

# Enrollment Application and Agreement

Rev. 2024a



To apply for training with MBA USA, Inc, complete this enrollment application and agreement.

The bottom of page 2 must be signed by the applicant. Be sure to fill in all of the blanks.

**Submit this application and agreement by one of the following methods:**

E-mail to: [education@mbausa.com](mailto:education@mbausa.com)

Mail to: MBA USA, Inc. Education Division, 200 Orchard Drive, Nicholasville, KY 40356

Be sure to include method of payment or funding information on page 2. We will review your application and, upon approval, send you a Confirmation of Registration.

***You are not registered for your training course until we send you written confirmation.***

<b>Applicant Information</b>		Type or clearly print requested information. You must complete all spaces on this page.			
Name	First	Middle	Last		
Address	Street	City	State	Zip Code	
Contact	Phone number	Email address			
Personal Info.	Sex	Date of Birth	Place of Birth		
	Yes <input type="checkbox"/> No <input type="checkbox"/> US Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/> Ever convicted of a felony?	Years of high school or college completed		

<b>Employment and References</b>		If you are self employed, please include your business name.			
Current Employer	Company Name	Phone		Dates of employment	
	Street Address	City	State	Zip Code	
Previous Employer (If less than 5 years at current)	Company Name	Phone		Dates of employment	
	Street Address	City	State	Zip Code	
Character Reference	Name of Character Reference (no family members)		Phone		
	Street Address	City	State	Zip Code	

<b>Course Information</b>	If applying for multiple, consecutive classes, you may list them all on one application.
---------------------------	--

Course(s) you are applying for:

Course dates:

**You must sign page 2 of this form. Unsigned applications will not be accepted.**

Information requested on this application is for the purpose of identifying applicants in order to confirm their enrollment eligibility. This information is kept for the purpose of maintaining our school records and is not provided to other parties unless required by law. Providing this information is voluntary, however not providing requested information may affect the acceptance of your application.

**MBA USA, Inc.**

200 Orchard Drive, Nicholasville, KY 40356

Ph: 859-887-0496

[education@mbausa.com](mailto:education@mbausa.com)

MBA USA, Inc. is licensed by the Kentucky Commission on Proprietary Education - License no. R-KY-0222

Office Use			
Rec'd	Conf.	Dep / SF182	PIF

# Enrollment Application and Agreement

Rev. 2024a



<b>Method of Payment</b>	This enrollment application will not be processed without <b>one</b> of the following: <ul style="list-style-type: none"><li>• Recognized funding form for training (SF182, or similar).</li><li>• A non-refundable deposit paid with application. The balance to be paid by the first day of class.</li><li>• Payment in full.</li></ul>
--------------------------	---

If you choose to reserve you enrollment with a deposit, the amount of a deposit depends on the class, and how many classes are being applied for.

- \$500 non-refundable deposit for our GSA Certified Safe and Vault Technician course
- \$100 per class non-refundable deposit for all other classes.

## Payment for this training will be by:

<input type="checkbox"/> GOVERNMENT FUNDING:	I will email a completed and approved Standard Form 182 or other recognized government funding form.
ONLINE:	<input type="checkbox"/> I would like an invoice by email to <b>pay in full online</b> . (Enter email address below. Invoice must be paid within 7 days.)
	<input type="checkbox"/> I would like an invoice by email to pay the <b>non-refundable deposit online</b> and pay the remaining balance by the first day of class. (Enter email address below. Invoice must be paid within 7 days.) See deposit amounts above.
Email address for invoice:	
<input type="checkbox"/> BY PHONE:	Someone will call with payment information (credit card, etc.) +1-859-887-0496
<input type="checkbox"/> OTHER:	I would like to mail a check or make other arrangements.

## You must sign below. Unsigned applications will not be accepted.

- I have read, understand, and agree with the cancellation and refund policies on page 3 of this application
- I understand that I am not enrolled in any training course until I receive a written confirmation from MBA USA.
- I agree that I will not use any skills learned in classes at MBA USA, Inc. for illegal or improper activities.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

# Enrollment Application and Agreement

Rev. 2024a



## Cancellation and Refund Policies

Cancellations must be in writing.

Send notice of cancellation to [education@mbausa.com](mailto:education@mbausa.com).

Should it be necessary for you to cancel your registration, the following policy shall apply:

- **If you paid a deposit with your application:**
  - No additional fees will be due. Deposits are non-refundable, but may be applied to a future class if cancelling at least 30 days before your registered training.
- **If you made payment in full:**
  - We will refund the payment less an amount equal to a deposit that would otherwise have been collected. (\$500 for the GSA Certified Safe and Vault Technician course, or \$100 for each of all other classes).
  - If canceling at least 30 days before the beginning of class, the withheld amount may be applied to a future class.
  - If cancelling less than 30 days before the beginning of class, the withheld amount is forfeit.
  - **Extenuating circumstances will be considered on a case by case basis.**
- Once class has begun, should it be necessary to cancel or dismiss a student, refunds will be based on the percentage of the course completed on the day of cancellation. When half of a training course is completed, no refunds will be made.
- If not present the first day of class, and without written notice of cancellation to MBA USA, Inc., you forfeit all fees and deposits paid and will be billed for any unpaid balance.
- MBA USA, Inc. reserves the right to cancel training classes as we determine necessary. Full refunds will be issued to students who have paid for cancelled training.
- Any refunds will be made by MBA USA, Inc. within 30 days.

## Commonwealth of Kentucky Consumers Right of Cancellation

- You may cancel this contract, without penalty or obligation, within 10 business days from the date you sign the contract.
- You may also cancel this contract if, upon doctor's order, you cannot physically receive the services, or you may cancel the contract if the services cease to be offered as stated in the contract. If you cancel this contract for either of these reasons, the seller, MBA USA, Inc. may keep only a portion of the tuition or contract price.
- You may notify the seller, MBA USA, Inc., of your intent to cancel by giving written notice to: MBA USA, Inc., 200 Orchard Drive, Nicholasville, KY 40356-2357 or by electronic mail to [education@mbausa.com](mailto:education@mbausa.com).
- MBA USA, Inc. reserves the right to cancel a class due to insufficient enrollment. You will be notified and a full refund will be issued.

## Filing a complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Kentucky Commission on Proprietary Education, 500 Metro Street, 4th Floor, Frankfort, Kentucky 40601. This form can be found on the website at <https://kcpe.ky.gov>.

## Student Protection Fund

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to payoff debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website, <https://kcpe.ky.gov>.