| **Item** | **Enrollment Agreement Minimum Requirements**  **The Enrollment Agreement shall include CEC §94911 (§ references the section of the CEC and 5, CCR)** | **Page Number** |
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| 1 | Provide a separate statement indicating how you provide the enrollment agreement, disclosures and statements to students when they are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language.  If you recruit, or intend to recruit, in a language other than English, please provide a copy of your enrollment agreement, disclosures, and statements in that language.  (CEC §94906(a)(b))  **SAMPLE:**  **Purpose:**  To ensure that Admissions Representatives provide each prospective student is provided a catalog and School Performance Fact Sheet prior to signing an enrollment agreement.  **Scope:**  Prospective Students  **Responsible Party:**  Admissions  **Policy:**  Admissions Representatives shall provide each prospective student a catalog in writing or electronically, along with the School Performance Fact Sheet for the program(s) of interest prior to signing an enrollment.  Each student certifies on the enrollment agreement that he/she received these documents prior to signing the enrollment agreement.  **Procedure:**  The Admissions Representative will provide a catalog to each prospective student during the admissions process.  Each prospective student will be provided with the School Performance Fact Sheet(s) for the program(s) in which an interest is expressed.  Both the catalog and School Performance Fact Sheet are provided prior to reviewing and signing the enrollment agreement.  The prospective student is required to sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, licensure rates, if applicable, and salaries or wages, prior to signing an agreement. | Page number not applicable. |
| 2 | The enrollment agreement shall not contain a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.  (CEC §94907) | Page number not applicable. |
| 3 | Any information required by the CEC to be included in the enrollment agreement shall be printed in at least the same size font as the majority of the text in that document.  (CEC §94908) | Page number not applicable. |
| 4 | The enrollment agreement shall include:  the name of the institution and  the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program.  (CEC §94911(a))  **SAMPLE:**  Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Semester or Quarter Credits or Hours: \_\_\_\_\_\_\_\_ |  |
| 5 | The enrollment agreement shall contain the following:  (a) The name and address of the institution and the addresses where instruction will be provided.  (b) Period covered by the enrollment agreement.  (c) Program start date and scheduled completion date.  (d) The date by which the student must exercise his or her right to cancel or withdraw, and the refund policy. (5,CCR §71800(a) through (d))  **SAMPLE:**  Location of Instruction: Coursework is completed at a location determined by the student. ←for distance education delivery.  Or  Location of Instruction: Insert address.  Enrollment Agreement Period - Start Date**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Enrollment Agreement Period Program - Start Date**:** \_\_\_\_\_\_\_\_\_\_\_\_\_ Program Scheduled Completion Date**:** \_\_\_\_\_\_\_\_\_\_\_\_\_  (d) see Item 10 below. |  |
| 6 | The enrollment agreement shall contain the following:  (e) Itemization of all institutional charges and fees including, as applicable: (1) Tuition;  (2) registration fee (non-refundable); (3) equipment;  (4) lab supplies or kits;  (5) textbooks, or other learning media;  (6) uniforms or other special protective clothing; (7) in-resident housing;  (8) tutoring;  (9) assessment fees for transfer of credits; (10) fees to transfer credits;  (11) Student Tuition Recovery Fund fee (non-refundable); and  (12) any other institutional charge or fee.  (f) Charges paid to an entity other than an institution that is specifically required for participation in the education program. (5,CCR §71800(e) through (f))  **SAMPLE:**  Registration Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Non-Refundable  Student Tuition Recovery Fund Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Non-Refundable ($0 for every $1,000 rounded to the nearest $1,000)  Tuition $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Prorated upon withdrawal. Refer to refund policy provision within  this Agreement. |  |
| 7 | The enrollment agreement shall include a schedule of total charges, including a list of nonrefundable charges and the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.  (CEC §94911(b))  **SAMPLE:**  Registration Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Non-Refundable  Student Tuition Recovery Fund Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Non-Refundable ($0 for every $1,000 rounded to the nearest $1,000)  If applicable add under number 8 on enrollment agreement:  Additional fee(s), required and payable to a third party: \_\_\_\_\_\_\_\_\_\_ **Initial**  Additional fee(s), if applicable:\_\_\_\_\_\_\_\_\_\_ **Initial** |  |
| 8 | The enrollment agreement shall include in underlined capital letters on the same page as the student's signature: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;  ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and  THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT. (CEC §94911(c))  **SAMPLE:**  **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE $ \_\_\_\_\_\_\_\_\_\_\_\_\_**  **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $ \_\_\_\_\_\_\_\_\_\_\_\_\_**  **TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $ \_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| 9 | The enrollment agreement and schedule of student charges shall include specific required language related to the Student  Tuition Recovery Fund (STRF). *See CCR §76215(a) for the full text of the law for required language.*  (5,CCR §76215(a))  **SAMPLE:**  **Student Tuition Recovery Fund:** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. |  |
| 10 | The enrollment agreement shall include the following disclosures:  (1) A clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.  (2) The institution's refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.  (3) A description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund.  (CEC §94911(e)(1)(2)(3))  **SAMPLE:**  **Residential program(s) and distance education programs that are offered in real time or has attendance tracked.**  **STUDENT’S RIGHT TO CANCEL**   1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days or hours in the current payment period ←Include if more than one payment period in your program through the last day of attendance.   Cancellation of this agreement can occur up to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date   1. Cancellation may occur when the student provides a written notice of cancellation at the following address: INSERT. This can be done by mail or by hand delivery.   3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.  4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.  5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00. Any refund due will be provided within 45 days from the date the cancellation was received.  **WITHDRAWAL FROM THE PROGRAM**  You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days or hours in the current payment period ←Include if more than one payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.  For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:   * The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later. * The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.   For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance.   The amount owed equals the daily or hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days or hours in the program), multiplied by the number of days or hours scheduled to attend, prior to withdrawal.  If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.  If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.  **Distance education programs that are offered not offered in real time.**  **STUDENT’S RIGHT TO CANCEL**  The program in which you are enrolling is distance education-not offered in real time. The institution will transmit the first lesson and materials to you within seven days after the execution of this enrollment agreement.  You have the right to cancel this enrollment agreement and receive a full refund, less the application fee of $250.00 at any time prior to receiving the first lesson and materials. The first lesson and materials will be transmitted to you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date  Cancellation is effective on the date the written notice of cancellation is sent to the institution at ADDRESS / EMAIL ADDRESS. Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials, but prior to your receipt of those documents, in such cases the institution shall make the refund within 45 days after your return of the materials in new condition.  This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.  **WITHDRAWAL FROM THE PROGRAM**  You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period ←Include if more than one payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal.  For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.  For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog). For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. ←Include if more than one payment period.  If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. |  |
| 11 | The enrollment agreement shall include a statement specifying that, if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.  (CEC §94911(f))  **SAMPLE:**  **YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.** |  |
| 12 | The enrollment agreement shall include a statement specifying that, if the student defaults on a federal or state loan, both the following may occur:  (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.  (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.  (CEC §94911(g)(1)(2))  **SAMPLE:**  **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:   1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. |  |
| 13 | The enrollment agreement shall include the transferability disclosure that is required to be included in the school catalog. (CEC §94911(h) and §94909(a)(15))  "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"  "The transferability of credits you earn at **(*insert name of institution* )** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(*insert degree, diploma, or certificate* )** you earn in **(*insert name of educational program \** )** is also at the complete discretion of the institution to which you may seek to transfer. If the ***(insert credits or degree, diploma, or certificate)*** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ***(insert name of institution)*** to determine if your ***(insert credits or degree, diploma or certificate)*** will transfer."  **\*If institution offers more than one educational program, only the program in which the student is enrolling must be listed.**  **SAMPLE:**  **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Institution Name is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Institution Name to determine if your credits or degree, diploma, or certificate will transfer.  **Note:** Edit red as applicable to the institution. |  |
| 14 | The enrollment agreement shall include specific required statements directing students to the Bureau for unanswered questions and for filing a complaint with the Bureau.  (CEC §94911(j)(1)(2))  "Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at ***(insert address \*)*** , [www.bppe.ca.gov,](http://www.bppe.ca.gov/) ***(insert telephone number and fax number\*)*** ."  ***\*The following may be used for inserts:***  *Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833*  *P.O. Box 980818, West Sacramento, CA 95798-0818*  *Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897*  "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov.](http://www.bppe.ca.gov/)"  ***\*The following may be used for inserts:***  *Toll-free telephone #:(888) 370-7589*  *Web site Address:* [*www.bppe.ca.gov*](http://www.bppe.ca.gov)  **SAMPLE:**  **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.  **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov). |  |
| 15 | The enrollment agreement shall include specific required statements and a line for the student to initial. (CEC §94911(i)(1)(2))  (1) "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."  (2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following  statement:  "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."  **SAMPLE:**  **Initial**  Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.  I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. |  |
| 16 | A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.  (CEC §94902(a))  **SAMPLE:**    Signature of Student Date    Signature and Title of School Official Accepting Enrollment Date |  |
| 17 | The enrollment agreement shall include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.  (CEC §94911(d))  **SAMPLE:**  **THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.** |  |
| 18 | The enrollment agreement shall include a specific required statement above the space for the student’s signature. (CEC §94911(k))  "I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.”  **SAMPLE:**  **I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.** |  |
| **19** | An institution extending credit or lending money to an individual for institutional and noninstitutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice:  (CEC §94916)  "NOTICE"  "YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."  **SAMPLE:**  NOTICE  YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.  ***For your information:***  A note, instrument, or other evidence of indebtedness relating to payment for an educational program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate.  (CEC §94917)  In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.  (CEC §94918) |  |
| 20 | The enrollment agreement shall disclose that an institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.  (5,CCR §71716(a))  **SAMPLE:**  **See #10 above,** **distance education programs that are offered not offered in real time.** |  |
| 21 | For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment  agreement shall disclose that the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. (5,CCR §71716(b))  **SAMPLE:**  **See #10 above,** **distance education programs that are offered not offered in real time.** |  |
| 22 | For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment  agreement shall disclose that (1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.  (5,CCR §71716(c)(1)(2))  **SAMPLE:**  **See #10 above,** **distance education programs that are offered not offered in real time.** |  |
| 23 | For institutions offering a distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose the institution’s and students’ rights and duties under 5, CCR §71716(a)(b)(c).  (5,CCR §71716(d))  **SAMPLE:**  **See #10 above,** **distance education programs that are offered not offered in real time.** |  |
| None | **BPPE Requests:**  Enrollment Agreement: All admission activities and instruction occurs in English. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement. | Page number not applicable. |
| None | **Recommendations:**  **In footer ↓**  **BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**  **Revision Date: Date Page 1 of 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initial)**  THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. ←Recommend the first part of the paragraph that ends with the sentence in number 17 above.  **Catalog:** Information about Institution Name is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Institution Name reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Institution Name, the Student agrees to abide by the terms stated in the catalog and all school policies.  **Add under student signature line, if applicable. ↓**    Signature of Student’s Parent or Guardian (if student is under age 18) Date  **Career Services:** Placement assistance is provided. However, it is understood that **the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate**.  **Distance Education System Requirements:** Include hardware, software, browser, and other requirements. | Page number not applicable. |