

Enrollment Policies

NIT courses are available to any student that meets our eligibility requirements. Potential students will be asked to complete an application. A \$25 non-refundable application fee will be required. When the application is signed and returned to the Admissions Office, the staff will discuss tuition and fees and potential funding sources that may be available. All applicants will be contacted within two business days of application submission.

For vocational training programs, students must obtain a Federal Motor Carrier Safety Association/Department of Transportation (FMCSA/DOT) or a DOT equivalent drug test and a DOT physical or Pre-Participation physical based on the applicable program. Applicants must be able to fulfill all program prerequisites in order to be eligible for enrollment. Please see specific requirements for each individual program.

Program costs cover the total costs of tuition and course materials. **Additional costs not included in this price are, but not limited to: drug test and physicals, CDL permit and licensing fees, transportation, room and board, child care, etc. It is the applicant's responsibility to secure funding or provide payment for tuition and any training related costs.** To be enrolled in a program, 25% of the total cost of tuition is required, and full payment is expected within 10 days prior to the start of any vocational program unless other arrangements have been made. For applicants who are working with the State of Alaska, Department of Veteran Affairs, Alaska Student Loan Program, Native corporations for scholarship funds, or other third party funders, written notification of full funding must be received 10 days prior to the start of class. It is the applicant's responsibility to contact their funding agencies. There are no provision for partial payment of fees.

A \$30 non-refundable fee will be charged for all checks returned for non-sufficient funds. Before attending class, this fee and the amount of the check must be paid to NIT by money order, cashier's check, or in cash.

Once an applicant is enrolled into a program but prior to the beginning of that program, our cancellation policy will apply. A \$100 withdrawal fee will be deducted from one's total refund from any prepayment for administrative costs incurred by an applicant's program withdrawal.

If a refund is due after tuition and fees have been paid once a program has begun, the refund policy will apply.