



# MSCA Electronic Systems Technician (EST) Course Enrollment Agreement

Massachusetts Systems Contractors Association, Inc.

*"Representing and Educating the Electronic Systems Industry since 1978"*

1 Merchant Street, Suite 112 - Sharon MA 02067

(T) 781-784-2102 - (F) 781-784-2909

Email: [office@msca-systems.org](mailto:office@msca-systems.org) - Website: [www.msca-systems.org](http://www.msca-systems.org)

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

COMPANY NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL (REQUIRED): \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

## ENTRANCE REQUIREMENTS:

- YEAR 1 – HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT AND INDIVIDUAL MUST BE AT LEAST 18 YEARS OF AGE OR OLDER TO ENROLL
- YEAR 2 – SUCCESSFUL COMPLETION OF YEAR 1

**REGISTRATION DEADLINE:** ONE WEEK BEFORE COURSE BEGINS

## CLOCK HOURS: 312 TOTAL HOURS

- YEAR 1: 156 HOURS
- YEAR 2: 156 HOURS

## COURSE INFORMATION:

- COURSE LOCATIONS, SHARON MA AND LOWELL MA
- STUDENTS ARE REQUIRED TO ATTEND 1 NIGHT OF CLASSROOM INSTRUCTION PER WEEK
- THIS COURSE RUNS FOR 39 WEEKS
- COURSE HOURS ARE 5:30PM-9:30PM

**PROGRAM LOCATIONS AND STARTING DATES: 2025 - 2026 SCHOOL YEAR (PLEASE CHECK ONE)**

- YEAR 1 –  
CHOOSE ONE LOCATION: ☐ MAMMOTH FIRE, LOWELL MA – 9/2/25 (TUESDAY) OR ☐ MSCA OFFICE, SHARON MA – 9/3/25 (WEDNESDAY)
- YEAR 2 –  
CHOOSE ONE LOCATION: ☐ MAMMOTH FIRE, LOWELL MA – 9/10/25 (WEDNESDAY) OR ☐ MSCA OFFICE, SHARON MA – 9/9/25 (TUESDAY)

**CHART OF COSTS AND PAYMENT METHODS PER YEAR (PRICES SUBJECT TO CHANGE)**

*MSCA Membership Status	Total Cost Per Year	Method of Payment	Administrative Fee	Materials Fee	Tuition Per Year	Total Due with Enrollment	Discounts	Adjusted Total Charges	Payment Due on the 15 <sup>th</sup> of next 8 months	Payment Method (Check One)
Member	\$2,345	Paid in Full	\$50	\$775	\$1,520	\$2,345	None	\$2,345	\$0	
Member	\$2,610.87	9 Monthly Payments	\$50	\$775	\$1,785.87 (\$198.43/Month x 9 months)	\$1,023.43	None	\$1,023.43	\$198.43	
Non-Member	\$3,065	Paid in Full	\$50	\$775	\$2,240	\$3,065	None	\$3,065	\$0	
Non-Member	\$3,325.92	9 Monthly Payments	\$50	\$775	\$2,500.92 (\$277.88/month x 9 months)	\$1,102.88	None	\$1,102.88	\$277.88	

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

**\*MATERIALS FEE INCLUDES: COURSE CODE BOOKS (LEVEL ONE ONLY), CURRENT EDITION OF NATIONAL ELECTRICAL CODE (NEC) BOOK WITH AMENDMENTS, NATIONAL FIRE ALARM CODE BOOK (NFPA 72) AND NATIONAL ELECTRICAL CODE (NEC) BOOK TABS) & CURRICULUM BOOK, ELECTRONIC SYSTEMS TECHNICIAN LEVEL I OR II TRAINEE GUIDE.**

PAYMENT METHOD: ☐ CASH ☐ CHECK ☐ CREDIT CARD (PLEASE COMPLETE INFORMATION ON PAGE 3)

## MONTHLY PAYMENT OPTION:

- ☐ AUTOMATIC CREDIT/DEBIT CARD CHARGED ON THE 15<sup>TH</sup> OF EACH MONTH (FOR 8 MONTHS)
- ☐ CHECK (MUST BE RECEIVED BY THE 15<sup>TH</sup> OF EACH MONTH FOR 8 MONTHS)

**CLASS CANCELLATION POLICY:** We reserve the right to cancel a class if the minimum enrollment of 20 students is not met. In that event a full refund will be issued to all enrollees.



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## REFUND LAW: (AS PER M.G.L. CHAPTER 255, SECTION 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days (no later than 8/26/25) you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount: \$2,345.00 or \$1,023.43 (Member Rate) or \$3,065.00 or \$1,102.88 (Non-Member Rate)
3. If you subsequently terminate this agreement prior to the commencement of the program (no later than 9/2/25), you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$2,295.00 or \$973.43 (Member Rate) or \$3,015.00 or \$1,052.88 (Non-Member Rate)
4. If you terminate this agreement during the first quarter of the program (First Quarter: 9/2/25 – 11/15/25), you will receive a refund of at least seventy- five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$1,090.00 (Member Rate) or \$1,630.00 (Non-Member Rate)
5. If you terminate this agreement during the second quarter of the program (Second Quarter: 11/16/25 – 1/15/26), you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$710.00 (Member Rate) or \$1,070.00 (Non-Member Rate)
6. If you terminate this agreement during the third quarter of the program (Third Quarter: 01/16/26 – 03/15/26), you will receive a refund of at least twenty- five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$330.00 (Member Rate) or \$510.00 (Non-Member Rate)
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 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. (Fourth Quarter: 3/16/26 – 5/31/26. Refund Amount: Not Applicable)

## ADMINISTRATIVE COSTS EQUAL \$ 50.00

Any changes, addendums, or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR 15.04.

You have the right to cancel this enrollment contract before the completion of five school days or five percent of this Program, or course, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies or equipment. Refund Amount: You will receive a refund of at least seventy- five percent of the tuition, less the actual reasonable administrative costs and materials. The MSCA does not refund books and course supplies in the event that you begin our course and do not complete.

You have the right to cancel this enrollment contract if a school allows you to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the School shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

This School is licensed by the Massachusetts Division of Occupational Licensure's, Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov) or (617) 701-8719.

I have been provided a copy of the School's Catalog and Policies in a manner of my choosing and I am initialing my choice:

\_\_\_\_\_ hard copy \_\_\_\_\_ I will download the catalog and policies from school's website at: [www.msca-systems.org](http://www.msca-systems.org)

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.
- \_\_\_\_\_ 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.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT STUDENT' NAME: \_\_\_\_\_

SCHOOL OFFICIAL'S SIGNATURE: Jessica A. Nelson DATE: \_\_\_\_\_

PRINT SCHOOL OFFICIAL'S NAME: Jessica A. Nelson

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



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### **CREDIT CARD INFORMATION**

CREDIT CARD TYPE: ☐ **MASTERCARD** ☐ **VISA** ☐ **AMERICAN EXPRESS**

CREDIT CARD NUMBER: \_\_\_\_\_

NAME ON CREDIT CARD: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

BILLING ZIP CODE (REQUIRED): \_\_\_\_\_

TOTAL AMOUNT CHARGED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**MSCA – EST – Level Two Course Calendar**  
**Lowell MA & Sharon MA (2025-2026) School Year**

Week	Date	Topic	Date
	<b>Sharon (Tuesday)</b>		<b>Lowell (Wednesday)</b>
1	9/9/25	Level 1 - Review Exam (1)	9/10/25
2	9/16/25	Cable Selection 1	9/17/25
3	9/23/25	Voice & Data 2	9/24/25
4	9/30/25	Voice & Data 2	10/1/25
5	10/7/25	Cable Selection 2	10/8/25
6	10/14/25	Fiber 1	10/15/25
7	10/21/25	Fiber 2	10/22/25
8	10/28/25	Intrusion 1	10/29/25
9	11/4/25	Intrusion 2	11/5/25
10	11/11/25	Intrusion 3	11/12/25
11	11/18/25	Review Exam (2)	11/19/25
	11/25/25	<b>Thanksgiving Break</b>	11/26/25
12	12/2/25	Network 1	12/3/25
13	12/9/25	Network 2	12/10/25
14	12/16/25	Network 3	12/17/25
	12/23/25	<b>Holiday Break</b>	12/24/25
	12/30/25		12/31/25
15	1/6/26	Fire Alarm 1	1/7/26
16	1/13/26	Fire Alarm 2	1/14/26
17	1/20/26	Fire Alarm 3	1/21/26
18	1/27/26	Review & Midterm Exam	1/28/26
19	2/3/26	Review of Midterm Exam	2/4/26
20	2/10/26	Fire Alarm 4	2/11/26
21	2/17/26	Audio 1	2/18/26
22	2/24/26	Audio 2	2/25/26
23	3/3/26	Audio 3	3/4/26
24	3/10/26	Fire Alarm 5	3/11/26
25	3/17/26	Rack Assembly	3/18/26
26	3/24/26	System Comm & User Training	3/25/26
27	3/31/26	Review Exam (3)	4/1/26
28	4/7/26	Access 1	4/8/26
29	4/14/26	Access 2	4/15/26
30	4/21/26	Maint & Repair 1	4/22/26
31	4/28/26	NFPA 72 Code	4/29/26
32	5/5/26	Vid 1	5/6/26
33	5/12/26	Vid 2	5/13/26
34	5/19/26	Maint & Repair 2	5/20/26
35	5/26/26	Maint & Repair 3	5/27/26
36	6/2/26	Fire Alarm 6	6/3/26
37	6/9/26	Review for Final Exam (1)	6/10/26
38	6/16/26	Review for Final Exam (2)	6/17/26
39	6/23/26	Final Exam	6/24/26