



STUDENT REGISTRATION

Student Name: _____ FULL Student SS Number: _____

Student Address: _____ Town: _____

County: _____ State: _____ Zip: _____ Student DOB: ____/____/____

Student Telephone Number: _____ Race: _____

Student Email: _____

Highest Level Education: _____ Sex: Male Female

Program Title: FIELD MENTORING TRAINING It fulfills the 180-hour training requirement required for licensing as an NJ. Home Inspector as governed by NJ. Administrative Code Title 13 Law and Public Safety Chapter 40 Subchapter 15 Home Inspection Advisory Committee Sub Section 6.

Program Schedule

Sunday 9:00 am – 5:30 pm
 Monday & Wednesday 6:00 pm – 10:00 pm

Current schedules & starting dates of the ten-week classroom training periods can be found at: NJ-AHI.com.

Course Start Date: _____ Course End Date _____

There is a non-refundable registration fee of **\$195.00**. The tuition will cover the entire Program, including the cost of the textbook. The STUDENT is responsible for a **minimum payment** of **\$995** payable on or before the first day of the first module. **Accepted forms of payment include Cash, Venmo, Personal Checks, and all Major Credit Cards. Credit card payments may have additional fees associated with them.**

Total Cost:	
Payment Received:	
Payment Owed:	

While NJAHI® sends out weekly payment reminders, it is the STUDENT’S responsibility to ensure they are making payments according to the below **Tuition Payment Guidelines**. If the STUDENT opts to make payments, the below Tuition Payment Guideline must be followed and is **strictly enforced on the balance owed after the minimum payment is made.**

TUITION PAYMENT GUIDELINES

End of week 3 – 25% of tuition paid
End of week 5 – 50% of tuition paid
End of Week 8 – 75% of tuition paid
End of Week 10 – 100% of tuition paid

If STUDENT fails to adhere to the Tuition Payment Requirement Guidelines, it WILL delay them from



starting the field mentoring portion of the Program when eligible. If the STUDENT has started the field mentoring portion of the Program, nonpayment WILL result in the STUDENT's access to the field training online scheduler to become blocked and they will no longer be able to conduct training inspections until payment has been received. Failure to adhere to the payment requirement guidelines MAY also result in the STUDENT being suspended from attending classes until any payment(s) owed are received.

The tuition fee must be paid in full by the end of the course (**End of Course Date**) in order to receive course certificate(s) and to continue with the field mentorship program (if applicable). **STUDENT's lapsing in payment 45 days after the completion of the course end date will be removed from the Program and have their accounts submitted to a collection agency. All extenuating circumstances will be handled on a case-by-case basis.**

The Program does not include tools or any additional application or exam fees, etc.

TUITION REFUND POLICY

Should the STUDENT's enrollment be terminated, or should the STUDENT withdraw for any reason, all refunds must be made according to the below guidelines and Reimbursement Scale.

1. STUDENT's who wish to cancel their enrollment must do so in writing. The request must include the date of withdrawal and must be dated and signed by the STUDENT. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. All financial obligations on the part of the school and the STUDENT will be calculated on the withdrawal date. It is the STUDENT's responsibility to withdraw officially from the school. Failure to withdraw formally may result in a breach of contract, dismissal, and additional financial obligations.
2. All monies will be refunded if the applicant is not accepted by the school or if the STUDENT cancels within three (3) business days after the enrollment agreement is signed by both parties.
3. Cancellation after the third (3rd) business day but before the first class will result in a refund of all monies paid, with the exception of the application and registration fees.
4. Withdrawal after attendance has begun is based on the below refund policy and the effective date of the withdrawal (modules taught).

REIMBURSEMENT SCALE

<u>If withdrawal or cancellation occurs:</u>	<u>The school will retain</u>
During the first module.	10% of the tuition
During the second or third module.	20% of the tuition
After the third module but prior to completion of the fifth module.	50% of the tuition
After completion of more than five modules	100% of the tuition

A STUDENT who has a student loan and withdrawals from the Program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the STUDENT's social security number, and signature. STUDENT's should maintain a copy of this letter for their files. The NJ Academy of Home Inspections encourages the development of good business practices in their STUDENT's. It is to this extent that we remind the withdrawing STUDENT that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

FIELD MENTORING

The external/mentoring Program was created under PL 1997 c.323 (C.45:8-61 et seq.) and is required under NJ. Home Inspection Licensing requirements. Home Inspector applicants must complete no less than (40) hours of unpaid, field-based inspections in the presence of and under the direct supervision of the licensed home inspector.

NJ Academy of Home Inspections will provide onsite supervision for the STUDENT's field training component of the course. Priority for the scheduling of field training will be based on the Course Start Date. No guarantee is made regarding the timeframe for completion of the required field hours, as it will be subject to the STUDENT and FIELD TRAINING INSTRUCTOR availability. However, the NJ Academy of Home



Inspections will make every effort to help the STUDENT complete his/her fieldwork in a reasonable time period.

Request to attend an inspection must be made at least 24 hours beforehand. The FIELD TRAINING INSTRUCTOR has sole discretion as to what inspections the STUDENT can attend. The STUDENT understands that all field training inspections are made by appointment ONLY and are subject to cancellation by the FIELD TRAINING INSTRUCTOR or other parties for a variety of reasons which are beyond the control of NJ Academy of Home Inspectors.

No guarantee is provided regarding the number of inspections that must be completed to meet the 40-hour requirements. The STUDENT also understands it is the sole responsibility of the STUDENT to book their field training inspections through the online scheduler and make themselves available for training inspections. NJAHI® does not give preferential treatment to any STUDENT for the booking of field training inspections.

The STUDENT acknowledges that attendance of this field training is done at the STUDENT's own risk and agrees to follow safe inspection practices and heed any warnings or advice provided by the inspector/instructor during the field sessions. The STUDENT also understands their position as an inspector-in-training and agrees to follow the inspector/instructor's direction and not interfere with the inspection process. The STUDENT agrees to address all attendees and the property with due respect and not take any liberties regarding the use of house facilities or features or offer advice or provide information about the inspection or property to any client, homeowner, agent or other parties during or after the inspection. The STUDENT agrees that they will not partake in ANY unsafe practices which may lead to their, or others, physical harm or damage to any property.

The STUDENT agrees to hold harmless the NJ Academy of Home Inspections instructors, property owners, and any other inspection attendees for any incidents, accidents or bodily injuries that may occur associated with STUDENT's attendance at or travel to and from an inspection. Furthermore, the STUDENT agrees to indemnify the NJ Academy of Home Inspections and the inspector/instructor for any claims that may be brought forth against the NJ Academy of Home Inspections, the inspector/instructor and/or any affiliated entity resulting from STUDENT acts, omissions, or conduct, including, but not limited to, those alleging negligence or improper training.

SCHOOL CLOSURES

In the event of an unannounced school closure, STUDENT's enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the STUDENT from any available form of assistance. The contact number to call is (609) 292-4287.

NJ Academy of Home Inspector's post-training placement information is available at www.njtopps.com. The STUDENT agrees to maintain regular attendance and abide by the rules and regulations of the school. The STUDENT understands that regular attendance is the obligation of the STUDENT, and the school's policy regarding absence and make-up, as stated in the school catalog, will apply. Violation of school rules and regulations may subject the STUDENT to removal from the Program.

DURATION

In order to receive a certificate(s) of completion, this school requires STUDENT's to be in attendance for a minimum of 140 hours of classroom training and 40 hours of unpaid field-based inspections. Failure to complete either will result in removal from the program and no certificates will be issued. If students are removed from the program for any reason, they must reapply to reenter the program as new students. Any classes missed can be made up during the next ten (10) week cycle immediately following STUDENT **Course End Date**. This will be known as the STUDENT Make-Up Cycle. Any classes not made up within that time will result in an incomplete and will result in removal from the program. STUDENT's can apply for an extension, any request for extensions must be made in writing prior to the end of the STUDENT's Make-Up Cycle. All requests will be reviewed on a case-by-case basis.

The student understands that they have six (6) months from the time they receive access to the Field Training Online Scheduler to complete the required 40 hours of unpaid field-based inspections. All students will receive an additional three (3) month grace period to complete their required training inspections. During this grace

period, students will be required to pay \$50 per inspection. **If, after nine (9) months from the time access was granted to the Field Training Online Scheduler, the student has not completed the required 40 hours of unpaid field-based inspections, they will be removed from the program.** If students are removed from the program for any reason, they must reapply to reenter the program as a new student. Any requests for extensions must be made in writing prior to the end of the three (3) month grace period and will be reviewed on a case-by-case basis.

Please note that NJAHI® does not provide preferential treatment to any student when scheduling field training inspections. It is the student's responsibility to check SuperSaas daily and ensure their availability for field training inspections. **NJAHI® shall not be liable for any student's failure to attend field training inspections within their nine (9) month allotted time frame due to their unavailability.** This policy adheres to the state's guidelines and aims to be equitable and unbiased for all students, **allowing no exceptions.**

NJAHI® holds classes both in-person and online, and may take photos and audio/video recordings for educational and other purposes. These materials are NJAHI®'s property. By signing, you consent to being recorded, release NJAHI® from any liabilities, and waive rights to payment or inspection of these materials. If you wish to opt out, email NJAHI® at mail@nj-ahi.com before your first class.

If attending remotely, the STUDENT agrees not to operate any motor vehicles or machinery during the course. The STUDENT must participate from a quiet, distraction-free location. No photos or recordings are allowed, and all PowerPoint presentations remain the property of the NJ Academy of Home Inspectors. These materials cannot be published, copied, or disseminated without prior written approval from the NJAHI®.

The STUDENT acknowledged being afforded the opportunity to review the course catalog prior to signing this contract. The school catalog can be downloaded at <https://nj-ahi.com/school-catalog/> or a copy can be obtained by contacting NJAHI® at info@nj-ahi.com.

STUDENT acknowledges that prior to applying for a Home Inspector license under NJSA 48:868c(1), they must have a High School Diploma or GED. Additionally, STUDENT understands that US citizenship is required prior to applying for licensure as a Home Inspector and proof may be requested. STUDENT is also aware that a felony conviction may disqualify them from becoming licensed home inspectors.

The STUDENT, by signing this contract, affirms that this agreement and the school catalog contain all commitments made and that no other promises exist outside of these documents. The STUDENT confirms having read, understood, and agreed to all terms and conditions of this contract. The school's signature on this contract serves as official confirmation that the STUDENT is approved for the specified Program(s). This agreement becomes legally binding three business days after it is signed by both parties. The school will keep a copy of this agreement and will furnish the STUDENT with a copy for their records.

STUDENT's Signature

Date

School Official Signature

Date