

# ENROLLMENT AGREEMENT

## **STUDENT INFORMATION**

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

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: W) \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

## **PROFESSIONAL REFERENCES**

1. NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

2. NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

3. NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

## **CHARACTER REFERENCES**

1. NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

2. NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

3. NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

## **PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM / COURSE NAME: \_\_\_\_\_

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

## **TUITION & FEES**

APPLICATION FEE:	\$	<u>50</u>
REGISTRATION FEE:	\$	<u>100</u>
ACTIVITY FEE:	\$	_____
EQUIPMENT FEE:	\$	_____
TUITION:	\$	_____
ADDITIONAL (IF REQ):	\$	_____
TOTAL:	\$	_____

## **REFUND / CANCELLATION POLICY**

**Tuition Refund Policy:** Our Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition and other charges is refunded. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 30 days of the last date of the student's attendance.

**Student's Right to Cancel:** The student has the right to cancel the initial enrollment agreement until the add/drop deadline. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

**Withdrawal Procedure:** Students must notify us in writing of their intent to withdraw. Letters of intent may be delivered by the USPS, fax, e-mail (with receipt verified), or hand delivered. The last date of attendance will be considered the date of withdrawal.

## **NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

## **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.  
**Student Initials** \_\_\_\_\_
2. I have carefully read and received an exact copy of this enrollment agreement.  
**Student Initials** \_\_\_\_\_
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.  
**Student Initials** \_\_\_\_\_
4. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.  
**Student Initials** \_\_\_\_\_
5. I understand that the school does not guarantee job placement to graduates upon program completion.  
**Student Initials** \_\_\_\_\_

