

ITCyber.tech Enrollment Agreement

This Enrollment Agreement ("Agreement") is entered into between **ITCyber.tech** ("Institution") and the undersigned student ("Student"). By signing this Agreement, the Student acknowledges understanding and acceptance of the terms and conditions outlined below.

1. Student Information

- Full Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

2. Program Information

- Program Name: _____
- Delivery Method (Check One):
 Self-Paced Instructor-Led One-on-One
- Program Start Date: _____
- Program End Date: _____
- Total Clock Hours: _____

3. Tuition and Fees

- Tuition: \$ _____
- Registration/Application Fee: \$ _____
- Materials/Technology Fee: \$ _____
- Total Cost of Program: \$ _____

Payment Terms:

- Paid in Full
- Payment Plan (details below):

The student agrees to pay all tuition and fees as outlined above. Failure to complete payment may result in suspension or denial of course completion credentials.

4. Cancellation Policy (Right to Cancel)

The student has the right to cancel this Agreement within **five (5) business days** of signing and receive a **full refund of all monies paid**, provided no substantial portion of the program has been accessed.

Cancellation requests must be submitted in writing via email or official communication channel.

5. Refund Policy

If the student withdraws after the cancellation period, refunds will be issued as follows:

- Before program start date: 100% refund (excluding non-refundable fees, if applicable)
- After program begins: Refunds will be **prorated** based on the percentage of instruction completed

Example:

If 30% of the program is completed, up to 70% of tuition may be refunded (less any applicable fees).

No refunds will be issued after **60% of the program has been completed**, unless otherwise required by law.

6. Program Completion Requirements

To successfully complete the program, the student must:

- Complete all required coursework and assignments
- Participate in required sessions (if instructor-led)
- Meet minimum performance or assessment standards

Certificates of completion will only be issued upon successful fulfillment of all requirements and full payment of tuition.

7. Certification & Employment Disclaimer

The student understands that:

- ITCyber.tech does **not guarantee** certification exam passage
- ITCyber.tech does **not guarantee** employment or job placement
- Salary expectations are not guaranteed and vary by individual and market conditions

8. Student Responsibilities

The student agrees to:

- Maintain regular participation and progress
- Follow all institutional policies and code of conduct
- Ensure access to required technology and internet
- Use course materials ethically and not distribute proprietary content

9. Institutional Responsibilities

ITCyber.tech agrees to:

- Provide the training program as described
- Deliver instruction in a professional and timely manner
- Maintain student records in accordance with applicable regulations
- Provide access to support and guidance throughout the program

10. Student Conduct & Termination

ITCyber.tech reserves the right to suspend or terminate a student for:

- Failure to comply with policies
- Disruptive or inappropriate behavior
- Academic dishonesty

Termination may affect eligibility for refunds.

11. Grievance Procedure

Students are encouraged to resolve concerns directly with ITCyber.tech.

If unresolved, the student may file a complaint with the Director.

12. Records & Privacy

Student records will be maintained securely and used only for educational and administrative purposes. Information will not be shared without consent, except as required by law.

13. Limitation of Liability

ITCyber.tech is not responsible for:

- Technical disruptions beyond its control
- Loss of personal data or equipment
- Indirect damage related to program participation

14. Acknowledgment

By signing below, the student acknowledges:

- Receipt of the school catalog and disclosures
- Understanding of all terms in this Agreement
- Voluntary agreement to enroll in the selected program

15. Signatures

Student Signature: _____

Date: _____

ITCyber.tech Representative: _____

Date: _____