

Signed by:
sandip

Laurel Technical Institute

11 East Penn Street, PO Box 877 - Uniontown, PA 15401
724.439.4900



www.laurel.edu

Laurel Technical Institute**

11 Randall Court – Export, PA 15632

Laurel College of Technology**

200 Wedgewood Drive – Morgantown, WV 26505
304.381.4097



ENROLLMENT AGREEMENT FOR DISTANCE EDUCATION

Prerequisites for Participation in Online Learning: Students enrolling in a distance education program must complete an Online Readiness Evaluation and an online orientation to ensure that distance learning is appropriate for them.

Conditional Enrollment Policy - All students enrolling in one of our distance education programs for the first time are “conditionally” accepted for the first Five (5) weeks (provisional period). This allows the student a period to determine if on-line learning is the appropriate delivery method for them, and it allows the school to monitor and assess the student’s academic and attendance commitment. At the end of the “conditional” period, students may be accepted as regular, matriculating students. Students will then be retroactively charged for the semester tuition. If a student is not accepted after the conditional period, the student is terminated from school and no charges are assessed. The administration reserves the right to extend the “conditional” period if deemed necessary to further evaluate the student’s progress.

Students reentering or transferring programs from on ground or online are not considered “first-time” students and do not qualify for the conditional enrollment policy.

Check one:

☐ First Time Student (Conditional Enrollment) ☐ Returning Student ☐ Transferring Programs

Please type or print. All information is required.

Program of Study: _____

Full Time or Part Time: _____

Class Starting Date: _____

Date of Enrollment: _____

PERSONAL INFORMATION

Name: _____ **SSN:** _____

Address: _____ **Telephone:** _____

Email: _____ **US Citizen or Legal Resident Alien:** _____

TUITION & FEES

Distance Education Programs Offered Through Laurel Technical Institute - Uniontown	Program Tuition*	Estimated Book Fee*	Length of Program for Full-Time	Credits Required for Graduation	Clock Hours Required for Graduation	Credential Earned Upon Graduation
Accounting & Business Administration	\$29,160	\$903	5 Semesters 20 Months	82	1605	Degree ¹
Medical Office Administration	\$29,160	\$1,700	5 Semesters 20 Months	75	1470	Degree ¹
Clinical Medical Assistant	\$17,496	\$1,778	3 Semesters 12 Months	58	1275	Diploma

Distance Education Programs Offered Through Laurel College of Technology	Program Tuition*	Estimated Book Fee*	Length of Program for Full-Time	Credits Required for Graduation	Clock Hours Required for Graduation	Credential Earned Upon Graduation
Cloud Computing Technology	\$29,160	\$740	5 Semesters 20 Months	8080	1755	Degree ²
Early Childhood Education	\$29,160	\$465	5 Semesters 20 Months	79	1485	Degree ¹
Medical Billing & Coding	\$29,160	\$2,118	5 Semesters 20 Months	79	1515	Degree ¹
Medical Laboratory Technician	\$38,080	\$1,859	5 Semesters 20 Months	85	1805	Degree ²

¹ Associate in Specialized Business ² Associate in specialized Technology

* All charges are subject to change, and if adjusted, become effective for all enrolled students or students with pending enrollment. Students will be notified via email 60 days in advance of tuition increases.

TUITION INFORMATION

Full Time (12-18 Credits) per semester
 Credits Exceeding 18 \$365.00 per credit
 3/4 Time (9-11 Credits) per semester
 1/2 Time (6-8 Credits) per semester
 Less Than 1/2 Time (1-5 Credits) \$365.00 per credit

A program-specific Statement of Understanding is required to be attached to this document.

ADDITIONAL COSTS

The following fees are in addition to tuition and book charges and any fees listed on the required Statement of Understanding attached to this enrollment agreement:

Application Fee \$50
 Graduation Fee \$195
 Criminal Background Check Fee \$45
 Student Support Services Fee..... \$325 per semester (unless taking 5 credits or less)
 Technology Fee..... \$150 per semester

If the program requires classes in any of the following Microsoft courses, there will be a certification test fee of **\$80** per course, or **\$96** with the retake option at the time the student is scheduled for the class: Microsoft Access, Microsoft PowerPoint, Advanced Microsoft Excel, and Advanced Microsoft Word. **Certification test fees are non-refundable.**

Rev. 7/21/2025

All pages of this document including any addenda constitute an Enrollment Agreement and are a binding contract once signed.

Effective: Fall Semester 2025

The tuition and book costs for each full-time and part-time student are due for payment prior to the beginning of the academic semester. Books are purchased by the school for the student and are billed to the student each semester. If a student chooses to purchase the semester's textbooks on his/her own, the school's accounting office must be notified 45 days prior to class start.

Any additional equipment costs, lab costs and/or fees for the student's program of study are listed on the Statement of Understanding attached to this enrollment agreement. The applicant must sign this Statement of Understanding prior to acceptance.

The application fee of \$50 is due with the completed enrollment agreement. If the application fee has been paid, it will be refunded if the student requests cancellation within five calendar days of the date of applicant's signature on the enrollment agreement. In addition, the application fee will be refunded to any student not accepted for study. A student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes will be refunded any monies paid to the school except as noted above.

Cost for any other school services such as lockers, transcript requests, etc. can be found in the school catalog located on the website at www.laurel.edu/about-us/consumer-information.

APPLICATION FEE

The application fee of \$50 is due with the completed enrollment agreement. If the application fee has been paid, it will be refunded if the student requests cancellation within five calendar days of the enrollment agreement. In addition, the application fee will be refunded to any student not accepted for study. A student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes will be refunded any monies paid to the school except as noted above.

PAYMENT POLICY

Payment for tuition, books and other fees for the program in which the student is enrolled are to be made prior to the first day of classes. If a payment plan has been authorized, no finance or interest charges are associated with the payment plan; however, a late fee of 1.5% of the outstanding balance may be applied if payment is not received by the due date. Delinquent accounts 90 days past due may result in interruption of classes and/or the debt being turned over to an outside collection agency. The student will be responsible for fees associated with the collection of any outstanding debt.

REFUND POLICY – GOVERNED BY THE PENNSYLVANIA DEPARTMENT OF EDUCATION PRIVATE LICENSED SCHOOLS

If a student enrolls and withdraws or discontinues after the semester has begun but prior to completion of the semester the following refunds apply:

- a. For a student withdrawing from or discontinuing the program during the first seven calendar days of the semester, the tuition charges refunded by the school will be at least 75 percent of the tuition of the semester.
- b. For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25 percent of the semester, the tuition charges refunded by the school will be at least 55 percent of the tuition for the semester.
- c. For a student withdrawing or discontinuing after 25 percent of the semester but within 50 percent of the semester, the tuition charges refunded by the school will be at least 30 percent of the tuition.
- d. For a student withdrawing from or discontinuing the program after 50 percent of the semester, the student is not entitled to a refund.

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew. Equipment charges are non-refundable. The books and equipment provided for the term remain the property of the student once they are paid in full. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel. Institutional charges on items not received prior to withdrawal (books, equipment and fees), will be refunded. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

REFUND OF FEDERAL FUNDS

When a student who is eligible for Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdraw date. Title IV funds include Unsubsidized and Subsidized Stafford Loans, Parent PLUS Loans, Federal Pell grants and FSEOG grants.

The federal government mandates that students who withdraw from all classes may only keep the financial aid they have earned up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the school and/or the student owing aid funds to the school, the government or both.

If the student's withdrawal date occurs after completing 60% of the semester, the student is considered to have earned 100% of the federal grant and/or loan assistance for the semester. If the student withdraws before the 60% of the semester completed, the student as well as the school,

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will be required to repay the amount of Title IV aid received in excess of what the student earned. The school will determine the amount of Title IV grant or loan assistance that the student has earned as of the student's withdrawal date. If a refund is due by the school, it will be made to the appropriate Title IV fund within 45 days of the date of official withdrawal or within 45 days of the date of determination of withdrawal if the student does not officially withdraw. The student will also be notified of any repayment owed the government based on the Return of Title IV funds calculation.

The difference between what the school is able to retain according to refund policy and the amount that can be retained according to Return of Title IV Funds is the amount the student owes the school.

GROUND'S FOR TERMINATION

A student's enrollment can be terminated at the discretion of the school for insufficient academic progress, unlawful behavior, drug/alcohol use on school property, cheating, insufficient attendance, non-payment of academic costs, failure to comply with any of the rules and policies established by the school as outlined in the catalog and this agreement. Any student dismissed for these reasons shall be afforded a refund in accordance with the refund policy as stated on this enrollment agreement and in the school catalog.

PROCEDURE FOR CANCELLATION BY STUDENT

You have the right to cancel this enrollment agreement and obtain a refund of charges paid in accordance with the refund policy as stated on this agreement and in the school catalog. You may cancel this enrollment agreement by phone at 724-439-4900, by email at admission@laurel.edu, or by a written notice to Laurel. If mailed to the school, the cancellation date will be the postmarked date.

GRADUATION REQUIREMENTS

In order to graduate from Laurel, the student must have satisfactorily completed all courses within his or her program. Additionally, the student must have a cumulative grade point average of 2.0 or higher. All course work must be completed to the satisfaction of each instructor. Graduation from any program is not dependent on passing any type of certification or licensing exam.

GUIDELINES FOR STUDENT CONCERNS

Laurel strives to meet the needs of all our students and solve any concerns that are brought to our attention. All possible attempts will be made by the faculty or administration to explain and/or correct any area of concern. Concerns regarding a particular class or instructor should first be discussed privately with that instructor or with the student's advisor. If a satisfactory solution has not been reached, then the student should discuss the situation with the Department Director. If further action is required, the student should speak with Amy Braymer, Director of Education or Dr. Douglas S. Decker, Chief Operating Officer. Students can also submit a concern using the school's online Academic Report Form at <https://www.laurel.edu/academic-report-form>.

Any concerns regarding student organizations, the administration, the staff, or the building facilities should be discussed with Douglas S. Decker, Chief Operating Officer.

Laurel Technical Institute is licensed by the State Board of Private Licensed Schools. If the student is not satisfied with the school's solution, they may contact the Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

Laurel College of Technology (West Virginia) is licensed by the West Virginia Council for Community and Technical College Education, Higher Education Policy Commission (WVHEPC) to operate an occupation school and to confer degrees within the State of West Virginia. WV students can review the WVHEPC [complaint procedure](#) to file a complaint.

Laurel is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the [ACCSC Complaint Form](#). The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Arbitration Agreement and Waiver of Jury Trial

1. Any dispute the student may bring against the Institute, or any of its parents, subsidiaries, officers, directors, or employees, with the sole exception of any Borrower Defense Claims described in Paragraph 2 below, or which the Institute may bring against the student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules ("Consumer Rules"), and decided by a single Arbitrator. The arbitration hearing will be conducted in the city in which the campus is located.
2. Notice Regarding Borrower Defense Claims: The following provisions are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f) and shall apply to this Agreement for any period during which regulations requiring such notices are in effect: (1) The Institute agrees that neither it nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop the student

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from bringing a lawsuit concerning the Institute's acts or omissions regarding the making of the Federal Direct Loan or the provision by the Institute of educational services for which the Federal Direct Loan was obtained. The student may file a lawsuit for such a claim or may be a member of a class action lawsuit for such a claim even if the student does not file it. This provision does not apply to other claims. The student and the Institute agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. (2) The Institute agrees that neither it nor anyone else who later becomes a party to this agreement will use it to stop the student from being part of a class action lawsuit in court. The student may file a class action lawsuit in court or may be a member of a class action lawsuit even if the student does not file it. This provision applies only to class action claims concerning the Institute's acts or omissions regarding the making of the Federal Direct Loan or the provision by the Institute of educational services for which the Federal Direct Loan was obtained. The student and the Institute agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

3. The Federal Arbitration Act ("FAA") shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator.
4. Except as set forth in Paragraph 2 above, both the Institute and the student explicitly waive any right to a jury trial. The student and the Institute understand that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any court having jurisdiction.
5. This Agreement does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of the small claims court's jurisdiction.
6. The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the Institute.
7. Except as set forth in Paragraph 2 above, the student agrees that any dispute or claim the student may bring shall be brought solely in on an individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action.
8. Any remedy available from a court under the law shall be available in the arbitration.
9. The student may, but need not, be represented by an attorney at arbitration.
10. Except as specifically required by the laws of the State of Pennsylvania or West Virginia, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. The student agrees that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.
11. The student understands the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org. The student shall disclose this Agreement to the AAA if the student files an arbitration.
12. If any part of this Agreement is declared unenforceable or invalid, it shall be severable and the remainder of this Agreement shall continue to be valid and enforceable.
13. This Arbitration Agreement, however, does not modify Student's right, if any, to file a grievance with any state educational licensing agency or accrediting body.

CHANGES: CURRICULUM, START DATES, TUITION

Laurel reserves the right to adjust curricula as needed and alter starting dates when necessary. Laurel strives to stay abreast of the requirements of the business community at all times. This entails periodic revision of the courses and programs offered at the school. We reserve the right to add or delete material from courses, change programs, modify faculty, adjust tuition rates and fees, and modify cancellation and refund policies as circumstance indicates; subject to approval by the various state and national agencies under whose regulations the school operates. Also included is the right to cancel a program or course for insufficient enrollment. Any tuition changes will be made at the beginning of a semester and the student will be notified 60 days in advance.

DISTANCE EDUCATION

Distance Education is delivered through Canvas, our Learning Management System. All courses in the programs on this Enrollment Agreement are delivered online with the exception of the internships. An electronic device(s)--computer, laptop, e-reader, tablet, etc.--is required for online learning. Specific requirements are listed on the Technology Statement of Understanding included with this Enrollment Agreement. Students needing to purchase a laptop through the school as part of their financial aid package may do so once they have been accepted as a Regular, Matriculating student. Students will be issued a login and password to access Canvas to ensure their privacy and to verify their identity. Additional information for Distance Education including policies and procedures can be found in the school catalog located on the [Consumer Information](#) page on Laurel's website. **Distance Education enrollment is conditional for the first 5 weeks.**

PROFESSIONAL LICENSURE INFORMATION

Laurel's campuses, branch campuses, and satellites offer several programs leading to professional licensure within the Commonwealth of Pennsylvania or State of West Virginia. States vary in what professions they require to be licensed and how licensure functions. Some states require an individual to graduate from an approved program. Others require an individual to meet certification requirements of a national organization. A specific amount of training can also be required as well as passage of an exam based on a state requisite exam score. Often, licensed professionals must complete continuing education on an annual basis. Please visit the [Consumer Information](#) page on Laurel's website for further information. Potential students are encouraged to contact the appropriate state licensing agency or board in your state before beginning a program.

CLASS TIMES

Distance Education courses have no scheduled class times. Students will log in to Canvas and complete work regularly throughout the week. Students are responsible to complete the coursework within the prescribed timeframes of the program.

CLERY DISCLOSURES

On-campus crime statistics, off-campus crime statistics and city crime statistics for the previous 3-year period may be obtained by students, prospective students, employees and new hires on the [Consumer Information](#) page on Laurel's website, Annual Security Report (ASR), student bulletin boards, employee shared files (General), new hire processing and employee bulletin boards. The Annual Security Report (ASR) will be emailed to all students and employees prior to October 1 every year and a paper copy is available on request from the Campus President or Vice President of Human Resources. The Admission department will email a current ASR to prospective students. A paper copy will be provided on request.

RACE/ETHNICITY DATA COLLECTION

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

Do you consider yourself of Hispanic or Latino origins? (Yes or No): _____

Do you consider yourself of any of the following origins? If yes, which one(s)? _____

- | | |
|--|---|
| ☐ American Indian or Alaska Native | ☐ White |
| ☐ Asian | ☐ Two or more races |
| ☐ Black or African American | ☐ Nonresident alien |
| ☐ Native Hawaiian or Other Pacific Islander | ☐ Race and ethnicity unknown/undisclosed |

STUDENT CHARACTERISTICS— This information is being collected for statistical purposes only.

Gender: _____

Date of Birth: _____

STUDENT PRIVACY RIGHTS can be found in the school catalog available on the website at www.laurel.edu/about-us/consumer-information.

ACKNOWLEDGEMENTS – by signing this document, you agree to the following:

In filing this application, I hereby declare that my answers are all true, that I have correctly stated my date of birth, and that I have not purposely withheld any information which would, if disclosed, affect consideration unfavorably. This application will not be binding until it is accepted by Laurel. The applicant will be notified of acceptance or rejection by letter.

I agree to comply with the rules and policies and understand that Laurel shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog and on this agreement. I understand that Laurel reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

I understand that Laurel provides employment placement assistance to graduates, but in no way guarantees placement. This disclaimer also includes any temporary help agency or small business incubator affiliated with Laurel.

I agree to accept and abide by all the regulations, policies, and practices of Laurel relating to its students, should I be admitted on a full-time or part-time basis.

ACKNOWLEDGEMENTS – by signing this document, you agree to the following:

I understand that the state of my residence may require different or additional policies, disclosures, and requirements.

I understand that my acceptance is conditional for the first 5 weeks.

I have received and have read the current Laurel Catalog, and received a copy of this Enrollment Agreement, Technology Statement of Understanding, and my program-related Statement of Understanding.

My signature below certifies and confirms that I have read, understood all aspects of this Agreement, and agreed to my rights and responsibilities, and that the Institute's cancellation and refund policies have been clearly explained to me.

Start Date: _____

Estimated Graduation Date: _____

Signed by:


Applicant's Signature

Date

Signed by:


Parent/Guardian's Signature (if under 18 years of age)

Date

Laurel Technical Institute/Laurel College of Technology agrees to accept the applicant and provide quality instruction for the program undertaken. This enrollment agreement is not binding until it is accepted by a representative of the school.

Bonnie Jean Marsh/Executive Director

Name/Title of School Representative

Signed by:


Signature of School Representative

Date

**** Laurel College of Technology is a branch campus of Laurel Technical Institute located at 11 East Penn Street, Uniontown, PA 15401; Laurel Technical Institute – Export, PA is a satellite of Laurel Technical Institute – Uniontown, PA.**

Signature Certificate

Final Audit Report

2026-01-13

Package ID :	34suj-dpzn-p-rlojc-2b7tg
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By :	Laurel Institutes(campuslogin@laurel.edu)
Status :	Complete

Signer History

Distance EA.pdf

SIGNER DETAILS

sandip

sandipshirawala@yopmail.com

IP: 106.201.115.222

GUID: IAsP0ug1kTJc77wL0a6lvVpfJ

purav

puravtopiwala@yopmail.com

IP: 106.201.115.222

GUID: iapRzZGsr8jXBTXTSBGIsy3IW

david

davidshirawala@yopmail.com

IP: 106.201.115.222

GUID: xTV89SzGzf8DA8gz27obVeb1P

EVENTS

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Signed: 2026-01-13 11:09:08 EST