

# SAMPLE ENROLLMENT AGREEMENT

*This sample is provided to assist schools in developing an enrollment agreement for approval by the State Council of Higher Education for Virginia (SCHEV). Please note that while schools may develop their own enrollment agreement, the following sample contains the minimum information to be present in order to obtain SCHEV approval.*

*Please be advised that this sample is only a suggestion for format and language. Any enrollment agreement is a contract binding both the student and the school. You are advised to obtain independent legal advice before developing a final agreement.*

SCHOOL NAME  
STREET ADDRESS  
CITY, STATE ZIP CODE  
OFFICE TELEPHONE NUMBER  
FAX TELEPHONE NUMBER  
WEBSITE  
E-MAIL

## **STUDENT INFORMATION**

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

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

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

TELEPHONE #'S: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_

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

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

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

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

## **PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_ PROGRAM/COURSE: \_\_\_\_\_  
MO. DAY YR.

PROGRAM START DATE: \_\_\_\_\_ ANTICIPATED END DATE: \_\_\_\_\_

FULL-TIME:  PART-TIME:  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sat Sun

TIME OF DAY/EVENING CLASS BEGINS: \_\_\_\_\_ TIME OF DAY/EVENING CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_ TOTAL CREDIT/CLOCK HOURS \_\_\_\_\_  
(CIRCLE ONE)

## **TUITION**

THE TOTAL COST OF THE \_\_\_\_\_ PROGRAM

TUITION: \$ \_\_\_\_\_  
NON-REFUNDABLE REGISTRATION FEE: \$ \_\_\_\_\_ (may not exceed \$100)  
BOOKS/SUPPLIES: \$ \_\_\_\_\_  
UNIFORM: \$ \_\_\_\_\_  
MISC. EXPENSES: \$ \_\_\_\_\_  
  
TOTAL COST \$ \_\_\_\_\_

## **CANCELLATION REFUND POLICY**

**Rejection:** An applicant rejected by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.

**Other Cancellations:** An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows: *(Please note that the following text provides the minimum refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code; the school may exceed these standards and be more generous to students. If the school is eligible to participate in the federal financial aid programs, the school's refund policy must also comply with the federal guidelines and be described in the enrollment agreement.)*:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

## **NOTICE TO BUYER:**

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. Both sides of the contract is binding only 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 both sides before signing.
3. You are entitled to an exact copy of this 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. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date with the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

## **STUDENT ACKNOWLEDGMENTS:**

1. I hereby acknowledge receipt of the school's catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provides. 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 may be awarded. \_\_\_\_\_ Student initials
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation. \_\_\_\_\_ Student initials
5. I understand that complaints, which can not be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing. \_\_\_\_\_ Student initials

## **CONTRACT ACCEPTANCE**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by \_\_\_\_\_ (school name).

My signature below signifies that I have read and understand all aspects of this agreement and do recognized my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

## **REPRESENTATIVE'S CERTIFICATION:**

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the \_\_\_\_\_ (program name) at \_\_\_\_\_ (school name), as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date