



# Organization Enrollment Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(First) (MI) (Last)

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

**Organization Address: (No post office box)**

\_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Work telephone number w/ extension)

**Do you have any special needs to attend this training?**

Yes  No

**Please explain:** \_\_\_\_\_

<b>Type of Organization</b>	Emergency Medical/ Ambulance Services <input type="checkbox"/>	Emergency Management Agency <input type="checkbox"/>
Government <input type="checkbox"/>	Armed Forces <input type="checkbox"/>	Public Works <input type="checkbox"/>
Public School <input type="checkbox"/>	Private School <input type="checkbox"/>	College/ University <input type="checkbox"/>
Police Department <input type="checkbox"/>	Sheriff Department <input type="checkbox"/>	Security Agency <input type="checkbox"/>
Other (Please specify): _____	Public Health <input type="checkbox"/>	Hospital <input type="checkbox"/>
	Fire Department <input type="checkbox"/>	Search & Rescue <input type="checkbox"/>
	Private Company <input type="checkbox"/>	

**Training Title(s):** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Total Training Hours:** \_\_\_\_\_ **Number of Students:** \_\_\_\_\_ (See attached roster)

**Tuition:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_ **Type of Payment:** \_\_\_\_\_  
(Per student)

### ENROLLMENT AGREEMENT AND POLICIES

By submitting this form, paper copy and/or electronic copy, I understand, represent and agree to the following policies: Initials: \_\_\_\_\_

**Tuition:** The tuition will be due on the day of enrollment for the course. PTC will send a confirmation with all applicable course information to applicant after payment has been received. Payments may be made by purchase order, check, money order, or cash.

**Cancellation Policy:** Rejections: An applicant rejected by the school will be refunded all monies paid. Other Cancellations: An applicant subsequently requesting cancellation in writing shall be entitled to a refund of all monies paid minus a 10% cancellation fee. Notices of cancelation and/or withdrawal must be submitted from the applicant in writing. There will be a \$25.00 penalty fee for not submitting notice in writing.

**Refund Policy:** If an applicant cancels/ withdraws two weeks or earlier, prior to the start of the course 75% of tuition will be refunded. If an applicant cancels/ withdraws less than two weeks before the start date, then 50% of tuition will be refunded. If an applicant cancels/ withdraws on the start date, then 25% of the tuition will be refunded. There will be no refunds after the start date. No refund will be given to "no shows", and the student will be charged with full course instruction, and expected to make payment. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student, or date PTC receives written request of cancellation/ withdrawal from student. Special Cases: In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete training, resulting in the student's withdrawal, then 75% of tuition will be refunded. If the student incurs a personal injury or illness due to a program related event, then the refund will be pro-rated. Thirty-Day Refund: Any monies due the student shall be refunded within thirty days.

# PRUSIK TRAINING CENTER®

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### ENROLLMENT AGREEMENT AND POLICIES Cont'd

**Attendance and Conduct:** Students attending PTC must maintain 100% attendance. More than one (1) tardy will result in dismissal and the student will have to repeat the entire program and pay a fee of \$25.00, (there is no probation period). Unsatisfactory grades throughout the program will be cause for the student to be dismissed, or repeat the course the next scheduled date and pay the full tuition of that course. Missed work cannot be made up. Students must be 18 years or older for most courses, 21 years of age or older for any firearms course. While attending any of the courses offered by the PTC, students will conduct themselves in an appropriate manner and not disturb other class members or face expulsion.

**Credit for Previous Training/ Work Experience:** Students will be given equivalency credit for previous training and/or experience, obtained from an accredited source, in lieu of selected curricula. Some curricula cannot be given equivalency due to standards set by federal, state, or local laws, employment requirements, and/ or company policies. The student's previous training or work experience must meet the same standards and requirements as the program curricula to be granted equivalency credit.

**Prerequisites for Attendance:** Applicants must be active, sworn law enforcement officers or agents, security professionals, military members, emergency response personnel, HAZMAT/ WMD response, fire/ rescue personnel, or private industry officials or citizens that PTC has validated and approved. Students will furnish all equipment and/or gear necessary to complete the course in which they enroll. Student textbooks will be available for CLEET courses; these books are the property of PTC and must be returned at the end of training. Copies of the textbooks are available upon written request.

### Payment Method

Do not send cash by mail (cash only accepted in person)

PTC Invoice Number (if applicable): \_\_\_\_\_

Check Enclosed (Check Number): \_\_\_\_\_

Purchase Order Number(s): \_\_\_\_\_

Money Order Number(s): \_\_\_\_\_

### ***CREDENTIAL POLICY***

Prusik Training Center requires applicants for training to submit documentation of responsibility (RWLAAR) before they are accepted as students. Each prospective student must submit the credentials applicable to the course of instruction desired and include with it a fully complete application/ enrollment form.

By signing, I understand, represent and agree that:

- I. My personnel are citizens of the United States of America (Required for all firearms instruction).
- II. My enclosed credentials meet the requirements outlined by Prusik USA LLC (Prusik) and that my personnel must positively identify themselves upon course convene date as the same persons certified on the class roster accompanying this application.
- III. Training operations depend on careful control of firearms/ equipment by each student. If at any time during the course, any student's cooperation is not deemed satisfactory to Prusik staff, student participation will be terminated.
- IV. My personnel will abide by any and all safety procedures required by Prusik, and further agree upon arrival, to complete, sign and understand a "Release, Waiver of Liability and Assumption of Risk Agreement" releasing Prusik from liability for any injury that may be sustained or caused during any training.
- V. My personnel will be at least 18 years of age at the time of training and of good moral character with no felony record.
- VI. My only purpose for seeking the training, which I have requested Prusik to provide my personnel, is to ensure we may be better prepared to provide lawful service to our employer.

Applicant Initials: \_\_\_\_\_ I certify that I have read and understand all aspects of the above stated agreement, and will obey the policies of Prusik Training Center.

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

**School Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

