



RESIDENTIAL BUILDERS PROPRIETARY SCHOOL, LLC

COURSE REGISTRATION CONTRACT FORM

Please complete, review and sign agreement.

Then submit with payment to:

Residential Builder's Proprietary School, LLC
Attn: Registration Dept.
20118 Schoolcraft
Detroit, MI 48226

Student Information:

Student Name

Email

Student Address

Student State, Zip

Phone & Fax Number

Student's Emergency
Contact Person

Address

State, Zip

Phone & Fax Number

Email

Agreement between the Student and the Residential Builders Proprietary School, LLC:

Signed on Date: _____

Student Signature: _____

Instructor Signature: _____



RESIDENTIAL BUILDERS PROPRIETARY SCHOOL, LLC

Residential Builders Proprietary School, LLC (RBPS) Terms of Agreement

REGISTRATION FEE: A student's registration fee of \$750.00 pays for the class course only. All books and materials required for class participation will be the student's responsibility. These books and/or materials will be made available for purchase.

REFUND POLICY: A nonrefundable application registration fee of not more than \$50.00 will be retained by the school. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. The tuition paid by the student shall be refunded if the student is denied enrollment by RBPS. All refunds shall be returned within 30 business days. Once the three business days have elapsed the following policy(s) will apply:

- If a student is unable to attend the class they registered for, they can register for the same class on a different date from RBPS, at no additional cost.
- The student will have one year to make up the class or series of classes they already paid for, at additional no cost to them.
- If a student registers for a class and does not attend, does not make an effort to attend, and does not contact the instructor the student will have one year to attend another class.
- If the student does not attend a class in one year the tuition becomes non-refundable.

TRANSFER CREDITS: No credit from other schools or previous classes will be accepted. The State of Michigan law requires that all courses must be accredited and approved. The classes from RBPS are the only classes accepted.

ATTENDANCE POLICY: Students must attend a mandatory 60 hours to earn a state approved certificate. If a student has to miss class for any reason, they will be able to make the time up by attending the same class during another scheduled course or by speaking with the course instructor. Students will have one year to make up the missed class time. Tardiness must be made up in order to satisfy the time required by the State of Michigan to earn a certificate of completion. There will be no cost to the student to reschedule this time.

CERTIFICATES & GRADING: A certificate will be issued when a student completes a state endorsed class. Grading is determined on a pass/fail basis. When a student completes all state required hours of the class they will be issued a certificate of completion. Student certificate copies will remain in file at RBPS.

STUDENTS WITH DISABILITIES: Title VII of the 1964 Civil Rights Act, Executive Order 11246 and the Residential Builders Proprietary School, LLC, strongly and actively strives to increase diversity and provide equal opportunity within its classrooms. Residential Builders Proprietary School, LLC does not discriminate in education against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight.

COMPLAINTS: Any student wishing to file a complaint with the State of Michigan may do so at <http://www.michigan.gov/lara/pps>

All RBPS training classes begin promptly at 6:00 p.m. Although some evenings may finish earlier, expect the training day to end around 9:00 p.m. The actual length of the class is more determined by the class participation. If there is a lot of interaction and discussion the class may run slightly longer. RBPS will provide nearly everything the student will require for course instruction. The availability to purchase course books, additional instruction material and even supplies for note-taking. Refreshments are available for a small donation. In the RBPS training classes, we want you to be comfortable as you learn. Work and casual clothing such as jeans, tennis shoes, t-shirts are fine.



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A copy for the student will be hand-delivered at the first class.