

GENERAL ACADEMIC INFORMATION

Attendance Policy - Regular and punctual class attendance is expected. Your instructor may consider absences in determining your grade. Please see their syllabus and outline for information. The CFT attendance policy is as follows:

1-credit hour - 1 absence allowed 2-credit hours - 2 absences allowed 3-credit hours - 3 absences allowed.

No absences are permitted in classes which meet less than 5 times.

Insufficient Enrollment - CFT reserves the right to cancel courses and seminars due to insufficient enrollment. Generally you will be notified at least a week ahead if a class is cancelled. Your class will also be confirmed if it is a "go".

Repeating a Course - CFT students are permitted to repeat, at full cost, any course in which they receive a grade of D, F, or W. The grade that will appear on the transcript will be the one from the most recently completed course.

Textbooks - Textbooks are generally distributed at the first session of each class. If a student misses the first class, the student must pick up the textbook from the instructor. The cost of the textbook is not included in the cost of the class. Shipping and sales tax are also charged.

Student Grades - Instructors will mail grade cards to each student at the end of the classroom class. CFT will mail grade reports to the student and a copy to their manager at the end of a distance learning class. Classroom grades are mailed to each financial institution shortly after the end of each semester. Grades **cannot** be released over the telephone according to the Family Educational Rights and Privacy Act of 1974.

Refund and Withdrawal Policy - It is the student's responsibility to mail or fax a withdrawal letter to the CFT office. Contacting the instructor does not relieve the student from this responsibility. If a student withdraws from a **classroom class** 7 days or less from the start date, their bank will be billed a cancellation fee of \$50, plus the cost of the book plus tax and shipping. If a student withdraws after the first night of the class, their bank will be billed the retail cost of the book plus tax and shipping plus 40% of the tuition, less the cost of the book. There is no refund after the second class. There will be no exceptions. **No cancellations are accepted for seminars, webinars, computer classes, courses for less than 2-credits, self-paced online training, or assisted correspondence. A substitute may be sent in your place for all except self-paced online training.** If you cancel or transfer from an **AIB** instructor-led online course before the class begins and return the textbook to CFT, you are eligible for a 100% refund. Refunds will be made (less \$100 cancellation fee) if received within 10 business days from the course start date and the return of the textbook. You may request a transfer only once with a fee of \$100 after the start of the class. There are no refunds for cancellations received more than 10 business days after the start of the instructor-led class. Please note that you must register for an online class of least 7 days before the start date or a \$25 late fee will be charged. Contact us for **CFT's** instructor-led online course cancellation policy.

Registration Form - May be reproduced for additional use

PNC and First Financial Bank requires an additional internal form which can be obtained from your Human Resources Department.

Fax to: 513-621-5448. Please call 513-621-8408 to verify that we have received your fax.

Participant Name _____ SSN (last 4 digits only) _____

Bank _____

Bank Address (including mail location) _____

City _____ State _____ Zip _____

Work Phone _____ Cell Phone _____ Fax _____

Email _____ Cost Center _____

By providing fax and email information, you are giving CFT permission to confirm this registration and to send periodic curriculum updates to you.

Course format I am registering for: Instructor-led online Self-paced online
 Class room Webinar Assisted Corr.

Course Title	Instructor, if applicable	Dates

What are your educational goals? _____

This registration cannot be processed unless all requested information is provided. I authorize the release of my grades to my employer's Director of Personnel or designated representative and to ABA. This information will be treated as part of my confidential personnel file. If I am submitting payment with a personal credit card or check my grades will not be released to my bank. I have read and understand CFT's withdrawal policies.

Student Signature _____ Date _____

Manager/Supervisor Signature (required for processing) _____ Date _____

Manager/Supervisor telephone number _____ Manager/Supervisor email _____

Payment Options Credit Card Bill my bank Check enclosed

Type of Credit Card: _____ Credit Card Number: _____

Expiration Date: _____ Name on Credit Card: _____