

Enrollment Application

We are glad that you have taken an interest in National Transportation Center (NTC) programs. Our programs represent a significant investment in you, the participant. We believe this investment is important for you, the transportation industry, and our country, and we are here to help you succeed. This application for training with the National Transportation Center covers all aspects of enrollment.

1. Funding and Programs of Study
2. Scholarship Information -- Optional for eligible applicants seeking scholarship funding
3. Enrollment Information -- Required for all applicants
4. Acknowledgments and Agreement -- Required of all applicants

Please complete all sections of this application relevant to your training with the NTC. You must read, understand, and agree to this information in writing to participate in an NTC program.

Please submit completed applications and any questions to service@nationaltransportationcenter.com.

What happens after submission?

You can expect us to get back to you within five business days. What comes next depends on the details of your application. For example, if you are an individual paying in full for training, and your designated training program has open spaces available, you will likely be enrolled immediately. If you apply for scholarship funding, however, we will need time to review your application materials in greater detail. In most cases, you can expect a decision within two weeks of submission.

Funding and Programs of Study Information

All participants must pay a **Minimum Enrollment Fee (MEF)** of 15-50% of the training program fee at the time of acceptance into a program to hold their spot, depending on the program. 100% of a participant's training program fee must be paid by the conclusion of the program according to its fee schedule.

Individuals may also be eligible for **competitive scholarships** and **work-and-learn** programs to offset training program fees, subject to availability.

Employers may also pay training program fees on behalf of individuals or offer tuition reimbursement for participation. Private loans may also be an option, but do not involve NTC administration.

Overall, our goal with all of our programs is to keep the time and expense required to grow participants' skills to a minimum. In the Finance Worksheet and Agreement, you are asked to specify your plan for funding.

Training Program Costs*

- **Essential Electrical and Electronics**, 1 month, \$2,950 (33% MEF: \$973.50)
An additional \$1,976.50 is due by the conclusion of the training program.
- **Diesel Technician**, 5 months, \$9,950 (20% MEF: \$1,990.00)
Additional payments of \$1,990.00 are due each month for 4 months

* Training Program Costs are subject to change at any time. Please confirm current costs at <https://nationaltransportationcenter.com/funding/>.

Scholarship Information

National Transportation Center Foundation scholarships provide funding for individuals pursuing training programs that enhance their career and technical skills in the transportation industry.

Eligibility

Both the **individual** applying for a scholarship and the **training program** and associated costs must meet eligibility criteria for funding.

Eligible Training Programs and Associated Costs

All training programs directly affiliated with the National Transportation Center are eligible recipients of NTC Foundation scholarship funds, unless offered to an exclusive audience or otherwise marked. NTC-affiliated programs can take several forms depending on the sponsor of the training. Some typical examples include:

- NTC-designed programs including Electrical and Electronics and Diesel Technician Training
- Vehicle OEM training
- Tier 1 Supplier training
- Association Sponsored Training for Drivers, Logistics Personnel, or Service Technicians

The NTC may consider funding for training programs that are not directly affiliated with the NTC on a case-by-case basis. Such programs may include, for example, those offered by other vetted industry organizations.

Scholarship funds may be applied toward training fees and any of its directly associated laboratory fees or equipment fees. Additional associated costs including housing, transportation, supplies, or tools may also be considered for funding where reasonable.

Individual Eligibility

Any individual seeking training in an Eligible Training Program to advance his or her career in the transportation industry is eligible to apply for a scholarship, provided he or she meets these minimum criteria.

1. **Gap in funding** -- Applicants must assert a gap in funding for training. A gap in funding is any inability to pay the full cost of training and eligible supporting costs after considering personal financial contributions, employer reimbursement programs, and other forms of payment NOT

including private student loans. Applicants must apply other forms of payment assistance to their NTC training and request scholarship funding to cover any remaining gap.

2. **Age** -- Applicants must be 16+ years old on the date of starting a funded training program; legal guardians for any minor applicants must submit additional agreements.
3. **Background checks** -- Adult applicants must be willing to comply with any requests for a background check and agree that the information may be used by the NTC on a case-by-case basis to determine eligibility for NTC programs.
4. **Drug screening** -- Applicants must be willing to consent to standard drug-testing methods at any point throughout their training programs and agree that positive tests for illegal drug use may result in expulsion from NTC-affiliated programs and the removal of funding.

These minimum criteria apply across all NTC Foundation scholarship-funded training and NTC employment programs. In addition, **individuals must submit the following with this application to be considered for scholarship funding:**

1. **Scholarship Cover Letter** -- A structured statement making the case for an applicant's access to scholarship funding
 - a. **Career and Employability Statement** -- A 250-750 word letter outlining previous experience, career objectives, and how this training helps meet those goals. This statement should also draw widely on the individual's experience to demonstrate his or her motivation to succeed and possession of core employability skills like timeliness, communication, or teamwork.
 - b. **Execution Plan** -- A 250-750 word letter outlining the individual's practical plan for success in the program; such a letter might discuss the individual's concrete study plan, how he or she will get to and from training, and, in general, how he or she will be a successful trainee.
 - c. **Statement of Need** -- In 250-750 words, describe your financial circumstances or financial need that motivates your request for a scholarship.
2. **Resume** -- A concise record of an applicant's experience and accomplishments
3. **Evidence of good standing** -- Applicants must show evidence of good standing with one or more organizations of which they are or have been a part. Such an organization may include a school, past or current employer, a vocational organization, or a military service branch, for example. Evidence of good standing may take several forms including a transcript, letter of recommendation from a supervisor or advisor, or honorable discharge paperwork. In the event that no adequate evidence of good standing is available, an applicant may request an interview with NTC staff as an alternative.

Applicant's may wish to copy or download this template for submission: <http://bit.ly/ntcscholarshipapp>.

The recipient of the scholarship should demonstrate a desire to start or develop his or her career in the transportation industry. Applications will be considered independently and awarded without regard to sex, race, color, national origin, or religion. Preferential consideration will be given to Veterans honorably discharged from the service.

Scholarship Review Process

The Board of the Foundation or its designees review scholarships on a rolling and as-needed basis.

What Voids Scholarship Funding

The scholarship will be voided on the basis of expulsion or dismissal from training or discontinuance of the education process. In addition, the Board of Directors reserves the right to withdraw the scholarship for unusual or uncustomary circumstances at their discretion.

Method of Awarding

The Foundation Board of Directors or designees will approve and notify the applicant and the training program administrator of its approval. Monies will be paid directly to the organization(s) providing services, including training, housing, equipment, or supplies vendors. Notification will be mailed and emailed to recipients to the address provided.

How to Apply

If you wish to apply for a scholarship, submit the appropriate materials outlined above at the same time you submit this overall application. Unless otherwise indicated, we assume that the scholarship amount requested is equivalent to the **gap in funding** identified in your Finance Worksheet and Agreement.

Enrollment Information Sheet

Program Information

Program Name: _____

Program Start Date (or month/year): _____

Program Total Cost: _____

Program Minimum Enrollment Fee: _____

Currently available programs can be found at <https://nationaltransportationcenter.com/programs/category/training/>.

Current program fee information can be found at <https://nationaltransportationcenter.com/funding/>.

Applicant Information

Applicant's Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____ Relation: _____

Legal Guardian Information

If the Applicant is a legal minor, please complete the following.

Legal Guardian's Name: _____ Relation: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

PAYMENTS				
ITEM	PAID BY	DUE DATE	NOTE	AMOUNT
Minimum enrollment fee				
Remaining program fee payment (1)				
			Payment Total	
			Gap in funding	

The Payment Total is the sum of all available sources of funding, except NTC Foundation scholarship funding. Each payment item must have a specific, named payor. Due dates depend on the training program and its fee schedule. NTC staff can assist with any additional information.

Payor Agreements

Each party making a payment (“Payor”) must acknowledge and agree to the following.

1. All named Payors agree to pay the Training Program fees as specified in this Finance Worksheet and Agreement.
2. The Applicant agrees that enrollment and the guarantee of training begins with the deposit of the Training Program’s Minimum Enrollment Fee.
3. **Refunds and Cancellations** -- All Payors agree that there is no refund of funds received except in cases where the NTCF dissolves or cancels a training program or instance of a training program entirely. The NTCF further agrees that, in the event of a cancellation or termination of a specific Trainee from a program, no further fees in that Trainee’s fee schedule shall be required.

By signing below, each undersigned Payor agrees that he or she has reviewed this Payor Agreement and agrees to comply by its terms.

Payor Information

Payor Name: _____

Relation to Applicant (if applicable): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Payor Information

Payor Name: _____

Relation to Applicant (if applicable): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Acknowledgments and Agreement

In submitting this Application, the Applicant (or “Trainee”) agrees as follow.

General

1. **Truth and accuracy** -- The Applicant certifies that the information submitted in this Application is, to the best of his or her knowledge, true and accurate.
2. **Age** -- The Applicant agrees that he or she is or will be 16+ years old on the date of starting a training program.
3. **Background checks** -- Adult Applicants agree to comply with any requests for a background check and agree that the information may be used by the NTC on a case-by-case basis to determine eligibility for NTC programs.
4. The NTCF, through its affiliates, will train the Trainee in the designated Training Program according to the specific training program details.
5. The NTCF or its affiliates will designate an individual (the “Trainer”) to train and monitor the Trainee; the Trainer shall be the primary point of contact for the Trainee; any requests from the Trainee should be communicated to the Trainer.
6. Trainees are responsible for following all training program requirements and completing training program assignments.
7. The Trainee will be under an obligation to the NTCF to make satisfactory progress throughout the Training Program.
8. The Trainee will be expected to reach a reasonable standard of competency and performance for each task for which he or she has been trained.
9. The Trainee will have no contractual relationship with the NTCF and this Training Agreement is not an employment contract; however, the Trainee will be expected to behave as part of the NTCF while training on its premises and in using its resources and shall abide by all the terms and conditions applicable to the NTCF’s own staff and respect the NTCF’s policies, values and procedures.
10. The Trainee will not be paid for his or her Training Program by the NTCF.
11. The Trainee must communicate absences and any other material matters affecting his or her training to the Training Program instructor and the Client.
12. The NTCF may remove any trainee from its program who is disruptive to the Training Program for him- or herself, other trainees, or the Training Program trainer without compensation and at the trainer’s sole discretion.
13. Grounds for immediate termination as determined solely by the NTCF of the Trainee include but are not limited to the following actions or events:
 - a. Unauthorized absences or lack of communication

- b. Incapacity to attend training experience
 - c. Inappropriate language or conduct to the NTCF's affiliates or employees
 - d. Cheating, plagiarism, dishonesty or any other behavior intended to misrepresent a trainee's ability, capability, competency, or status to the NTCF or the Client
 - e. Misuse or theft of tools or information
 - f. Fraud or any criminal offense
 - g. Failure to pay training fees according to the program fee schedule by any Payor
 - h. Breach of this agreement
14. The progress and performance of all Trainees will be tracked and reviewed during and after the training period and reported to the Trainee.
 15. The NTCF may conduct reviews and collect data from trainees before, during, and after training for the purpose of improving its training.
 16. The NTCF may use images, photographs, and videos that include the likeness of its designated trainees in any marketing material.
 17. The Trainee agrees that he or she has access to a computer and high speed Internet sufficient to run browser-based applications to complete virtual training activities and conduct regular electronic communication.
 18. The Trainee acknowledges and understands that the NTCF is not itself a placement or staffing agency and does not guarantee employment upon completion of its programs.

Finances and Enrollment

1. All named Payors agree to pay the Training Program fees as specified in the Finance Worksheet and Agreement.
2. The Applicant agrees that enrollment and the guarantee of training begins with the deposit of the Training Program's Minimum Enrollment Fee.
3. **Refunds and Cancellations** -- All Payors agree that there is no refund of funds received except in cases where the NTCF dissolves or cancels a training program or instance of a training program entirely. The NTCF further agrees that, in the event of a cancellation or termination of a specific Trainee from a program, no further fees in that Trainee's fee schedule shall be required.

Scholarship

If the Applicant carries a gap in funding and seeks scholarship funding from the NTCF, the following additional acknowledgements and agreements apply.

1. The Applicant agrees that this Agreement dissolves in the event that a scholarship is not awarded and that this Agreement is enforced in the event that a scholarship is awarded.
2. The Applicant certifies that he or she is not a family member (including spouse, sibling, child, step-child, grandchild, or great-grandchild) of a person who is currently serving as a member of the National Transportation Center Foundation Board of Directors, Board of Advisors, Staff, or any designated Scholarship Advisory Committees. I understand this application is subject to verification by the Foundation at its discretion.

- 3. **Drug screening** -- The Applicant agrees that he or she is willing to consent to standard drug-testing methods at any point throughout his or her training program and agrees that positive tests for illegal drug use may result in expulsion from NTC-affiliated programs and the removal of funding.
- 4. The Applicant agrees that, in the event of his or her cancellation or termination from a training program, he or she is not entitled to any further scholarship disbursements for any purpose.
- 5. The Applicant agrees that the submission of this application is no guarantee of enrollment or admission into the Training Program until the NTCF receives the Minimum Enrollment Fee. However, the NTCF recognizes that the Applicant may need to consider the outcome of the scholarship review prior to making a decision to attend training.

Disputes and Governing Law

This Agreement will be governed by and constructed in accordance with the laws of the State of Indiana. Any disputes arising out of this agreement shall be resolved in accordance with the Indiana Arbitration Act.

Applicant's Signature: _____ Date: ____/____/____

If the applicant is a legal minor, please complete information below.

Legal Guardian Acknowledgment

I certify that I have read, understood, and agreed to participation by the Applicant in this National Transportation Center Foundation program under the terms described.

Legal Guardian Signature: _____ Date: ____/____/____

Please submit completed applications and supporting materials to **service@nationaltransportationcenter.com**.