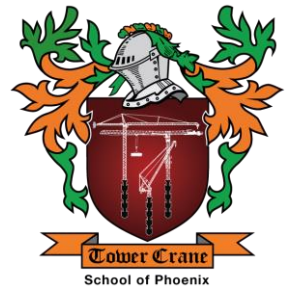


MANDATORY REQUIREMENTS ACKNOWLEDGEMENT FORM



Dear Student:

Thank you for choosing the Tower Crane School of Phoenix (TCSP) for your crane training needs. In order to make your experience with us as smooth as possible, please review the following mandatory requirements in preparation for attending the school:

1. Payment: due to the popularity of the TCSP course offerings and the limited class sizes, a \$1,000 deposit is required within seven (7) calendar days of student enrollment in order to hold a student's class slot. The balance of the tuition may be handled as follows:

- Money order or cashiers check no later than the first day of class.
- Personal check received by the school no later than 7 days before the scheduled class start to allow payment to clear prior to class start.
- MasterCard/Visa payments may be made by phone

2. Cancellations/Withdrawals: Due to the length of the School's training classes, late student cancellations/withdrawals make it very difficult for late class opening's to be refilled. If a Student cancellation/withdrawal occurs less than seven (7) calendar days from the scheduled class start and the TSCP is unable to fill this open slot, the student's deposit will be non-refundable.

3. Educational Documents: All students must bring a copy of their high school diploma or G.E.D. to the class. Students unable to provide this documentation can request an "Ability to Benefit" test from the School; passing this test will fulfill State requirements for educational documentation.

4. Medical Documents: All students must provide a medical clearance form or D.O.T. card upon arrival at the School. A medical clearance form may be downloaded at <http://www.nccco.org/docs/default-source/handbooksforms0713/physicalexamform-instructions0713.pdf?sfvrsn=2> , or can be e-mailed or faxed at the student's request.

5. Clothing Requirements: students need to arrive at class with long pants, boots, work gloves and a hard hat. Hard hats are available at the School if the student is unable to bring this item.

6. Return of the "Mandatory Requirements Acknowledgement Form" seven (7) calendar days prior to class start.

Please review the preceding carefully. Your signature below will serve as acknowledgment of receipt and understanding of these requirements.

The Tower Crane School of Phoenix looks forward to a successful training experience with you. For further information, go to www.towercraneschoolphoenix.com or feel free to contact me at (480) 993-3302.

Respectfully,
Tower Crane School of Phoenix

Jennifer Meadows
Office Manager

Received/Acknowledged by: (Printed name & Signature)

Date

Mailing/Training Yard Address: 3620 S. 40th Street, Phoenix, AZ 85040
480-993-3302 – Office 602-926-8886 - Fax