

Enrollment Agreement List

Each registered school must publish an Enrollment Agreement per Administrative Rule 3332-1-09(E). This list, along with a current Enrollment Agreement, must be submitted in a new school or renewal packet.

Name of School _____

Please indicate **by placing the number on the list below directly on your enrollment agreement** where each item listed below can be found. Please attach your numbered enrollment agreement to this form.

ITEM

- 1 Name, phone number, and mailing address of school.
- 2 Program title and the number of clock/credit hours in the program.
- 3 Start date of the program.
- 4 Number of weeks or months usually necessary to complete the program.
- 5 Breakdown of tuition charges and all other school fees for which the student is responsible. This shall include the tuition costs for the current academic term and the total projected tuition cost of the program at current tuition rates.
- 6 Breakdown must include a disclosure concerning any tuition or fee increase policies that may affect the student before their expected graduation date.
- 7 School refund policy (must be in compliance with Administrative Rule 3332-1-10).
- 8 School cancellation and settlement policy including that the enrollment agreement may be canceled by submitting written notice within five calendar days (must be in compliance with Administrative Rule 3332-1-10).
- 9 Signature or other electronic verification from applicant and school official including date completed.
- 10 Notice to student concerning their ability to file a complaint with the State Board of Career Colleges and Schools including the Board's name, address, and toll free telephone number.
- 11 Date of publication and date of revision of the enrollment agreement.

DATE OF REVIEW: _____

REVIEWER COMMENTS: