



# American Gunsmithing Institute

351 Second Street, Napa, CA 94559

Telephone: 800.797.0867 Fax: 707.253.7149 www.americangunsmithinginstitute.net

## CALIFORNIA ENROLLMENT AGREEMENT 2022-2023

☐ New Student ☐ Re-Entry

Applicant's Legal Name \_\_\_\_\_  
(First) (Middle) (Last)  
Date of Birth \_\_\_\_\_ Driver's License / ID No. \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Social Security# or EIN (CA Students only) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### A. EDUCATIONAL SERVICE

- |   |  |
|---|--|
| <input type="checkbox"/> Professional Gunsmithing Level 1 Course  | <input type="checkbox"/> Practical Gunsmithing |
| <input type="checkbox"/> Professional Gunsmithing Level II Course | <input type="checkbox"/> Locksmithing          |
| <input type="checkbox"/> Master Gunsmithing                       | <input type="checkbox"/> Machine Shop          |
| <input type="checkbox"/> Advanced Master Gunsmithing              | <input type="checkbox"/> Welding               |
| <input type="checkbox"/> Professional Gunsmithing Level 1 ONLINE  |  |

Total Instruction Hours: \_\_\_\_\_

Enrollment Agreement Period: Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Enrollment Agreement Period Program: Start Date: \_\_\_\_\_ Program Scheduled Completion Date: \_\_\_\_\_

*For pricing information, including fees, shipping and handling, please see the Tuition Schedule on Page 4 and 5 of this Enrollment Agreement.*

### B. PAYMENT PLAN (Professional Gunsmithing and Master Gunsmithing Only)

#### Professional Gunsmithing Level 1

- ☐ Pay in Full – 1 Payment  
☐ 3 Month Plan  
☐ 6 Month Plan  
☐ 12 Month Plan

#### Master Gunsmithing

- ☐ Pay in Full – 1 Payment  
☐ 3 Month Plan  
☐ 6 Month Plan  
☐ 12 Month Plan

### C. ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$ _____	Non-Refundable.
Tuition (includes materials)	\$ _____	Prorated upon withdrawal. Refer to the Refund Policy within this Agreement.
Sales Tax	\$ _____	Non-Refundable.
Shipping and Handling	\$ _____	Non-Refundable.
Student Tuition Recovery Fund (STRF)	\$ _____	(\$2.50 for every \$1,000 over the 1st \$1,000 rounded to nearest 1,000)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE ESTIMATED	\$ _____
TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM TOTAL	\$ _____
CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$ _____

Additional Fees, if applicable: \$20.00 for each test repeat after the first repeat is provided at no cost.

#### D. DISTANCE EDUCATION

AGI provides distance educational program where the instruction is not offered in real time. AGI shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

1. AGI shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.
2. If AGI transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

#### E. REFUND POLICY

The enrollment agreement shall disclose the institution's and student's rights and duties under this section.

##### STUDENT'S RIGHT TO CANCEL

AGI provides for a full refund if the student is dissatisfied with the course subject to the following conditions:

Request for cancellation and refund must be made prior to the expiration of a 365-day term from date of enrollment. Cancellation is effective on the date the written or emailed notice of cancellation is sent to this institute at 351 Second Street, Napa CA 94559.

Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials but prior to your receipt of those documents. In such cases the institution shall make the refund within 30 days after receipt of the returned course materials. In the event the student requests a refund, all of the following conditions must be met:

1. The student has not passed their first test within the course material
2. The student purchased or enrolled in the course less than one year from the date of refund request
3. The student returns everything sent to them by AGI

If all these conditions have been met, the student will reach out to their Student Advisor to begin the refund process.

**Cancellation Date:** \_\_\_\_\_

##### WITHDRAWAL FROM THE PROGRAM

A student may withdraw his or her enrollment at any time and receive a full refund for up to one (1) year after enrollment if **no certification exams have been passed (and thus received the benefit of the certification) and if other conditions stated in Section E have been met.** Refunds for courses where all materials are not returned will be prorated. Students with Payment Plans may cancel at any time and do not have to return their course materials, but payments made on the plan before cancellation are not refundable.

#### F. QUALIFIERS

##### Initial

- a. \_\_\_\_\_ I am NOT a felon or a person prohibited from possessing firearms.
- b. \_\_\_\_\_ I attest that I am a person of good character who agrees to use the information provided in the program in a lawful and professional manner.
- c. \_\_\_\_\_ As of today, I am over 18 years of age.

#### G. CATALOG

Information about the American Gunsmithing Institute is published in a school catalog that contains a description of certain policies, procedures, and other information about the School. The American Gunsmithing Institute reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in the American Gunsmithing Institute, the Student agrees to abide by the terms stated in the catalog and all school policies.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this Institution. This Institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

##### Initial

\_\_\_\_\_ I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed initialed and dated the information provided in the School Performance Fact Sheet.

#### H. Document Awarded

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

Revised 4/1/22

Page 2 of 6 \_\_\_\_\_ (Initials)

I understand that I will be awarded a Certificate when I have completed and taken and passed all of the program tests and requirements. A graduate must have met all specified requirements and have satisfied all financial obligations.

**I. Certificate Disclosure**

I understand it is not a requirement in the State of California to obtain a Gunsmithing Certificate to practice gunsmithing. However, possessing a Gunsmithing Certificate will demonstrate a proven level of competence. A Federal Firearms License and state licenses are required to operate a gunsmithing business.

**J. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at American Gunsmithing Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in \_\_\_\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the American Gunsmithing Institute to determine if your credits or certificate will transfer.

**K. Distance Education Equipment and System Requirements**

For DVDs, students will need a functioning DVD player, television or DVD player on their computer and monitor for viewing the videos. For online testing, students will need an email account and web browser.

**L. Employment Assistance**

Employment assistance is not provided. It is understood that the School does not and cannot promise or guarantee either employment or level of income or wage rate to any Student or Graduate.

**M. Questions**

Any questions a student may have regarding this Enrollment Agreement that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**N. Complaints**

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**O. Financing**

The student understands that if a separate party is financing his/her education that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

a. **Loan:**

- i. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- ii. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**P. Student Tuition Recovery Fund Payment:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE ESTIMATED</b>	\$ _____
<b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM TOTAL</b>	\$ _____
<b>CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	\$ _____

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. **THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.**

**I understand that this is a legally binding contract. My signature below 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.**

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Signature of Student

Date

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Signature and Title of School Official Accepting Enrollment

Date