



# ENROLLMENT AGREEMENT

## Fall 2024

**Please print neatly** Date: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE (\_\_\_\_) \_\_\_\_\_ SOC. SEC # \_\_\_\_\_ D.O.B. \_\_\_\_\_

EMERGENCY CONTACT NAME \_\_\_\_\_ EMERGENCY CONTACT PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

WORK PHONE (\_\_\_\_) \_\_\_\_\_ Employer \_\_\_\_\_

CELL PHONE (\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

Would You Like To Receive the Bi-Weekly Event Newsletter Via Email? ☐ Yes ☐ No

How Did You Hear About GMCA? ☐ Employer ☐ Friend ☐ Former Student ☐ Social Media ☐ Internet ☐ Other: \_\_\_\_\_

### PRIVACY ACT STATEMENT

*The following voluntary information is required for use in apprenticeship statistical reporting, as requested by the Department of Labor, Bureau of Apprenticeship and Training, and may not be otherwise disclosed without the express permission of the person applying.  
(Privacy Act of 1974-P.L.93-579)*

Race/Ethnic Group:

☐ Caucasian ☐ Asian/Pacific Island ☐ African American ☐ Vietnamese ☐ Hispanic ☐ American Indian

### EDUCATION:

High School graduate ☐ Yes ☐ No (if no highest grade completed) \_\_\_\_\_ GED: ☐ Yes

Veteran? ☐ No ☐ Yes, (years enlisted) From: \_\_\_\_\_ to \_\_\_\_\_

**GMCA CRAFT TRAINING (with total clock hours):** GMCA Full Course Catalog available upon request or online at [www.gmcami.org](http://www.gmcami.org)

☐ Carpentry (576) ☐ Electrical (576) ☐ HVAC (576) ☐ Insulating (432) ☐ Instrumentation (576) ☐ Ironworking (432)

☐ IMM (576) ☐ Millwright (720) ☐ Pipefitting (576) ☐ Plumbing (576) ☐ Sheet Metal (576)

### PAYMENT POLICY (per semester): Further price breakdown on page 2

Tuition (minus book and lab fees): \$1700/course

Book Fee: will vary per trade (\$70.00 - \$265.00)

Lab Fee: will vary per trade (\$25.00 - \$200.00)

Payment Policy: Tuition and fees are due before the first day of class each semester.

### AGREEMENT:

By signing this document you are verifying that you have read, understood and received a copy of this agreement as well as the GMCA course catalog. You are also in agreement that this is a legal and binding contract.

Student Signature: \_\_\_\_\_ date: \_\_\_\_\_ Enrolled by: \_\_\_\_\_ date: \_\_\_\_\_

Guardian (if under 18): \_\_\_\_\_ date: \_\_\_\_\_ Title: \_\_\_\_\_

**\*FOR OFFICE USE ONLY\***

### CLASS SCHEDULE:

☐ Monday | 5:30 - 9:30 pm ☐ Tuesday | 5:30 - 9:30 pm ☐ Wednesday | 5:30 - 9:30 pm ☐ Thursday | 5:30 - 9:30 pm

Start Date: \_\_\_\_\_ Projected Graduation Date: \_\_\_\_\_ Verification Received ☐ Yes ☐ No

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_ Admissions Test ☐ Yes ☐ No

GMCA STAFF SIGNATURE

**Greater Michigan Construction Academy**

Refund policy on page 2 ►

7730 W. Wackerly St, Midland, MI 48642 | 5836 Executive Dr, Lansing, MI 48911 | 2775 Shattuck Rd, Saginaw, MI 48603

P: 989-832-8879 / 855-832-8879 • F: 989-698-3025 • [gmcami.org](http://gmcami.org)

**LAB FEES:**

**Core:** \$27.50

**Carpentry 1:** \$104.50 | **Carpentry 2:** \$104.50 | **Carpentry 3:** \$104.50 | **Carpentry 4:** \$104.50

**Electrical 1:** \$66 | **Electrical 2:** \$66 | **Electrical 3:** \$66 | **Electrical 4:** \$66

**Ironworking 1:** \$77 | **Ironworking:** \$77 | **Ironworking:** \$77

**IMM 1:** \$88 | **IMM 2:** \$88 | **IMM 3:** \$88 | **IMM 4:** \$88

**HVAC 1:** \$165 | **HVAC 2:** \$165 | **HVAC 3:** \$165 | **HVAC 4:** \$165

**Pipefitting 1:** \$121 | **Pipefitting 2:** \$121 | **Pipefitting 3:** \$121 | **Pipefitting 4:** \$121

**Plumbing 1:** \$132 | **Plumbing 2:** \$132 | **Plumbing 3:** \$132 | **Plumbing 4:** \$132

**Sheet Metal 1:** \$187 | **Sheet Metal 2:** \$187 | **Sheet Metal 3:** \$187 | **Sheet Metal 4:** \$187

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**REFUND POLICY:**

**Note:** All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school (GMCA). Tuition refunds shall be issued within 45 days from student's documented date of determination.

Tuition/book refunds will be issued for students who withdraw from the program on the following basis:

Student drops before the first week of class – will receive a 100% refund.

No show students – 100% refund at request.

After the first week and through 50% of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition or the period of training that was not complete.

Students who drop during the first week of class, tuition charges withheld will be 6 percent (6%) of tuition.

After 9 weeks (50%) of the class period financial obligation is completed, the institution may retain the full tuition.

**Placement Assistance:**

Job placement assistance is available up on request. Student must provide resume. Placement is not guaranteed.



## REGISTRATION AND RELEASE FORM



Instructions: Type or print legibly. Any inaccuracies on this form may be reflected on credentials. To be entered in NCCER's Registry, you must complete and sign this form. Records containing trainee/participant personal information, including but not limited to score reports, training prescriptions, and transcripts, cannot be distributed until this form has been completed.

**\* Required fields.**

ATS/AAC Name\*: THE GREATER MICHIGAN CONSTRUCTION ACADEMY

Name\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Home Number OR Cell Number

Email Address: \_\_\_\_\_

Birth Date\*: \_\_\_\_\_ Birth City: \_\_\_\_\_

\*To enter you into the NCCER National Registry, ONE of the following numbers needs to be provided. Once you are entered into the system, you will be given an NCCER Card Number to use in the future. (System Generated Numbers are no longer an option.) Pipeline users MUST use their Social Security Number.

Social Security Number: \_\_\_\_\_

NCCER Card Number (if applicable): \_\_\_\_\_

State DOE Student Number (if applicable): \_\_\_\_\_ Which State? \_\_\_\_\_

If you choose to use the State DOE Student number, this must first be added into the NCCER Registry System as an approved "Alternate I.D. Type." Please work with your sponsor representative to ensure your state I.D. Type has been added into the system.

**Optional Information:**

Company/School Name: \_\_\_\_\_

Company/School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required if individual is under 18 years of age.)

## PERMISSION TO RELEASE RECORDS TO EMPLOYER

The academic performance records (grade reports) of students in attendance at Greater Michigan Construction Academy are protected documents and not available for release to the general public.

The following guidelines have been established concerning the release of those records.

GMCA follows the FERPA Act and will only disclose information to those listed on the registration and release form, unless it is "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless otherwise noted.

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines.

Please Release my Records to the following company(s) or person(s):

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the guidelines above. I also understand that I must inform Greater Michigan Construction Academy when employment changes to ensure grades are sent out appropriately.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_