Spring 2016 Enrollment Agreement

Financial Obligation
I agree that payment for classes is my responsibility, and that not attending the courses in which I am enrolled does not negate this responsibility. I understand that students with an unpaid balance may be placed on a financial hold from the Business Office. I acknowledge that financial holds can cause me to be dropped out of classes for non-payment and prevent me from enrolling in future classes, accessing my transcripts, or receiving my degree. I understand that I can make payment arrangements by contacting the Business Office at 316-677-9511 or by talking with the Account Representative listed at the bottom of my student invoice.

Drop/Withdrawal/Refund Policy
I understand that the refund policy is available at watc.edu/about/consumer-information/refund-policy-and-requirements-for-withdrawal/, as well as on my printed course schedule. I understand that in order to receive a full refund, I must drop courses before the first day of class. If I wish to drop a class, I must do so in writing using the following methods: complete a Drop/Withdrawal form in person with my coach, email my coach, or drop my class online in the Student tab of my MyWATC account. Not attending class or not receiving my financial aid before classes begin is not a qualifying reason for charges to be removed. I understand that students who do not attend class during the refund policy deadline will be administratively dropped and will not be eligible for a refund. I agree that it is my responsibility to check with the Financial Aid department prior to dropping courses to determine the impact how dropping courses will impact my current and future financial aid eligibility.

Attendance
I understand that guidelines for class attendance will be explained on the course syllabus, which will be available on Blackboard prior to the start of the course. I agree that it is my responsibility to carefully read the syllabus to determine the requirements for each course. I understand that failure to attend to a course will result in my administrative withdrawal from that course, but will not remove my financial obligation to pay for the course.

MyWATC
I understand that I will have access to MyWATC upon enrollment into WATC courses. I understand that this is where I access my student email, online courses, college announcements, grades, student account balances, class schedules, transcripts, and financial aid information. If I encounter technical issues with MyWATC, I will contact the IT department by email at studenthelpdesk@watc.edu or by calling 316-677-9906. I agree that I will keep my contact information current.

Privacy Policy
I understand that my privacy is protected by the Family Educational Rights and Privacy Act of 1974. I understand that WATC will not release information regarding my student records without my written authorization. I understand that directory information can be shared without my consent: directory information includes name, dates of attendance, classification, major/degree program of study, awards, honors, and degrees conferred, and past/present participation in officially recognized activities. Consent to Release forms are available on the WATC website under Forms (watc.edu/wp-content/uploads/2012/01/Consent-to-Release-form-2.25.11.pdf).

Class Availability and Student Progression
I understand that WATC reserves the right to cancel or reschedule any class or course if the number of students registered is too small. I agree that it is my responsibility to make satisfactory progress in my courses, and that WATC reserves the right to terminate my enrollment for unsatisfactory progress, nonpayment of tuition, or failure to follow the established Student Code of Conduct (watc.edu/wp-content/uploads/2012/08/3-01-Student-Code-of-Conduct-Revised-12-14.pdf).

Digital First
I understand that my course or program may require a digital device. I acknowledge that information has been provided to me about the digital requirements for classes.

Enrollment
I agree that upon completion of this form, I am enrolling in WATC. I acknowledge that at the time of my enrollment, I have received a copy of both my class schedule and this agreement. I understand that there are digital copies of both available on the WATC website and in the Student tab of MyWATC.

I have read and understand this Enrollment Agreement. I understand that this agreement and the student policies listed on the WATC website establish a contract between WATC and me. This contract supersedes all oral statements or representations made by/between WATC and the student (watc.edu/about/consumer-information/).

Printed Name ___________________________________________ ID: ________________________
Student Signature _______________________________________ Date: _____________________

Wichita Area Technical College does not discriminate with regard to race, religion, color, sex, disability, national origin or ancestry, age, or gender in its admissions, progress or activities. Persons having inquiries may contact the Executive Director, Human Resources, 4004 N Webb Rd, Wichita, KS 67226, 316-677-9400.