

# United Bicycle Institute, Inc.

## Portland Campus 2018 - 2019 Schedule and Enrollment Agreement

P.O. Box 128, Ashland, OR 97520, phone 541-488-1121, fax 541-488-3485, www.bikeschool.com

<b>Introduction to Bicycle Maintenance</b>		
Tuition \$950 + Registration Fee \$100 = \$1050 Total		
<input type="radio"/> Aug 6 - Aug 10, 2018	<input type="radio"/> Nov 26 - Nov 30, 2018	<input type="radio"/> Mar 11 - Mar 15, <b>2019</b>
<input type="radio"/> Sep 24 - Sep 28, 2018	<input type="radio"/> Jan 7 - Jan 11, <b>2019</b>	<input type="radio"/> Apr 29 - May 3, <b>2019</b>
<input type="radio"/> Oct 15 - Oct 19, 2018	<input type="radio"/> Feb 11 - Feb 15, <b>2019</b>	<input type="radio"/> Jun 3 - Jun 7, <b>2019</b>
<b>Professional Repair and Shop Operation</b>		
Tuition \$1950 + Registration Fee \$150 = \$2100 Total		
<input type="radio"/> Aug 13 - Aug 24, 2018	<input type="radio"/> Dec 3 - Dec 14, 2018	<input type="radio"/> Apr 15 - Apr 26, <b>2019</b>
<input type="radio"/> Sep 10 - Sep 21, 2018	<input type="radio"/> Jan 14 - Jan 25, <b>2019</b>	<input type="radio"/> May 6 - May 17, <b>2019</b>
<input type="radio"/> Oct 1 - Oct 12, 2018	<input type="radio"/> Mar 18 - Mar 29, <b>2019</b>	<input type="radio"/> June 10 - Jun 21, <b>2019</b>
<input type="radio"/> Oct 22 - Nov 2, 2018		
<b>Advanced Certification Seminar Week</b>		
Tuition, both seminars (5 days) \$1250 + Registration Fee \$100 = \$1350 Total		
Mon and Tues only - UBI/DTSwiss Wheel Building, Tuition \$700 + Registration Fee \$50 = \$750		
Wed, Thurs, Fri only - UBI Certified Suspension Technician, Tuition \$650 + Reg. Fee \$50 = \$700		
<input type="radio"/> Aug 27 - Aug 31, 2018	<input type="radio"/> Dec 17 - Dec 21, 2018	<input type="radio"/> Apr 1 - Apr 5, <b>2019</b>
<input type="radio"/> Nov 5 - Nov 9, 2018	<input type="radio"/> Jan 28 - Feb 1, <b>2019</b>	<input type="radio"/> May 20 - May 24, <b>2019</b>
<b>FOX Master Tech Clinic</b>		
Tuition \$325 + Non-Refundable Registration Fee \$325 = \$650 Total		
<input type="radio"/> Nov 12, 2018	<input type="radio"/> Feb 4, <b>2019</b>	
<b>Disc Brake Seminar</b>		
Tuition \$150 + Registration Fee \$50 = \$200 Total		
<input type="radio"/> Nov 13, 2018	<input type="radio"/> Feb 5, <b>2019</b>	
<b>Shimano Di2 Clinic</b>		
Tuition \$150 + Non-Refundable Registration Fee \$50 = \$200 Total		
<input type="radio"/> Nov 14, 2018	<input type="radio"/> Feb 6, <b>2019</b>	
<b>Bosch Level 2 Training</b>		
Tuition \$150 + Registration Fee \$50 = \$200 Total		
<input type="radio"/> Sep 7, 2018	<input type="radio"/> Feb 8, <b>2019</b>	

PLEASE PRINT CLEARLY

Full Legal Name: \_\_\_\_\_

(Will be printed on certificates)

If you prefer to use a nickname in class please enter it here: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Female  Male  Decline to Respond  
Month/Day/Year

Home Address: \_\_\_\_\_

City, State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country of Residence: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Phone Number: Home: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

Work: (\_\_\_\_) \_\_\_\_\_ Occupation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever registered for class at UBI before?  Yes  No  
Are you a Veteran?  Yes  No  
If yes, someone from Administration may contact you

Emergency Contact Information

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

What type of cycling activities are you involved in? \_\_\_\_\_

On a scale of 1 - 5, rate your mechanical experience (1= no experience/5= expert: \_\_\_\_\_

What other mechanics or fabrication courses have you taken, if any: \_\_\_\_\_

Have you ever worked in a professional bike shop as a mechanic?  No  Yes, How Long \_\_\_\_\_

How did you hear about UBI? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

### **Cancellation and Refund Policy:**

You may cancel enrollment prior to the starting date by giving written notice to UBI via postal mail, fax, or e-mail. If receipt of your cancellation notice occurs within 5 business days of UBI's receipt of the enrollment agreement, you will receive a 100% refund of all monies paid. If receipt of a cancellation notice occurs after 5 business days of receipt of the agreement, up to the first day of class(es), a refund will be given minus the registration fee. In lieu of forfeiture of the registration fee, you may request a one-time transfer of your registration to a future class if the request occurs at least 30 calendar days prior to the start of the cancelled class, and it must be applied to a class scheduled within one year of the cancelled class. However, if you cancel the second class, the registration fee will be forfeited. Once class(es) have begun, if you withdraw from class(es) prior to completion of 50% of the class, you may be entitled to a prorated refund depending on the day of withdrawal, minus the registration fee. Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to the monies paid to the school in excess of those allowable charges. OAR 715-045-0036(10)(a). UBI's Veterans Refund policy complies with CFR21.4255. In the event that a veteran or eligible person fails to enter course, withdraws or is dismissed at any time prior to completion, the unused portion of tuition and all but \$10 of the registration is refunded on a pro-rata basis.

### **Please Read and Sign Below:**

Your tuition includes instruction, the United Bicycle Institute Student Handbook, textbook(s), use of facilities, tools and instructional materials. Please note, all tuition and registration fees are payable in U.S. funds only. This application must be signed and received at UBI with the required registration fees in order to be valid. No enrollment can be processed via telephone, although faxed applications may be received with valid credit card information supplied.

I am applying to attend United Bicycle Institute. I am enclosing the appropriate registration fees in U.S. dollars for each of the classes I have checked on page 1 of this agreement. I have thoroughly read the school catalog, including each course's description, and I have read and understand the terms of this enrollment agreement, including the cancellation and refund policy. I further understand that the tuition balance is due no later than the first day of class, and if I am not present within one hour of the start of class, I will be considered a "no-show" and my place in class may be taken by another student on the waiting list. If I am applying for any Advanced Certification Seminars, I have read the requirements for entrance and meet the pre-requisites.

Printed Name: \_\_\_\_\_

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian (if minor) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of UBI Official: \_\_\_\_\_ Date: \_\_\_\_\_

A registration fee is required to reserve your spot in each of the classes you enroll in. The registration fees are listed, along with tuition fees, with this application. Tuition balances are due on or before the first day of class. **Payment information shall be entered on reverse side of this page.**

PLEASE NOTE: Upon receipt of your application and registration fees, we will send you an acceptance notice by both e-mail and regular post. Mail or fax your completed application, with appropriate fees to the address on the front of this application. Registration may also be completed online via our web site, [www.bikeschool.com](http://www.bikeschool.com). UBI is licensed as a private career school by the Oregon Higher Education Coordinating Commission. Any inquiry regarding the terms of this contract may be made by contacting United Bicycle Institute at (541) 488-1121, or the Oregon Higher Education Coordinating Commission, 255 Capitol St., NE, Salem, OR 97310, (503) 947-5751. Bicycle technology is constantly evolving. Therefore, UBI reserves the right to alter any course for the enhancement of its curriculum.

Registration fees : \$ \_\_\_\_\_  
(Required for each class)

Optional Payment: \$ \_\_\_\_\_  
(on tuition fee balance)

Total Enclosed: \$ \_\_\_\_\_

Payment:  Check/Money Order       VISA       MasterCard  
 American Express       Discover

Credit Card #: \_\_\_\_\_

Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card (print): \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Credit Card Signature: \_\_\_\_\_