Center for Defense and Homeland Security
Registration Form

Please PRINT and FILL in completely

- Scan and email the completed application to: 1200 Murchison Road, Fayetteville, NC 28301 Attn: CDHS, or e-mail to mdohrman@uncfsu.edu
- Make all checks payable to: Fayetteville State University Cybersecurity Academy
- Please do not e-mail credit card information.

Today's Date: _____

Student Information

First Name:	Last Name:	
Employer:	Role/Title:	
Please indicate your address as your "shipping address"		
Street Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Email:	Social Security #:	

Course Information

Course Title(s)	Start Date	End Date	Price
Certificate in Cyber Foundations Which includes 3 classes following	Aug 6, 2019	Oct 18, 2019	$5,750 package price
CompTIA A+	Aug 6, 2019	Sept 6, 2019	Included in package price
CompTIA Network+	Sept 10, 2019	Sept 27, 2019	Included in package price
CompTIA Security+	Oct 1, 2019	Oct 18, 2019	Included in package price

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Prior Education

Please list your previous college/university experience including: Name of Institution, Dates Attended, and Degree/Certificates earned. You will be required to submit transcripts for all institutions attended. **If you have no college/university experience, you must submit your high school transcripts in lieu of college/university transcripts.**

Name of Institution	Address of Institution	Dates Attended	Degree/Certificate Earned

Payment Information – Select one Check Box

☐ Cash/Payment Plan   ☐ Check ☐ GI Bill   ☐ Workforce Investment Act (RESCARE)

☐ Other (Sallie Mae Loan, etc.)

General Information and Registration Policies

The below summarizes FSU's general information and registration policies. By registering, you acknowledge that you meet any prerequisites listed for the course.

1. **Student Payment Responsibility:** All students registering for classes with the FSU CDHS Cybersecurity Academy accept personal responsibility for all financial obligations. In the event of a loan, or employee-sponsored registration, the student will be held responsible for payment in full in the event that the sponsoring organization does not make payment to FSU CDHS Cybersecurity Academy in a timely manner.

2. **Classes:** Enrollment is on a first come first served voluntary basis. All classes are subject to space availability. Enrollment is not guaranteed. All start dates are tentative and classes run based on adequate enrollment. Classes may be postponed, rescheduled, extended or cancelled at FSU CDHS's sole discretion. Students will be notified of all class changes and cancellations.

3. **Disenrollment/Cancellation and Refund Policy:** The cancellation and refund policy is as follows:

Disenrollment:
When a student accumulates too many absences, the student will be in danger of disenrollment from the course they are participating in. **A student will be issued a written warning when they are approaching 5 absences for Cyber Foundations Course and 4 absences for either Cybersecurity Course. Students who exceed the above numbers will be given written notification of disenrollment.**

Refund Policy:
For students using VA benefits, the "Pro Rata" Refund Policy will be applied in accordance with 38 US Code section 3676 (titled "approval of nonaccredited courses"). When a VA student **under any VA chapter withdraws,** or does not enroll, or is disenrolled after paying for courses, in whole or in part: The refund for the VA Student will be calculated separately and without regard to any refund that may be due from other sources. The above Pro Rata Refunds will be calculated and applied as follows:
- Calculate the number of clock hours the student completed
- Divide the completed clock hours by the total approved clock hours
- Example: A program is approved for 200 total clock hours & costs $7,500. The student completed 75 total clock hours:

75/200 = 0.375 or 38% $7,500 x 38% = $2,850
The school refunds $4,650 to the student   The school keeps $2,850

Any debt with VA is the student's responsibility unless the student never showed up for any classes, or the student showed up for only the first day of class and then stopped attending.

The following Refund Policy Applies to **all other students who are not using any VA chapter benefits:**

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Date of Cancellation/Disenrollment	% of Refund to the Student
Prior to the start of the program	100%
0% - 10% of the start of the program	75%
10% - 20% of the start of the program	50%
More than 20% of the start of the program	0

Note that this chart represents the percentage that the FSU CDHS is responsible for and what students are responsible for in regards to refunds. For civilians and other students who paid out of pocket or through any non-VA program, you must contact with the CDHS immediately upon notification of disenrollment to make arrangements to pay FSU for any refunds due to the CDHS. If FSU owes refunds to students in this category, the CDHS will ensure the student is refunded in an expeditious manner, but no more than 30 days from initial disenrollment. If an applicant is rejected for enrollment for any reason, the applicant will receive a full refund of all monies paid. If a program is cancelled by CDHS Cybersecurity Academy for any reason, subsequent to a student's enrollment, the student will receive a full refund of all monies.

4. **Class Certificate and Auditing:** To receive a certificate for course completion, students must attend 85% of all classes. To qualify for audit privileges, 60% class attendance is required. Audits must take place in the same type of course format as the registered course (i.e., online courses can only be audited online and in house course can only be audited at the physical location of the class). Audits are permitted on a space-available basis only for courses which have not been retired or have had significant content changes. Audits must be started within 1 year of the original class start date. Due to space constraints, audits cannot be confirmed until the first day of the class to be audited. If course materials change, the student is responsible for purchasing the new materials.

5. **Cancelled Check:** A $50 returned check fee will be charged to the student for any bank-rejected checks.

6. **Cybersecurity Academy:** Admission into the Cybersecurity Academy is not guaranteed. Due to small class size, FSU CDHS must be selective in choosing students invited to enroll in the Cybersecurity Academy. FSU CDHS selects applicants based on a variety of factors. As part of the selection process, FSU CDHS may obtain one or more credit checks or criminal background checks pertaining to each applicant. All applicants must provide the adequate permissions and releases required for FSU CDHS Cybersecurity Academy to obtain such information or the applicant's application will be forfeited.

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By my signature below, I verify that this information is true and complete to the best of my knowledge and that I have read the attached General Information and Policies

Student Signature_____Date_____

How did you hear about our program?

☐ Search Engine   ☐ FSU Website   ☐ Employer   ☐ Professional Association

☐ Referral   ☐ Flyer/Billboard/Other Ads

CENTER FOR DEFENSE AND HOMELAND SECURITY
CYBERSECURITY ACADEMY POLICY & STUDENT ACKNOWLEDGEMENT FORM

Description:
The Cybersecurity Academy provides highly focused skills training and practical experience to address the cyber workforce training needs of the military, the intelligence community, federal civilian agencies, and the commercial sector in the Southeastern region. The Cybersecurity Academy certificate programs combine multiple skills training and hands-on problem solving guided by expert instructors to create high-impact learning. The skills mastered in these programs prepare participants with immediate, on-the-job effectiveness to tackle real-world situations. This is a **non-credited, non-degree program** offered by Fayetteville State University. Unless otherwise separately enrolled at FSU, students in the CDHS Cybersecurity Academy are not enrolled at the university nor are they required to do so.

Curriculum:
(Refer to the Respective Course Clock Hours for full descriptions of all courses)

To earn a Certificate in Cyber Foundations, students must complete three courses:
1. **CompTIA A+ Certified IT Technician**
2. **CompTIA Network+**
3. **CompTIA Security+**

To earn a Certificate in Cybersecurity, students must complete one of two tracks:

Track 1
1. **Cisco Certified Network Associate (CCNA)**
2. **CompTIA Cybersecurity Analyst (CySA+)**
3. **Wireshark (Network and Packet Analysis)**

Track 2
1. **Microsoft Certified Solutions Associate (MCSA)**
2. **CompTIA Linux+**
3. **EC-Council Certified Ethical Hacker (CEH)**

Tuition and Fee Schedule:
Total cost for the Certificate in Cyber Foundations: $5,750 (for veterans, the cost will be $5,050)*. Total cost for the Certificate in Cybersecurity Track 1: $6,800 (for veterans, the cost will be $5,900)*. Total Cost for the Certificate in Cybersecurity Track 2: $6800 (for veterans the cost will be $5,540.00)*. Tuition is paid at the time of registration by completing a

Registration Application Form and returning them to Fayetteville State University CDHS. The Veterans Administration (VA) certifies and pays for the entire course as a whole and not each class separately. **Note: Course payments may vary, depending on the individual student's VA authorized educational benefit program in which they are enrolled (i.e. Chapter, 31, Chapter 33, etc.).** Payment methods include: Cash, check, GI Bill (for authorized approved personnel), Workforce Investment Act funds (WIA/RESCARE), Visa, MasterCard, and American Express or Electronic Funds Transfer (EFT) sent directly to FSU from various other agencies that have agreed to fund the program, such as the Sallie Mae Foundation. All participating students must pay registration fees prior to the first day of class. If the student is paying out of pocket, they will be required to pay for at least half the course cost up front and the rest is required to be paid by the midpoint of the class or they risk being dropped from the course/program. All course materials will be provided to the student prior to the beginning of each section of the course.

(***Note that, for military members using GI Bill benefits, the cost of the course is less because the exam certification vouchers are omitted from the course cost. The VA does not cover the cost of the exam vouchers in advance**). Students will be offered to opportunity to purchase exam vouchers from FSU CDHS. Military members using GI Bill Benefits who do not choose to purchase exam vouchers from the CDHS must pay out of pocket for the full cost of the exam voucher(s) and submit a claim to the VA for reimbursement. This method may result in members losing certain monetary VA entitlements, as governed by VA policies.)

Registration. During the enrollment process, the CDHS will provide all students with the required forms and policies for Registration. It is crucial that students completely read and fill out the complete application package and sign and return the package to the CDHS as soon as possible. CDHS personnel will make every effort to verify the completeness and accuracy of each Registration package. Students who qualify to use their GI Bill Benefits must ensure their VA Certificate of Eligibility is recent and submitted with the package as soon as possible. Incomplete Registration packages will result in registration delays. The CDHS will ensure a copy of each completed VA Registration package is delivered to the FSU VA Certifying Officials (located in Bronco Square) for input into the VA database. When completely certified, students using their GI Bill benefits will receive an email from the appropriate VA Official notifying them of their Certification.

Basic Allowance for Housing (BAH). The Certificate in Cyber Foundations and the Certificate in Cybersecurity courses are Non-College Credit Certification Courses. Class hours are documented as Clock-Hours and not semester or credit hours. **As such, these courses are not considered Full-time.** This is simply based on the number of hours per week that the courses are taught. **However, military members using their GI Bill Benefits may qualify to receive BAH, based on the number of documented clock hours per week for these classes**. The minimum BAH requirement for non-full time clock hours varies depending on the particular VA GI Bill Chapter or program the military member has been approved for. The CDHS Cybersecurity Academy schedule will be evaluated by authorized VA Officials to determine in the minimum clock hour requirements have been met and whether prospective students qualify for such entitlement. Students will be briefed by FSU VA Certifying Officials during the enrollment process. Under no circumstances are FSU or CDHS personnel authorized to discuss specific military BAH dollar amounts for students. This is a military student entitlement therefore,

members must contact the Veteran's Administration to discuss exact payment amounts and when payments will be made. Such payments will be made directly to the authorized military student and not to FSU.

Grading Policy:
The FSU CDHS Cybersecurity Academy courses are non-credit, non-degree programs. Unless otherwise enrolled at FSU, students in the CDHS Cybersecurity Academy are not required to be enrolled at the university.

Policy:
Although the Cybersecurity Academy courses are for certification only and not for college credit, instructors will use the following traditional grading scale to monitor, assess and record student's academic performance throughout the duration of the program:

A   90-100%
B   80-89%
C   70-79%
D   60-69%
F   <60%

Each classroom instructor will assess and record student's grades based on their own discretion, criteria and grading methods. However, instructor's evaluation of the student's performance must be based on a combination of attendance, class participation, performance on class projects, exercises and assignments and comprehension of the materials presented. Instructors must ensure that grades are made available for access by each student respectively, and by the CDHS staff.

Probation: When probation is required, officials place students on probation as follows:
   a. Attendance. Students who have four unexcused absences for the Cyber Foundations course are considered in jeopardy of disenrollment, therefore are placed on probation for a period of two weeks. Students exceed five absences will be automatically disenrolled from the course, even if during the two week probationary period. Students who have 3 unexcused absences for either Cybersecurity course are considered in jeopardy of disenrollment, and are therefore placed on probation for a period of two weeks. Students who exceed 4 absences will be automatically disenrolled from the course, even if during the two week probationary period.
   b. At the end of probation when students have not attained standards, school administrators officially de-certify students for enrollment or Department of Veterans Affairs (DVA) educational benefits. Officials will recertify students, only after supervisors determine conditions have been returned to satisfactory status.

Attendance:
Attendance will be recorded for every class. It is with utmost importance that students attend every class possible. Students may miss classes in an emergency situation, but are expected to attend 85% of the class as required by the VA to successfully complete the course/program. The same applies to civilians taking this course. Currently, **the Cyber Foundations course allows for 5 absences and either Cybersecurity course allows for 4 absences.** Students who are missing

class must notify CDHS faculty and the instructor as soon as possible and make arrangements to make up any missed material before the end of the course.

Disenrollment:
When a student accumulates too many absences, the student will be in danger of disenrollment from the course they are participating in. **A student will be issued a written warning when they are approaching 5 absences for Cyber Foundations Course and 4 absences for Cybersecurity Course. Students who exceed the above numbers will be given written notification of disenrollment.**

Refund Policy:
For students using VA benefits, the "Pro Rata" Refund Policy will be applied in accordance with 38 US Code section 3676 (titled "approval of nonaccredited courses"). When a VA student **under any VA chapter withdraws,** or does not enroll, or is disenrolled after paying for courses, in whole or in part: The refund for the VA Student will be calculated separately and without regard to any refund that may be due from other sources. The above Pro Rata Refunds will be calculated and applied as follows:

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- The student never showed up for any classes, or,
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The following Refund Policy Applies to **all other students who are not using any VA chapter benefits**:

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If an applicant is rejected for enrollment for any reason, the applicant will receive a full refund of all monies paid. If a program is cancelled by CDHS Cybersecurity Academy for any reason, subsequent to a student's enrollment, the student will receive a full refund of all monies.

Class Cancellations:
Only in extreme circumstances will classes be cancelled. Inclement weather may result in a university closing before or during classes. Other cases such as: Air conditioning failure in the summer months and heating failure in the winter months may arise. In any event, to the extent possible, students and instructors will be notified in advance when classes have been cancelled. Cancelled classes will be made up as determined by the instructor.

INCLEMENT WEATHER POLICY:
In the event of inclement weather, all students will follow announcements and existing procedures as provided by Fayetteville State University. *As a matter of liability protection and compliance, all students must vacate the CDHS Cybersecurity Academy premises by the announced times of any Fayetteville State University closings. Students will not be permitted access to the facility for any reason, without exception, during periods of official CDHS Cybersecurity Academy Weather Closings.*

By signing this document, I acknowledge that I have received, have appropriately reviewed, and understand the contents of this form.

STUDENT'S FULL NAME (printed):

STUDENT'S SIGNATURE:

DATE:

INTERNAL REVIEW AND VERIFICATION:

I certified that I have reviewed the above information to ensure accuracy and completeness and that the student listed above understands and acknowledges this document.

VERIFYING OFFICIAL'S FULL NAME (printed):

VERIFYING OFFICIAL'S SIGNATURE

DATE:

Center for Defense and Homeland Security

Step-by-Step Admissions Guide for Veterans

Student's Name:_____

First; you will need to apply for VA Benefits through the Department of Veterans Affairs website. The web address is http://www.gibill.va.gov

Second; you will need to speak with an Admissions Representative from Fayetteville State University Center for Defense and Homeland Security. Please call 910-672-2954 and your representative will assist you with your registration.

Once you are officially registered for classes, we will need the following documents:

- <mark>**Copy of your VA CERTIFICATE OF ELIGIBILITY/AWARDS LETTER**</mark>
  Please contact the Department of Veterans Affairs about this at 1-888-442-4551
- Copy of your **DD214 Form (if separated or retired) or… military identification card**
- **Certification Request Form**
- **Personal Responsibilities Form**
- **Transcripts from any prior education institution attended**
- ***Note: If you previously used VA/GI Bill education benefits for higher education at another institution, you must go online and electronically fill out and submit
  VA Form 22-1995 (Request for Change of Program or Place of Training)**

Once you have gathered these completed documents, you can:

Email them to **mdohrman@uncfsu.edu**

Or bring them in person to the **CDHS Office** at Fayetteville State University

Science & Technology Building, Room #134. 1200 Murchison Road Fayetteville, NC 28301

Please Note:

We will send off the student's information to our **FSU VA Certifying Officials** who will then certify and send off the student's information within 7 business days of the student submitting the *completed* paperwork. The VA will process the forwarded certification within 6-8 weeks.

We cannot advise students on eligibility of benefits as we are not employees of the department of Veterans Affairs, any questions should be directed to 1-888-442-4551

Center for Defense and Homeland Security

CYBERSECURITY ACADEMY
Student Certification Request Form

Name: _____

Address: _____

_____

Cell Phone: _____

Work Phone: _____

Email: _____

SSN: _____

VA Educational Benefit
Program: _____

Cybersecurity Program: _____

Course Start Date: _____

Course End Date: _____

I authorize the release of any information, including but not limited to information pertaining to my academic progress, attendance and conduct, between the United States Department of Veterans Affairs and Fayetteville State University CDHS for the purposes of administering veterans' education program benefits. I have enrolled in the above-indicated program or course and I will promptly report any enrollment changes. Failure to report changes may result in processing delays, over-payments or discontinuance of veterans' education program benefits. An "Incomplete" course may results in a retroactive adjustment in training time and or benefit payments. I will regularly attend class and meet prescribed standards and conduct for all courses.

Date: _____

Student Signature: _____

Center for Defense and Homeland Security

Personal Responsibilities for Students Receiving VA Benefits

Please read and initial each of the items listed below, then sign and date where indicated. Benefits *will not be processed* until this form has been signed and returned to the FSU Center for Defense and Homeland Security Cybersecurity Academy Office. If you have any questions, please call (910) 672-2954 or 2006.

_____1. Student Veterans must maintain satisfactory progress toward the educational objective stated on their application for VA benefits.

_____2. Class attendance must be on a regular basis. The VA expects 85% attendance throughout the entire course. If a student's attendance falls less than 85%, the student may be disenrolled from the course. If disenrolled, the student is responsible for re-paying the VA any differences in tuition that may occur and/or to FSU Center for Defense and Homeland Security. If a student stops attending class, he or she must officially drop the course(s) with the FSU Center for Defense and Homeland Security Cybersecurity Academy Office. and notify the Office of Veterans Affairs of the Change in course.

_____3. All courses not successfully completed must be reported to the VA, including dropped courses or courses for which an incomplete grade was received. In either situation, the Student Veteran should complete a Statement of Claim form to explain the change in status. The VA will use this information to determine whether benefits will be issued up to the date of drop, of withdrawal, or whether benefits will be terminated for the course(s) as of the first day of class, creating an overpayment.

_____4. Incomplete files cannot be processed. If a Student Veteran has not received any form of notification from the VA *one month* after the term begins, he or she should come to the FSU Center for Defense and Homeland Security Cybersecurity Academy Office to ensure that all documents are in order.

_____5. ***Students must complete a Certification Request for *EVERY COURSE*. This is the only way a student's enrollment information will be transmitted to the VA, and the only way the student will receive their educational benefits. ***

_____6. If for any reason, the VA denies benefits and does not remit tuition to the FSU Center for Defense and Homeland Security Cybersecurity Academy Office, I understand that I am responsible for my tuition in full. I understand that I will not receive my certificate of completion for my courses/programs until my tuition has been paid in full by the VA or myself.

I have read and understand my responsibilities in claiming VA benefits as stated above. I realize that the FSU Center for Defense and Homeland Security Cybersecurity Academy Office is responsible for communication accurate enrollment data to the VA, and that my failure to comply with the above conditions could jeopardize my continued receipt of VA Educational Benefits.

DATE_____ SIGNATURE_____

PRINTED NAME_____