



MSCA License Renewal Course (LRC)
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 - Website: www.msca-systems.org

COURSE ID: LRC-101

STUDENT NAME: _____

COMPANY NAME: _____

HOME ADDRESS: _____ CITY: _____ ST: _____ ZIP CODE: _____

EMAIL (REQUIRED): _____ CELL PHONE: _____

ENTRANCE REQUIREMENTS: C AND/OR D LICENSE

REGISTRATION DEADLINE: TWO WEEKS BEFORE CLASS BEGINS

CLOCK HOURS: 15 HOURS TOTAL

C LICENSE NUMBER: _____ D LICENSE NUMBER: _____

PROGRAM LOCATIONS AND STARTING DATES:

(PLEASE CHOOSE ALL THAT APPLY)

2022 – 2025 CODE CYCLE	DATE / START TIME	LOCATION	
MODULE I: 25/123	Oct. 16, 2025 / 3:00PM-8:00PM	Online via Zoom w/ Mark Rodrigues	0
MODULE II: 25/223	Oct. 23, 2025 / 3:00PM-8:00PM		0
MODULE III: 25/322	Oct. 30, 2025 / 3:00PM-8:00PM		0
MODULE 15HR:			0

CHART OF COSTS AND PAYMENT METHODS PER YEAR – Prices Subject to Change

*MSCA or NSCA Membership Status	Total Cost Per Module	Total Cost 15 Hour	Method of Payment	Tuition per Year	Total Due with Enrollment	Discounts	Adjusted total Charges	Payment Method (Check One)
MEMBER	\$125	\$285	PAID IN FULL	\$285	\$285	NONE	\$285	
NON-MEMBER	\$155	\$345	PAID IN FULL	\$345	\$345	NONE	\$345	

ESTIMATE OF ADDITIONAL EXPENSES TO BE INCURRED BY STUDENT: NONE

*MSCA – MASSACHUSETTS SYSTEMS CONTRACTORS ASSOCIATION, INC., NSCA – NATIONAL SYSTEMS CONTRACTORS ASSOCIATION

Course Materials & Policies:

REQUIRED: NEC 2023 & NFPA 72 2019 (The State Board of Examiners of Electricians requires attendees to bring the NEC 2023 to the course). MSCA has copies available for \$165.00 each (our books contain the Massachusetts Amendments).

Copies must be ordered in **ADVANCE**.

Recommended but not required: 780 CMR 9th Edition and NFPA 720 2009

To Purchase the Required Books, please complete the below section:

_____ NEC 2023 (\$165.00/Book) _____ NFPA 72 2019 (\$165.00/Book) _____ NEC 2023 TABS (\$35/SET)

TOTAL AMOUNT ENCLOSED: _____ **FYI: If books have been requested -
Please add \$22.95 for S/H. Thank You!**

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



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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.

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 you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount: \$125.00 or \$285.00 (Member Rate) or \$155.00 or \$345.00 (Non-Member Rate)
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: \$75.00 or \$235.00 (Member Rate) or \$105.00 or \$295.00 (Non-Member Rate)
4. If you terminate this agreement during the first quarter of the program, 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: Not Applicable
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. Refund Amount: Not Applicable
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. Refund Amount: Not Applicable
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.

Administrative Costs Equal: \$50.00 Registration Fee

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. Refund Amount: Not Applicable
10. Pursuant to 230 CMR 15.04, you have the right to cancel this enrollment contract before the completion of five school days or 5% of this program, 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. If you begin participation in a program while an initial award for financial aid, including student loans, is pending, and are subsequently denied some or all of that student loan or financial aid amount, you may terminate the enrollment agreement with a full refund of all monies paid, less actual reasonable administrative costs. For the purpose of this policy, actual reasonable administrative costs is defined under M.G.L. c. 225, 13K (7)

ADMINISTRATIVE COSTS EQUAL \$ 50.00

This School is licensed by the Massachusetts Division of Occupational Licensure, Office of Private Occupational School Education. Any Comments, questions, or concerns about this school's license should be directed to occupational.schools@mass.gov or (617) 701-8719, dial "0"

Student's Initials:

- _____ 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. Donovan DATE: _____

PRINT SCHOOL OFFICIAL'S NAME: Jessica A. Donovan



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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: _____