



INSPECTOR TRAINING SCHOOL APPLICATION FOR ADMISSION

Purdue University | West Lafayette, IN

The Summer Program is a 10-week class comprised of 375 contact hours. Contact hours are completed through a combination of lecture and lab time. Standard class hours are Monday through Friday from 8 a.m. to 4 p.m. Students who successfully fulfill all program requirements will receive a certificate of completion.

SELF IDENTIFICATION (Please print clearly)

Name: _____

Date of Birth: _____ Social Security Number: _____ Age: _____

Street Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country of Birth: _____ Country of Citizenship: _____

Telephone: _____ Cell: _____ Email: _____

Sex: Male _____ Female _____ Race: Caucasian _____ African American _____ Hispanic _____ Other _____

Military Veteran: Yes _____ No _____ Marital Status: Single _____ Married _____ Divorced _____

Do you read, write, and speak English? Yes _____ No _____

Prospective students must be able to converse fluently in English to benefit from instruction.

Enrollment Term: Summer (June 11, 2012 – August 17, 2012): _____

Purdue University | 175 Marsteller Street | West Lafayette, IN 47907

EDUCATION

Name of High School/GED Testing Center: _____

Street Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Did you graduate? Yes _____ No _____

Prospective students must have a high school diploma or GED and must supply an official copy of high school transcripts or equivalency certificate with scores which meet the state's minimum standards for passing. Students with an academic deficiency may also participate in an Ability to Benefit Test administered by the Inspector Training School.

EMPLOYMENT

Current Employer: _____ Supervisor/Company Contact: _____

Street Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Is your employer an NHLA member? Yes _____ No _____ Is your employer sponsoring your tuition/supplies? Yes _____ No _____

List any previous industry experience: _____

TUITION, FEES, & FINANCIAL AID (Based on a 10-week program)

<u>Program/Administrative Fees:</u>	<u>Amount:</u>	<u>Due Date:</u>	
Administrative Fee (non-refundable) *	\$100	Application date	* Administrative fee will be credited toward the tuition.
Supplies Fees	\$104		
Tuition (NHHLA members)**	\$2,850	One month prior to class start	** Purdue University students to receive NHHLA Member Rate.
Tuition (Non-members)	\$3,250	One month prior to class start	** IHLA members to receive an additional \$100 off of tuition.

Required Supplies:

- Board Rule
- Dry Kiln Operator's Manual
- Tally Book
- Lumber Grading Training Manual
- Tally Sheets

Housing:

It is the student's full responsibility to make housing arrangements and payments. However, NHHLA has compiled a list of housing options for the student's convenience. To obtain this information, please email NHHLA Education Program Manager, Natalie Cole, at n.cole@nhla.com.

WITHDRAWAL/REFUND POLICY

There are no prepayment penalties. Students who have paid tuition, but do not attend class, are eligible for a full refund less the administrative fee. Students must withdraw before the start to ensure this eligibility. All refunds are made within 30 days from the date of determination of a student's withdrawal.

REFUND SCHEDULE

<u>Time of Withdrawal:</u>	<u>Refund Amount:</u>
Prior to class start	Full tuition less \$100 deposit
Prior to end of 2nd week of class	70 percent of tuition
Prior to end of 4th week of class	20 percent of tuition

- All administrative fees will be refunded if the applicant is not accepted into the School.
- All monies paid by an applicant will be refunded if the cancellation occurs within three business days from the signing of the Application for Admission.

PAYMENT METHOD

Visa _____ Mastercard _____ American Express _____ Check _____

Credit Card Number: _____ Exp. Date: _____ Security Code: _____

Name on Card: _____ Amount: _____

Students must include a minimum \$100 deposit with their application. All tuition fees and supplies expenses must be paid in full one month prior to class start.

EMPLOYEE SPONSORSHIP RELEASE CONTRACT

I, _____ give my consent to release my personal records of attendance, grades and general conduct to my employer in exchange for their sponsorship. All sponsored employees must complete this section.

Signature: _____

Date: _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of the information from the records. NHLA Inspector Training School accords all the rights under the law to students.

I, _____
(print name) have reviewed and fully understand my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) as described in the Catalog and give my permission to release general directory information, photograph and testimonials.

Signature: _____

Date: _____

EQUAL EDUCATIONAL OPPORTUNITY

The NHLA Inspector Training School offers equal educational opportunity to all persons without regard to race, religion, sex, creed, color, national origin or disability. The School does not discriminate on these bases in recruitment and admission of students or in the operation of its programs and activities, as specified by federal laws and regulations.

GENERAL TERMS

Each student is accepted with the understanding that the date classes begin, (s)he has registered for the entire program. The student agrees to report to the School on or before the above date and maintain regular attendance at the School during the class and abide by all the rules and regulations of the School. The School reserves the right to dismiss any student for poor academic standing, excessive absences, failure to comply with School regulations as stated in the Catalog or for non-payment of tuition and fees when due.

GENERAL POLICY

School policies have been formulated in the best interest of students and the School. Changes in School policy are rarely made during the academic year. However, the School reserves the right to make any change in tuition fees, refund policy, curriculum or any phase of its program where, in the opinion of the admission, students or the School will be benefited. Such changes may be made without further notice. The School also reserves the right to cancel any classes which do not have a minimum of five students enrolled. The School will refund all tuition monies paid to the School to students who are affected by the cancellation. Upon successful completion of the program, students will receive a certificate of completion from the School. Although the School provides employment assistance, it cannot and does not promise or guarantee employment.

NOTICE TO APPLICANT

I acknowledge that I have read these enrollment policies and procedures in their entirety as printed in this document, that I understand and agree to the provision listed herein and that I will receive a copy of these enrollment policies and procedures upon acceptance. I understand that if I am accepted as a student, the amount paid with the Application for Admission will be credited towards my tuition fees. If I am not accepted, I understand that all monies paid to the School will be refunded within 30 days of the determination. I agree to abide by the terms herein listed and by the regulations and policies of the School as stated in the Catalog and Application for Admission. No other arrangements than these will be honored unless specifically agreed to in writing.

Applicant Signature: _____

Date: _____

Please return this application to:

NHLA* | PO Box 34518 | Memphis, TN 38184-0518 | 901-377-1818 | 901-377-9169 Fax

***Please note: Classes are held at Purdue University | 175 Marsteller Street | West Lafayette, IN 47907**

..... Do not write below this dotted line

NHLA Official Signature: _____

Date: _____

