
Phone (517) 646-2599

*Builders Education Services and Training of Michigan, Inc. admits students of any race, color, and national or ethnic origin.*

*Please note that you are subject to current tuitions/fees (contact our office to get current tuition), as they may change without notice.*

*\*Under no circumstances will email addresses be shared outside of Michigan Association of Home Builders or Builders Education Services and Training of Michigan*



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## Application Policies

### Cancellation Policy:

1. All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days.
2. After three business days have elapsed, if training is terminated by the student, unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following formulas or maximum charges:
  - a) If a student withdraws prior to completion of 50 percent of the contracted instructional program, the student shall be entitled to a pro rata refund of the tuition charged and paid for such educational program, less registration/application fees, supply fees, and any other legitimate charges owed by the student.
  - b) If a student withdraws upon completion of 50 percent or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
  - c) The term "Pro rata refund" means a refund of tuition paid for that portion of the program beyond the last recorded date of attendance. The date for determining that portion shall be the published class schedule and the last recorded date of attendance by the student.

If paying by credit card, please complete the following

#### Type of card

Master Card  Visa  Discover  Amex

Please Print Name as it appears on the card

For Office  
Use

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### Additionally, I understand the following:

1. That any refund calculation is based on my last date of physical attendance.
2. If a lab fee is included, the school will indicate what the lab fee covers.
3. That tuition is a fee based on the program designed specifically for my goals, objectives, and interests, and agreed upon by myself and Builders Education Services and Training of Michigan.
4. A student may cancel enrollment by giving written notice to the school. If this notice occurs:
  - a. Within three business days of the signed and accepted enrollment, all monies paid shall be refunded.
  - b. After 3 business days have elapsed, see number 2 under "Cancellation Policy."

My signature indicates that I have received these documents and agree to any stipulations listed in them.

\_\_\_\_\_  
Signature of Student

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official

Date \_\_\_\_\_

***Payment must be included with this application in the form of check or money order, or by credit card:***

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Security Code