## CLASS INFORMATION

Apprenticeship Program: ___________________ Have you met the math requirement? (Union exempt) Yes _____ No _____

(Math requirement must be met before enrolling in Electrical, HVAC, Sheet Metal and Plumbing apprenticeship programs)

| Class Title: | ________________________________ |
| Class Dates: | ________________________________ |
| Instructor: | ________________________________ |
| Current Employer: | ___________________ Job Title: | |
| Employer City: | ___________________ State | |

Have you previously attended OWATC? Yes _____ No _____ If yes, when? _____/_____/_____  

## STUDENT INFORMATION

Student ID Number: ___________________ Social Security Number: ___________________.

Legal Name: ___________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
</table>

Address: ___________________

<table>
<thead>
<tr>
<th>Number &amp; Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
</table>

Phone Number: ___________________

Email Address: ___________________

Cell Phone Number: ___________________

Date of Birth: _____/_____/_____

Are you a veteran? Yes_______ No_______ Are you a dependent of a veteran? Yes_______ No_______

Emergency Contact: ___________________

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
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## TUITION POLICY

- **TUITION IS DUE THE FIRST DAY OF CLASS** – you may not attend class without completing an enrollment form and paying tuition.

  Agency or Employer Sponsorship is the responsibility of the student. If a sponsor fails to continue a student's sponsorship, tuition responsibility reverts to the student. It is the student's responsibility to ensure that a sponsorship form has been submitted to OWATC prior to the beginning of the apprenticeship course.

- **Withdraw Policy** - It is the student's responsibility to withdraw from classes when they decide to stop attending. A sponsoring agency may also withdraw an apprentice. Refunds will not be issued unless an official withdrawal has been completed as outlined below. Apprenticeship students may withdraw on line at [https://www.owatc.com/forms/withdrawal_form.html](https://www.owatc.com/forms/withdrawal_form.html)

- **Refund Policy** - Upon withdrawal from the tech college, a student's account will be reviewed to determine if a refund is due. Apprenticeship tuition includes a portion in fees. All fees are non-refundable. For more information, refer to the Student Handbook, 1.2 Up-front Tuition and Fees policy at [www.owatc.edu/files/policies/STUDENT_TUITION_REFUND.pdf](http://www.owatc.edu/files/policies/STUDENT_TUITION_REFUND.pdf)

- **Certificates, Transcripts, or Enrollment Verifications** will not be issued until the student has resolved all charges against their account.

### Tuition Payment Methods

1. **ON-LINE PAYMENT** – go to [www.owatc.edu](http://www.owatc.edu), click on Student Portal link on top right-hand corner. Follow directions; pay full class tuition and fees, print receipt.

2. **CHECK or CARD** – complete a cashier deposit slip and attach checks or money orders payable to OWATC. If using a credit or debit card, complete all information. Cashier Deposit Slip available at the cashier's office in Student Services Building, Main Campus.

3. **VOUCHER** - attach sponsor voucher to application or have it emailed to tuitionv@owatc.edu

4. **HIGH SCHOOL STUDENTS** – tuition is free for high school students over age 16. See your high school CTE counselor for more information.
The OWATC ADA Counselor is located in room 112 of the Union Building to serve any individual who has been evaluated under part B of the IDEA and determined to be an individual with a disability who is in need of special education and related services or who is considered to be disabled under section 504 of the Rehabilitation Act of 1973. Additionally, any individual who a) has a physical or mental impairment that substantially limits one or more of the major life activities b) has a record of impairment, or is regarded as having impairment can be served by the ADA Counselor.

As detailed in the Family Education Rights and Privacy Act of 1974, I understand that the college can release directory information without my consent; however, my permission is required for the release of information of my OWATC educational records. I have the right to inspect and review my educational record maintained by the college. I also have the right to request the college correct records which I believe to be inaccurate or misleading.

With that understanding, I give my consent to release any information to the staff of the OWATC and/or sponsoring agencies. I also give consent to release to the Department of Workforce Services any pertinent information which will assist in my obtaining employment, and for college employees to provide references to prospective employers on my behalf.

The College confidentially maintains your social security number for routine purposes such as facilitating document matching, verifying your identity, expediting your enrollment and financial aid. Disclosure of your social security number is voluntary, but failure to provide it may result in confusion regarding your identity, and could result in a delay or loss of federal and state financial aid, tax credits, student loan deferments, and veteran benefits.

The tech college is committed to providing equal education opportunity regardless of gender, marital status, parental status, race, color, religion, age, national origin, or disability.

College Compliance Officer, Patrick Butler, Room 104, Student Services Building, 801-627-8452.

I have read the above information regarding tuition assessment and payment for students attending the Ogden-Weber Applied Technology College. I understand what my responsibilities are and agree to abide by the policies and procedures described above.

I also certify the information in this application form is true and complete.

Student Signature ____________________________ Date ________________