

To apply for training courses at MBA USA, Inc, complete this enrollment application and agreement. The bottom of page 2 must be signed by the applicant. Be sure to fill in all of the blanks.

Submit this application and agreement by one of the following methods:

E-mail to: education@mbausa.com

Fax to: 1-859-887-9491

Mail to: MBA USA, Inc. Education Division, 200 Orchard Drive, Nicholasville, KY 40356

Be sure to include payment information on page 2 of this form. Application must include a registration fee, if applicable, and a \$100 per class deposit unless other arrangements are made.

We will review your application and, upon approval, send you a Confirmation of Registration.

You are not registered for your training course until we send you written confirmation.

Applicant Information

Type or clearly print requested information. You must complete all spaces on this page. Return to MBA USA, Inc. with required deposit and/or funding information.

Name	First		Middle		Last	
	Street		City		State	Zip Code
Address	Daytime Phone		Evening Phone		Email address	
	Sex	Date of birth	Place of Birth		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact	Social Security Number		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Years of high school or college completed	
			Ever convicted of a felony?			
Personal Info.					US Citizen?	

Employment and References

If you are self employed, please include your company name.

Current Employer	Company Name		Phone		Dates of employment	
	Street Address		City		State	Zip Code
Previous Employer	Company Name		Phone		Dates of employment	
	Street Address		City		State	Zip Code
Character Reference	Name of Character Reference (no family members)			Phone		
	Street Address		City		State	Zip Code

Course Information

Course(s) you are applying for:

Course dates:

You must read and sign the enrollment agreement on page 2 of this form.

Information requested on this application is for the purpose of identifying applicants in order to confirm their enrollment eligibility. This information is kept for the purpose of maintaining our school records and is not provided to other parties unless required by law. Providing this information is voluntary, however not providing requested information may affect the acceptance of your application.

MBA USA, Inc.

200 Orchard Drive
Nicholasville, KY 40356
Education Division: 859-885-7193
education@mbausa.com

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Office Use		
Rec'd	Conf.	Dep



Method of Payment

Enrollment application must include a \$25 registration fee* for first time students and a \$100 per class deposit. Advance payment of the registration fee and deposit is not necessary if you include a copy of a complete and approved government training authorization form (SF182, or similar).

Check (Payable to MBA USA, Inc.) Pre-Approved Company Purchase Order P.O. Number

Credit or Debit Card / Government Purchase Card (Visa, Master Card, American Express, Discover) US Government SF 182. A copy of this form must be submitted before class begins. Be sure block C6 is completed or have person responsible for payment contact us with credit card or other payment information.

Credit card number may be given to us by phone if you prefer, however card holder must sign below.

Card number _____ Expiration _____ / _____ Card verification data _____

Name on card _____ Cardholder's phone _____ 3 digits on back of Visa, MC, & Discover.
4 digits on front of AmEx.

Card billing address _____

Cardholder's e-mail _____ Invoices and receipts will be sent to this e-mail address.

Payment Options

Payments made by credit card.

- I would like to pay the \$25 registration fee, if applicable, & a \$100 per class deposit now and the balance the first day of class. (If no option is selected, this option will be assumed.)
- I would like to pay all fees in advance, at the time of this application. (If this option is selected, the cardholder should review the terms listed in our Cancellation and Refund Policies listed below.)

Cardholder's Signature: X

* Registration fee is waived for students who have attended classes at MBA USA previously.

Cancellation and Refund Policies

Should it be necessary for you to cancel your registration, the following policy shall apply:

- Any fees, except the \$25 registration fee made will be refunded if you cancel prior to the start of class with the following exception: If you prepay in full by credit or debit card and the student cancels before the beginning of class, we will refund your advance payment, less the registration fee, if any, and a 3.5% bank card processing fee.
- Once class has begun, should it be necessary to cancel or dismiss a student, refunds will be based on the percentage of the course completed on the day of cancellation. When half of a course is completed, no refunds will be made. If not present the first day of class, and without written notice of cancellation to MBA USA, Inc., you will forfeit all fees and deposits paid and will be billed for any unpaid balance.
- MBA USA, Inc. reserves the right to cancel courses as we determine necessary. Full refunds will be issued to students who have paid for cancelled courses. Any refunds will be made by MBA USA, Inc. within 30 days.

Commonwealth of Kentucky Consumers Right of Cancellation

- You may cancel this contract, without penalty or obligation, within 10 business days from the date you sign the contract.
- You may also cancel this contract if, upon doctor's order, you cannot physically receive the services, or you may cancel the contract if the services cease to be offered as stated in the contract. If you cancel this contract for either of these reasons, the seller, MBA USA, Inc. may keep only a portion of the tuition or contract price.
- You may notify the seller, MBA USA, Inc., of your intent to cancel by giving written notice to: MBA USA, Inc., 200 Orchard Drive, Nicholasville, KY 40356-2357 or by electronic mail, education@mbausa.com.
- MBA USA, Inc. reserves the right to cancel a class due to insufficient enrollment. You will be notified and a full refund will be issued.

Student Protection Fund

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to payoff debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website, www.kcpe.ky.gov .

- I understand that this certificate training program is solely for the purpose of continuing education for locksmiths and other security professionals.
- I agree that I will not use any skills learned in class at MBA USA, Inc. for illegal or improper activities.

Applicant Signature: _____

Date: _____

Full Name: _____