



Professional Training Institution

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PTI STANDARD POLICY

Privacy Policy

Professional Training Institution collects and maintains a private database containing personal, student information for the purpose of reporting course completions to the State Insurance Departments for licensing and continuing education. PTI does not share any personal information. When calling PTI to register for classes, payment information is collected and deleted immediately after processing is completed. All Internet-based sales are processed through a secure payment gateway, which is PCI compliant. The PTI website uses a registered SSL for the checkout process.

Enrollment and Tuition

Students may enroll over the phone or using the form printed on the brochure any time prior to their selected class date. Tuition must be paid before the first day of class or a processing fee is added.

Life & Health Tuition	\$270.00	L/H Textbook - \$90.00
Property & Casualty Tuition	\$270.00	P/C Textbook - \$90.00
Continuing Education	\$90.00 - 8 CE hours	\$50.00 - 4 CE hours \$40.00 - 3 CE hours

Refunds

Tuition is fully refundable if withdrawal from the course occurs before the first day of class. If a student begins a pre-licensing course and is unable to complete it, he will be allowed to return for a make up class within 90 days at no extra charge. Tuition is not refundable for this situation. If a student fails his state insurance examination, or needs to review for the exam the student may retake a regularly scheduled course at no extra charge within 90 days. For continuing education courses, if the student cancels prior to the class date, his tuition may be refunded or applied to another course within 12 months from the date of the canceled course.

Student Conduct

Students are expected to behave in a socially acceptable manner. Education of the student is of primary importance to PTI. If a student's behavior is deemed disruptive to the other students in class, there will be a private consultation between the student and instructor to try to solve the problem before it escalates. If more than a reprimand is necessary, the president of the school will be consulted. If the problem persists, PTI reserves the right to separate or, if necessary, dismiss said student from the class. If dismissal occurs, a full and immediate refund of all monies will be issued, minus the cost of books. It should be made clear that Professional Training Institution is not interested in releasing any student and every attempt will be made on our part to offer complete and professional services.

Visit our website @ www.ptischool.com