

**SUBURBAN ACADEMY OF LAW ENFORCEMENT, INC.**

**CERTIFIED LETHAL WEAPONS TRAINING**

LICENSED BY THE PENNSYLVANIA STATE BOARD OF PRIVATE LICENSED SCHOOLS

APPROVED BY THE PENNSYLVANIA STATE POLICE

**STUDENT ENROLLMENT AGREEMENT**

PLEASE TYPE OR PRINT CLEARLY

Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Area Code + Number)

Social Security Number \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Email address \_\_\_\_\_

Present Position \_\_\_\_\_

Name of Employer \_\_\_\_\_

**CHECK PROGRAM DESIRED:**

Lethal Weapons Course (40 Hours) With Firearms----- ( )

Lethal Weapons Course (26 Hours) Without Firearms----- ( )

Recertification----- ( )

Do you Own Your Own Firearm? No \_\_\_\_\_ Yes \_\_\_\_\_ What Caliber? \_\_\_\_\_

Make and Model \_\_\_\_\_ Serial Number \_\_\_\_\_

Class Starting Date \_\_\_\_\_ Class Completion Date \_\_\_\_\_

**\*\*CLASSES ARE HELD AT THE YMCA OF GREATER PITTSBURGH  
PENN HILLS BRANCH 11817 FRANKSTOWN ROAD  
PITTSBURGH, PA 15235  
(SEE ENCLOSED MAP)  
NO FIREARMS ARE PERMITTED IN THE CLASSROOM**

**TUITION CHARGES:**

The tuition for the Lethal Weapons Course With Firearms is \$435.00.

The tuition for the Lethal Weapons Course Without Firearms is \$290.00.

Payment is due on the first day of class.

PA State Police and FBI fees are NOT included in the tuition.

A deposit of \$25.00 is required which will be applied to the tuition.

**RETURN YOUR COMPLETED APPLICATION AND DEPOSIT TO:**

**SUBURBAN ACADEMY OF LAW ENFORCEMENT, INC.**

**P.O. Box 17169**

**Pittsburgh, PA 15235**

## **REFUNDS AND WITHDRAWAL POLICY**

If the student cancels his/her registration prior to the beginning of classes, all monies paid shall be refunded. If a student enters training and withdraws or discontinues prior to completion, the refund will be calculated as follows:

- 1) For a student completing up and including 10% of the total clock hours, the school will refund 90% of the total cost of the program.
- 2) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school will be 55% of the total cost of the program.
- 3) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school will be 30% of the total cost of the program.
- 4) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

**RETURN OF REFUND:** The school shall make the appropriate refund within 30 days of the date the student fails to enter or terminates training.

## **SCHOOL POLICIES**

The following academic rules and standards are expected to be observed and attained by the trainees:

- 1) 100% attendance is required, unless sickness and poor health are shown to be the cause of a reasonable amount of absenteeism. Should trainee become ill, he/she should attempt to notify the Academy that he/she cannot attend the class(es). He/she will be responsible for completing the module he/she missed.
- 2) The trainee shall be prompt in all activities of the Academy.
- 3) The trainees are expected to actively participate in all activities of the Academy.
- 4) All trainees are required to attain satisfactory levels of achievement set forth below:
  - a. Score on written course examination of at least 70%
  - b. Qualifying firearm score of at least 75%
- 5) At the completion of the Academy class, the trainees will receive two percentages:
  - a. Examination Score – 70% required for passing
  - b. Firearms Score – 75% required for passing

It is necessary to pass with the minimum percentage as stated above on the written test and firearms qualification to qualify for issuance of the ACT 235 certification. You can elect to qualify for ACT 235 certification WITHOUT firearms if you fail to achieve the minimum score of 75% on range qualification.
- 6) At the successful completion of the course, a certificate will be awarded.

## **PLEASE RETURN THE ENROLLMENT FORM AS SOON AS POSSIBLE**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**LICENSURE:**

Licensed by the Pennsylvania State Board of Private Licensed Schools.

**TYPE OF AWARD:**

At the completion of the course, a certificate will be awarded.

**REFUND OF REGISTRATION FEE:**

The application or registration fee is fully refundable if the student requests cancellation within five (5) calendar days after signing the enrollment agreement.

**EMPLOYMENT ASSISTANCE:**

**THE SUBURBAN ACADEMY OF LAW ENFORCEMENT, INC. DOES NOT GUARANTEE EMPLOYMENT.**

**COMPLAINT PROCEDURE:**

**The school is licensed by the Pennsylvania State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the Director of the school or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.**

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**I have received and read a copy of the catalog and enrollment agreement. The enrollment agreement is not binding until it is accepted by a representative of the school.**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

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**DO NOT WRITE BELOW THIS LINE-ACADEMY USE ONLY**

Academic Grade \_\_\_\_\_ Range Score (Raw) \_\_\_\_\_ % \_\_\_\_\_

PSP Grades and \$30.00 Certification Fee Submitted \_\_\_\_\_  
Date