

# ENROLLMENT AGREEMENT

HAZMATEAM, INC. 12 Kimball Hill Rd, Hudson, NH 03051 (Corporate)

HAZMATEAM, INC. 20 Torrice Drive, Woburn, MA 01801 (Satellite)

P 603 882 1112, F 603 882 6512

[hazmateam@earthlink.net](mailto:hazmateam@earthlink.net)

[www.hazmateam.com](http://www.hazmateam.com)

NOTE: YOU MUST BE 18 YEARS OLD TO ATTEND CLASSES AT HAZMATEAM, INC.

I AM AT LEAST 18 YEARS OLD (INITIAL APPROPRIATE RESPONSE): YES \_\_\_\_\_ No \_\_\_\_\_

IF YOU ARE NOT 18 YEARS OLD CONTACT LEO TRAVERSE AT 603 882 1112 OR LEO@HAZMATEAM.COM

STUDENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROGRAM NUMBER \_\_\_\_\_ AND COURSE NAME FROM LIST BELOW: \_\_\_\_\_

DATE COURSE BEGINS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ FROM COURSE CALENDAR

DATE COURSE ENDS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ FROM COURSE CALENDAR

Please Check course/program and note <u>clock times</u> :	Entrance Requirement(s)	Tuition	Non-Refundable Administrative Fees	Total Cost of Program	Additional Expenses For each class like books, supplies or other charges.
<input type="checkbox"/> 1) (ER40) - OSHA/EPA EMERGENCY RESPONSE INITIAL 40 HRS - FIVE DAYS MONDAY-FRIDAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$750.00	0	\$750.00	0
<input type="checkbox"/> 2) (SITE40) - OSHA/EPA HAZWOPER SITE OPERATIONS INITIAL 40 HRS - FIVE DAYS MONDAY-FRIDAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$750.00	0	\$750.00	0
<input type="checkbox"/> 3) (ER24) - OSHA EMERGENCY RESPONSE TECHNICIAN INITIAL 24 HRS - THREE DAYS MONDAY-WEDNESDAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$600.00</b>	0	\$600.00	0
<input type="checkbox"/> 4) (EROPS) - OSHA EMERGENCY RESPONSE OPERATIONS INITIAL/REFRESHER	Able to read and write English at 12 <sup>th</sup> grade level. If refresher prior	<b>\$350.00</b>	0	\$350.00	0

8 HRS - ONE DAY 8:00 AM-5:00 PM	training required				
<input type="checkbox"/> 5) (ERREF) - OSHA EMERGENCY RESPONSE REFRESHER 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level Prior emergency response training.	<b>\$350.00</b>	0	\$350.00	0
<input type="checkbox"/> 6) (SITE8) - OSHA HAZWOPER SITE OPERATIONS REFRESHER 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level Prior emergency response site worker training.	<b>\$350.00</b>	0	\$350.00	0
<input type="checkbox"/> 7) (IC) - INCIDENT COMMAND 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$429.00</b>	0	\$429.00	0
<input type="checkbox"/> 8) (DOT24) - US DOT HAZARDOUS MATERIALS REGULATIONS (49 CFR) GROUND TRANSPORTATION INITIAL 24 HRS - THREE DAYS 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$750.00</b>	0	\$750.00	0
<input type="checkbox"/> 9) (DOT16) - US DOT HAZARDOUS MATERIALS REGULATIONS (49 CFR) GROUND TRANSPORTATION INTERMEDIATE REFRESHER 16 HRS - TWO DAYS 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level  Prior DOT training	<b>\$535.00</b>	0	\$535.00	0
<input type="checkbox"/> 10) (DOT8) - US DOT HAZARDOUS MATERIALS REGULATIONS (49 CFR) GROUND TRANSPORTATION ADVANCED REFRESHER 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level  Prior DOT training	<b>\$399.00</b>	0	\$399.00	0
<input type="checkbox"/> 11) (DOTFS) - DOT MANIFESTING AND FUNCTION SPECIFIC (49 CFR) GROUND TRANSPORTATION 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$399.00</b>	0	\$399.00	0
<input type="checkbox"/> 12) (ICE) DRY ICE SHIPPED WITH OR WITHOUT DANGEROUS	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$199.00</b>	0	\$199.00	0

GOODS. 4 HRS. ½ DAY. 8:00AM-12:00PM					
<input type="checkbox"/> 13) (EHS) ENVIRONMENTALLY HAZARDOUS MATERIALS CLASSIFICATION, PACKAGING AND SHIPPING. 4 HRS. ½ DAY. 8:00 AM-12:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$299.00</b>	0	\$299.00	0
<input type="checkbox"/> 14) (AIR24) - INTERNATIONAL AIR SHIPPING INITIAL 24 HRS - THREE DAYS. 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level  DOT ground course recommended be fore taking this class	<b>\$749.00</b>	0	\$749.00	STUDENTS MUST HAVE A COPY OF THE IATA BOOK OR AIR SHIPPER WHICH IS PURCHASED THROUGH AN <b><u>OUTSIDE VENDOR</u></b> LIKE LABELMASTER (AIR SHIPPER \$135.00/BOOK, IATA \$350.00/ BOOK)
<input type="checkbox"/> 15) (AIR16) - INTERNATIONAL AIR SHIPPING REFRESHER 16 HRS - TWO DAYS. 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level  Prior Air training	<b>\$499.00</b>	0	\$499.00	STUDENTS MUST HAVE A COPY OF THE IATA BOOK OR AIR SHIPPER WHICH IS PURCHASED THROUGH AN <b><u>OUTSIDE VENDOR</u></b> LIKE LABELMASTER (AIR SHIPPER \$135.00/BOOK, IATA \$350.00/ BOOK)
<input type="checkbox"/> 16) (IMDG16) - WATER TRANSPORTATION OF DANGEROUS GOODS (IMDG) INTERNATIONAL MARITIME SHIPMENTS OF DANGEROUS GOODS INITIAL/REFRESHER - 16 HRS - TWO DAYS. 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level  DOT training required for this course	<b>\$599.00</b>	0	\$599.00	STUDENTS MUST HAVE A COPY OF THE IMDG BOOK WHICH IS PURCHASED THROUGH AN <b><u>OUTSIDE VENDOR</u></b> LIKE LABELMASTER (ABOUT \$300.00)
<input type="checkbox"/> 17) (IMDG8) - WATER TRANSPORTATION OF DANGEROUS GOODS (IMDG) INTERNATIONAL MARITIME SHIPMENTS OF DANGEROUS GOODS ADVANCED REFRESHER - 8 HRS - ONE DAY 8:00	Able to read and write English at 12 <sup>th</sup> grade level  Prior IMDG training	<b>\$450.00</b>	0	\$450.00	STUDENTS MUST HAVE A COPY OF THE IMDG BOOK WHICH IS PURCHASED THROUGH AN <b><u>OUTSIDE VENDOR</u></b> LIKE LABELMASTER

AM-5:00 PM					(ABOUT \$300.00)
<input type="checkbox"/> 8) (CSENTRY) - CONFINED SPACE ENTRANT/ATTENDANT 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$350.00</b>	0	\$350.00	0
<input type="checkbox"/> 19) (CSRESCUE) - CONFINED SPACE RESCUE 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level  Confined Space Training Required	<b>\$350.00</b>	0	\$350.00	0
<input type="checkbox"/> 20) (LQG8) - HAZARDOUS WASTE MANAGEMENT FOR LQG (LARGE QUANTITY GENERATORS) INITIAL/REFRESHER 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$450.00</b>	0	\$450.00	0
<input type="checkbox"/> 21) (SQG8) - HAZARDOUS WASTE MANAGEMENT FOR SQG AND VSQG (SMALL AND VERY SMALL GENERATORS) INITIAL/REFRESHER - 8 HRS - ONE DAY 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	<b>\$399.00</b>	0	\$399.00	0
<input type="checkbox"/> 22) (CONST10) OSHA 10 HOUR CONSTRUCTION: 29 CFR 1926 ALL PARTS AND SUBPARTS ALLOWED 2 DAYS. 10 HOURS 8:00 AM-2:30 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$199.00	0	\$199.00	0
<input type="checkbox"/> 23) (CONST30) OSHA 30 HOUR CONSTRUCTION: 29 CFR 1926 ALL PARTS AND SUBPARTS ALLOWED <b>(5) 6-HOUR DAYS OR (4) 7.5 HOURS DAYS. 8:00 AM-2:30 PM</b>	Able to read and write English at 12 <sup>th</sup> grade level	\$399.00	0	\$399.00	0
<input type="checkbox"/> 24) (INDUS10) - OSHA COMPLIANCE 10-HR GENERAL INDUSTRY SAFETY. 29 CFR 1910 ALL SUBPARTS ALLOWED. 2 DAYS. 10 HOURS 8:00	Able to read and write English at 12 <sup>th</sup> grade level	\$199.00	0	\$199.00	0

AM-2:30 PM					
<input type="checkbox"/> <b>25) (INDUS30) - OSHA COMPLIANCE 30-HR GENERAL INDUSTRY SAFETY.</b> 29 CFR 1910 ALL SUBPARTS ALLOWED. <b>30 HRS, (5) 6-HOUR DAYS OR (4) 7.5 HOURS DAYS. 8:00 AM-2:30 PM</b>	Able to read and write English at 12 <sup>th</sup> grade level	\$399.00	0	\$399.00	0
<input type="checkbox"/> <b>26) (GHS8) OSHA HAZARD COMMUNICATION: GLOBALLY HARMONIZED SYSTEM FOR MANAGERS</b> 1 DAY - 8 HOURS 8 AM-5 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$499.00	0	\$499.00	0
<input type="checkbox"/> <b>27) (GHS4) OSHA HAZARD COMMUNICATION: GLOBALLY HARMONIZED SYSTEM FOR EMPLOYEES AND SUPERVISORS</b> ½ DAY. 4 HOURS 8AM-12:00PM OR 1:00 PM TO 5:00PM	Able to read and write English at 12 <sup>th</sup> grade level	\$250.00	0	\$250.00	0
<input type="checkbox"/> <b>28) (CPR) CPR / FIRST AID INDUSTRIAL ADULT 4 HOURS. ½ DAY. 8AM-12:00PM OR 1:00 PM TO 5:00PM</b>	Speak English	\$125.00	0	\$125.00	0
<input type="checkbox"/> <b>29) (WWT) WASTE WATER TREATMENT OPERATOR EXAM PREPARATION</b> 24 HOURS - 6 WEEKDAY NIGHTS 3 PM-7 PM OR (3) 8 HOUR DAYS. 8:00 AM - 5:00 PM OR AS AGREED BY STUDENTS	Able to read and write English at 12 <sup>th</sup> grade level	\$799.00	0	\$799.00	0
<input type="checkbox"/> <b>30) (WWT4) GRADE 4 EXAM PREPARATION</b> <b>24 hrs.</b> 24 HOURS - 6 WEEKDAY NIGHTS 3 PM-7 PM OR (3) 8 HOUR DAYS. 8:00 AM - 5:00 PM OR AS AGREED BY STUDENTS.	Able to read and write English at 12 <sup>th</sup> grade level. Grade 2 level training	\$799.00	0	\$799.00	0

<input type="checkbox"/> 31) (LION) - <b>LITHIUM ION AND METAL BATTERY SHIPPING.</b> <b>8 HOURS, 1 DAY.</b> <b>8:00 AM- 5:00 PM</b>	Able to read and write English at 12 <sup>th</sup> grade level	\$399.00	0	\$399.00	0
<input type="checkbox"/> 32) DOT / RCRA (LQG) REFRESHER COMBO SPECIAL <b>16 hrs - 2 days. 8:00 AM-5:00 PM.</b>	Able to read and write English at 12 <sup>th</sup> grade level	\$699.00	0	\$699.00	0
<input type="checkbox"/> 33) DOT MANIFESTING AND FUNCTION SPECIFIC / RCRA (SQG/VSQG) COMBO SPECIAL <b>16 hrs - 2 days. 8:00 AM- 5:00 PM</b>	Able to read and write English at 12 <sup>th</sup> grade level	\$599.00	0	\$599.00	0
<input type="checkbox"/> 34) CONFINED SPACE ENTRY AND RESCUE COMBO SPECIAL 16 hrs - 2 days 8:00 AM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$599.00	0	\$599.00	0
<input type="checkbox"/> 35) (ELEC) ELECTRICAL SAFETY 4 HOURS 1/2 DAY. 8:00 AM-12:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$199.00	0	\$199.00	0
<input type="checkbox"/> 36) (NFPA) NFPA 70E ARC FLASH 4 HOURS 1/2 DAY. 1:00 PM-5:00 PM	Able to read and write English at 12 <sup>th</sup> grade level	\$199.00	0	\$199.00	0
<input type="checkbox"/> 37) ELECTRICAL SAFETY AND ARC FLASH COMBO 1 DAY. 8 HOURS. 8:00 AM - 5:00 PM.	Able to read and write English at 12 <sup>th</sup> grade level	\$299.00	0	\$299.00	0
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

CLOCK/CREDIT HOURS: CLOCK

PERIOD BEYOND WHICH LATE REGISTRATION WILL NOT BE ACCEPTED:

THE LAST WORKING DAY BEFORE CLASS



5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

## HAZMATEAM, INC. Student complaint procedure and form:

This form is to be used by students to initiate the formal complaint procedure. Students may seek the help of a staff member for assistance with the formal complaint procedure or call Leo Traverse at 603 882 1112. A student who believes their rights have been denied may seek resolution using the following procedure:

*Step 1:* Attempt an Informal problem resolution. If dissatisfied with the informal resolution process, complete/submit a Formal Student Complaint Form and send to Leo Traverse at 12 Kimball Hill Rd., Hudson, NH 03051  
[/leo@hazmteam.com](mailto:leo@hazmteam.com)

*Step 2:* HAZMATEAM, Inc will log in the complaint, send an e-mail to the student to acknowledge receipt within five (5) business days of receipt of the complaint.

*Step 3:* Upon receipt of the complaint, the Leo Traverse will review the complaint and determine what additional information is necessary to resolve the problem.

*Step 4:* After considering the complaint and related information, a decision as to the merits of the student’s complaint is made and notification to the student by e-mail as to the resolution within thirty (30) days of the filing of the complaint.

### **Informal Complaint/Problem Resolution Process:**

*This sections needs to be completed before filing a Formal Complain.* Contact the Instructor/person the complaint is about and inform them of the complaint.

When was the Informal Problem Resolution process completed? (Date) \_\_\_\_\_

Who did you speak with? \_\_\_\_\_ Title: \_\_\_\_\_

Did anyone assist you in this process? \_\_\_\_\_

### **Formal Complaint Process**

*This section is to be completed by the person filing the complaint, if dissatisfied after completing the informal process.* Describe what happened, why you are dissatisfied with the informal resolution effort, and how you would like the problem formally resolved. If more space is needed, please attach a type piece of paper. Please include as much detail as necessary (names, dates, etc.) and attach any documents needed. Formal complaints should be submitted as soon as possible.



Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Complaint Against: \_\_\_\_\_  
 Date of incident(s): \_\_\_\_\_ Location(s): \_\_\_\_\_  
 Details: \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Signature: \_\_\_\_\_  
 You may also complain to DPL at 617 727-5811; <http://www.mass.gov/dpl/schools>

Administrative Costs Equal: \$0

I have been provided a copy of the school’s catalogue and policies in a manner of my choosing and I am initialing my choice:

- \_\_\_ hard copy \_\_\_ USB \_\_\_ send via email \_\_\_ via Postal Service \_\_\_ Read only CD
  - \_\_\_ I will download the catalogue and policies from school’s website **at**
- www.hazmateam.com**

Student’s Initials

- \_\_\_ I understand this contract will not be in force and effect until signed by both myself and a school representative.
- \_\_\_ I have received a copy of the school’s complaint procedures policy as stated above.
- \_\_\_ I understand the refund policy as stated above.
- \_\_\_ I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.

This school is licensed by the Massachusetts Division of Professional Licensure’s Office of Private Occupational School Education. Any comments, questions, or concerns about this school’s license should be directed to: [occupational.schools@state.ma.us](mailto:occupational.schools@state.ma.us) or 617-727-5811.

STUDENT’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT STUDENT’S NAME: \_\_\_\_\_

SCHOOL OFFICIAL’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT SCHOOL OFFICIAL’S NAME: \_\_\_\_\_

I, the student, have received a completed and signed copy of this agreement on date: \_\_\_\_\_  
 \_\_\_\_\_(student’s initials)

IF A STUDENT IS UNDER THE AGE OF 18 YOU WILL BE ASKED TO CONTACT LEO TRAVERSE AT 603 882 1112 OR AT [LEO@HAZMATEAM.COM](mailto:LEO@HAZMATEAM.COM). YOU WILL NOT BE ALLOWED TO ATTEND THE COURSE IN WOBURN, MA.

PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT PARENT/GUARDIAN'S NAME: \_\_\_\_\_

**No contractual information is to appear below this point in the contract.**