



Automotive Dealership INSTITUTE

6613 N. Scottsdale Road • Scottsdale, AZ 85250
Tel 480.998.7200 • Fax 480.998.7220 • autodealerinstitute.com

ENROLLMENT AGREEMENT

Name: _____ Social Security No: _____

Street Address: _____ City, State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Course Title: **Automotive Finance Management**

Total Clock Hours: **160** Class Schedule: **Monday through Friday 8:30 a.m. to 5:30 p.m.**

Scheduled Start Date: _____ Scheduled Completion Date: _____

Automotive Finance Management is a **160** clock hour course that prepares students for successful careers in the retail automotive and financial industries. Upon successful completion of the course, students will receive a diploma.

Tuition:	Pro-rated upon course withdrawal. Refer to refund provisions.	\$	<u>12,856.00</u>
	REGISTRATION FEE:	\$	<u>200.00</u>
	BOOKS & SUPPLIES:	\$	<u>1,944.00</u>
	TOTAL CHARGES:	\$	<u>15,000.00</u>
<u>TOTAL AMOUNT DUE PRIOR TO SCHEDULED START DATE:</u>		\$	<u>15,000.00</u>

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. Although the Automotive Dealership Institute offers placement assistance, it cannot guarantee placement. I hereby acknowledge that no promises or guarantees expressed or implied have been made to me by anyone associated with the Institute regarding employment of any kind upon graduation. I further agree that all materials I receive, verbal or written, are intended for my personal use only and are the copyrighted property of the Automotive Dealership Institute.

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it.

My signature below hereby certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I hereby acknowledge that I fully understand all terms of this agreement and I received a copy of the school Enrollment Agreement and catalog dated January 2023 to December 2023.

THIS AGREEMENT IS A LEGAL DOCUMENT AND IS BINDING ONCE THE STUDENT AND THE SCHOOL REPRESENTATIVE SIGN IT. THE INSTITUTION HAS MADE ALL DISCLOSURES.

Refer to Catalog page 21 for Student Grievance Procedure.

If you have any complaints, and the complaint cannot be resolved after exhausting the institution's grievance procedure, you may file a complaint with the Arizona State Board for Private Postsecondary Education. You must contact the State Board for further details. The State Board address is: 1740 W. Adams St, Suite 3008, Phoenix, AZ 85007

Phone: 602-542-5709 Website: <http://www.ppse.az.gov>

INITIALS _____

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Denied: An applicant denied by ADI is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other cancellations: An applicant who provides a "Notice of Cancellation" more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all tuition paid minus a registration fee of \$200. Refund after the commencement of classes:

1) Procedure for withdrawal/withdrawal date:

- A student choosing to withdraw from the school after the commencement of classes is to provide an official "Notice of Cancellation" form to ADI's Executive Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- A student will be determined to be withdrawn from the institution if the student has not attended class for 30 consecutive class days.
- All refunds will be issued within 30 days of the determination of the withdrawal date.

2) Tuition Charges:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program (less the \$200 administrative/registration fee.)

Tuition refunds will be issued within 30 days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

- Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.
- After the commencement of classes, the tuition refund amount, minus the registration fee of \$200, shall be determined as follows:

% of the clock hours attempted:	Tuition Refund amount:
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 80% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund
More than 40% and less than or equal to 50%	At least a 50% refund
More than 50%	No Refund is required

3. Books and Supplies: There is no refund for equipment, books and supplies.

4. Special Cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair.

Hypothetical Refund Example:

Assume that a student, upon enrollment in a 160-hour course, pays \$15,000 for tuition (which includes books, materials costs, certifications and registration fee totaling \$2,144). Assume that this student withdraws after completing 40 hours. The refund would be \$9,106.

\$15,000 / tuition	160 = total clock hours	\$93.75x cost per clock hrs.	120 = clock hour of instruction paid but not received	\$11,250- pro-rated books refund	\$2,144 = materials & registration	\$9,106 actual refund
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For the purpose of determining the amount owed for the time attended, a student shall be deemed to have withdrawn from the course when any of the following occurs: (a) The student notifies the Institute of his/her withdrawal or the actual date of withdrawal in writing. (b) The Institute terminates the student's enrollment. (c) The student fails to attend classes for 30 calendar days. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The eligibility for a refund will not apply to a student if the following occur:

- If a student withdraws after 50% of the charge period.
- All of the student's tuition and fees (total charges) are paid by a third-party agency such as federally funded employment and training programs or a vocational rehabilitation program if the student is not obligated to repay the third-party agency.
- If there is a written agreement entered into on or before the date the student enrolls between the third-party agency and the institution.

ACCEPTED:

Student's Signature

Date

Signature of School Official

Date



Automotive Dealership
I N S T I T U T E

Enrollment Agreement Attestation

Name Printed_____

My signature below hereby certifies that I received a copy of my signed Enrollment Agreement.

Signature

Date



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ENROLLMENT APPLICATION

The information requested below is for record-keeping purposes only, to determine the applicant's eligibility for enrollment and to satisfy law under Arizona's new Private Postsecondary and Vocational Education Act.

Personal Information: Name in Full (please print)

(Last Name) (First Name) (Middle Initial)

Home Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Social Security Number: _____

EDUCATION	HIGH SCHOOL	COLLEGE/UNIVERSITY	GRADUATE/PROFESSIONAL
School Name			
Years Completed Diploma/Degree			
Major Specialized Training Military Experience Skills and Languages			

APPLICANT'S STATEMENT AND ACKNOWLEDGMENT

APPLICANT HEREBY REPRESENTS AND WARRANTS TO THE INSTITUTE THAT:

1. THE AUTOMOTIVE DEALERSHIP INSTITUTE IS NOT AN EMPLOYER NOR AN EMPLOYMENT AGENCY. ALTHOUGH THE INSTITUTE OFFERS PLACEMENT ASSISTANCE, IT CANNOT GUARANTEE PLACEMENT. NO PROMISES OR GURANTEES EXPRESSED OR IMPLIED HAVE BEEN MADE BY ANYONE ASSOCIATED WITH THE INSTITUTE REGARDING EMPLOYMENT OF ANY KIND UPON GRADUATION.

2. I HAVE RECEIVED A COLLEGE TOUR AND ACKNOWLEDGE RECEIPT OF A COLLEGE CATALOG.

Applicant Date

School Official Date



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TRANSCRIPT REQUEST

Please check one of the boxes below:

☐ Copy of High School Diploma/GED

☐ Copy of College/University Diploma

If you can not provide proof of High School Diploma, please complete the following transcript request.

To: _____

Address: _____ City: _____ State: _____ Zip: _____

Dear Registrar:

Please send an official copy of my transcript and/or GED, along with a copy of this form to the school's address or fax number listed above. If there is a fee please notify the school. The information below is furnished to assist in locating my records.

Name while enrolled in school (please print clearly):

Last: _____ First: _____ Middle: _____

Date of Birth: _____ Social Security Number: _____

Date of First Attendance: _____ Date of Last Attendance: _____

Graduation Date: _____

I hereby authorize release of my official transcript to the school listed above.

Student's Signature

Date



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STUDENT SERVICES/JOB PLACEMENT

The Automotive Dealership Institute is not an employer nor an employment agency. Although ADI offers placement assistance, it cannot guarantee placement. No promises or guarantees expressed or implied have been made by anyone associated with the Institute regarding employment of any kind upon graduation.

ADI provides placement assistance for their graduates. These services include resume and interview preparation as well as job lead distribution. Placement assistance continues until the graduate obtains appropriate employment.

Job leads are generated from the Internet, networking, automotive dealer relations, F&I managers, F&I directors, service managers, Business Office managers, other organizations and/or financial institutions. Other contacts may include; aftermarket companies and Human Resource directors that specialize in the placement of automotive management personnel. The Automotive Dealership Institute offers their students the use of dedicated computers, copy machines, fax machines and telephones, to aide in their job search process. These complimentary services are also available to former graduates of ADI, who are seeking new employment in the automotive or lending industry.

Our experience indicates that there is no substitution for personal contact, follow-up and legwork. Visiting several dealerships per day will increase the likelihood of finding employment. Auto dealerships prefer aggressive, strong and personable individuals who possess excellent follow-up skills. Therefore, students and graduates must arrange their own follow-ups for job interviews. It is the opinion and policy of the Automotive Dealership Institute that graduates take the initiative in attempting to secure their own employment. Graduates that are proactive and tenacious will be the most successful at finding employment quickly. The Institute will do everything in its power to assist in that effort, in some cases placing students or graduates in a car sales position in order for them to gain valuable automotive experience that could be beneficial in securing an automotive F&I Management position.

Please note that graduates without any prior automotive sales experience may be required to start as an automobile sales consultant to acquire hands-on dealership experience and product knowledge for a brief period of time, before being offered an F&I position. This time on the sales floor should be considered as a continued part of the student's ongoing education toward a successful career in F&I Management. During this time, ADI's Job Placement Department will continue to work with the graduates, by reviewing their progress, continuing to seek additional job options, arranging interviews and updating resumes to include their newly gained auto experience that will help them to achieve the ultimate F&I position.

The Automotive Dealership Institute will prepare resumes for students in-house on a first-come, first-served basis. It is the student's responsibility to provide the appropriate information to the Automotive Dealership Institute personnel. All subsequent modifications of the resume are the student's responsibility. Once student has approved final draft, he/she will receive five (5) hard copies of their resume, along with an email that contains an editable and non-editable version. They will also be provided with a DVD of their Video Presentation that was concluded during class.

I have read, understood and agree to the Automotive Dealership Institute's Student Services/Job Placement policy.

Student Signature

Date



ENROLLMENT DISCLOSURES

Please disclose the following:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| ▪ Do you have a valid driver's license? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Do you have a clean DMV record? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Do you have a felony? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If you do not have a valid driver's license, you do not have a clean DMV record, or you do have a felony please read the waiver below and sign.

I hereby acknowledge that I have been informed by the Director that, due to circumstances that exist in my past, it may be difficult for me to find employment after I graduate from the Institute. I acknowledge that this information was clearly disclosed to me by the Institute, and of my own free will would still like to attend the Institute. As a result, I understand that I waive any future claims against the Automotive Dealership Institute.

If you do have a valid driver's license, a clean DMV record and no felony please disregard the waiver below and sign.

Print Name _____

Date _____

Signature _____

School Official _____

FACTS

WHAT DOES AUTOMOTIVE DEALERSHIP INSTITUTE, INC. DO WITH YOUR PERSONAL INFORMATION?

Why?

Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number and income
- account balances and payment history
- credit history and credit scores

When you are *no longer* our customer, we continue to share your information as described in this notice.

How?

All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Automotive Dealership Institute, Inc. chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Automotive Dealership Institute, Inc. share?	Can you limit this sharing?
For our everyday business purposes— such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes— to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	We don't share
For our affiliates' everyday business purposes— information about your transactions and experiences	No	We don't share
For our affiliates' everyday business purposes— information about your creditworthiness	No	We don't share
For nonaffiliates to market to you	No	We don't share

Questions?

Call (877) 998-7200

Who we are	
Who is providing this notice?	Automotive Dealership Institute, Inc.

What we do	
How does Automotive Dealership Institute, Inc. protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Automotive Dealership Institute, Inc. collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> ■ Open an account or give us your income information ■ Apply for financing or provide employment information ■ Give us your contact information <p>We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.</p>
Why can't I limit all sharing?	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> ■ sharing for affiliates' everyday business purposes—information about your creditworthiness ■ affiliates from using your information to market to you ■ sharing for nonaffiliates to market to you <p>State laws and individual companies may give you additional rights to limit sharing. See below for more on your rights under state law.</p>

Definitions	
Affiliates	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> ■ Automotive Dealership Institute, Inc. has no affiliates.
Nonaffiliates	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> ■ Automotive Dealership Institute, Inc. does not share with nonaffiliates so they can market to you.
Joint marketing	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> ■ Automotive Dealership Institute, Inc. doesn't jointly market.

Other important information			
By signing below, you acknowledge receipt of this Privacy Notice:			
<div>Signature</div> <div>Date</div>		<div>Signature</div> <div>Date</div>	
<div>Print Name</div>		<div>Print Name</div>	



Automotive Dealership INSTITUTE

WELCOME TO THE AUTOMOTIVE DEALERSHIP INSTITUTE!

While attending class we ask that you:

- Please park behind the building along Scottsdale Road. There are plenty of parking spots, and many of them are covered by shade from the trees.
- Please come prepared for class and looking professional. We ask that you dress in business attire Monday through Thursday, but feel free to dress casually on Fridays.
- Please turn your cell phones off while you are in the classroom.
- Please do not use the internet during class time. Feel free to check your email or surf the web during your breaks.
- Please bring with you a calculator, notebook, pen, pencil and highlighter.

THANK YOU!