

# Enrollment Agreement

The enrollment agreement is the contract signed between the student and the institution. The agreement specifies the conditions under which the school will provide instruction to the student. It also specifies all costs a student must pay in order to enroll in a specific school program. **A copy of the completed enrollment agreement must be given to the student upon execution of the enrollment agreement.** **The student and an authorized agent of the school must date and sign the agreement prior to the time instruction begins.**

In order to assist schools in developing enrollment agreements that comply with the requirements of the Education Law and the Commissioner's Regulations, the Department has developed a sample enrollment agreement. This enrollment agreement meets all of the requirements set forth in law and regulations. In using this form, a school **must** modify the information printed on each form, tailoring it to include its own school and program information.

When languages other than English are used in the sales presentation, the modified sample enrollment agreement shall be translated into the language of the sales presentation. In submitting such enrollment agreements for approval, the school must include a literal English translation of the foreign language enrollment agreement as well as a notarized attestation from the translator affirming the accuracy of the translation. If you have specific questions, contact the Education Team liaison to whom you are assigned when you file your school application and fee.

Please note that we are no longer requesting the entire social security number on enrollment agreements due to issues of potential identity theft and securing student information. However, Federal grants or loans may require that information.

**SAMPLE ENROLLMENT AGREEMENT**

Office Prep Business School  
 Madison Avenue, Suite 8111  
 Ozone Park, NY 11417 (718) 848-2468

Student Name:		
Address:		
Email Address:		
Phone:	Last Four Digits of ss#: XXX-XX-	D.O.B.:

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as attest to receiving a copy of the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

Program	<input type="checkbox"/> Executive Secretary	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Computer Programming
Hours	1500	950	1200
Tuition	\$7,500	\$4,000	\$6,000
Books	\$550	\$200	\$600
Non-Refundable Registration Fee	\$100	\$100	\$100
Total	\$8,150	\$4,300	\$6,700
Refund Policy	4 terms of 15 weeks each	2 terms of 18 and 17 weeks each	3 terms of 16 weeks each

Schedule: 9:00 a.m. – 3:00 p.m. M-F (Note: Accounting meets M-Th only)

5 hours daily, 25 hours weekly (20 hours weekly for Accounting)

Hours of School Operation: 9:00 a.m. – 6:00 p.m. M-F

Start Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Method of Payment: Initial Down Payment of \$600 with weekly payments of \$200 until balance is paid.

## Refund Policy

- A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
  - 1. the non-refundable registration fee plus
  - 2. the cost of any textbook or supplies accepted plus
  - 3. tuition liability as of the student's last date of physical attendance.

Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. As per Education Law 5002(3), the school catalog submitted for approval shall indicate the amount of refund due the student in the event of withdrawal.

### (a) First Term

If termination occurs	School may keep	Student Refund
Prior to or during the first week	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
After the fifth week	100%	0%

### (b) Subsequent Terms

During the first week	20%	80%
During the second week	35%	65%
During the third week	50%	50%
During the fourth week	70%	30%
After the fourth week	100%	0%

- (c). The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

Although placement assistance services may be provided, the school cannot guarantee a job to any student or graduate.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of this agreement and the school catalog.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The agent who enrolled me was:

\_\_\_\_\_ Cert. #: \_\_\_\_\_

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

Date \_\_\_\_\_

I have received a copy of the Student Disclosure Material.

Student Signature \_\_\_\_\_ - Date \_\_\_\_\_

Authorized Agent Signature \_\_\_\_\_ - Date \_\_\_\_\_

**-----END OF SAMPLE ENROLLMENT AGREEMENT-----**

What follows is a checklist which indicates all of the required components for an enrollment agreement to be approved.

		Satisfactory	Unsatisfactory
(1)	Ten (10) point type or larger (This is 10 point)	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Name of school	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Title of curriculum as approved	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Length of curriculum (approved hours)	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Schedule of sessions (hours/week) (hours/day)	<input type="checkbox"/>	<input type="checkbox"/>
(6)	Hours of school operation	<input type="checkbox"/>	<input type="checkbox"/>
(7)	Specific student daily schedule	<input type="checkbox"/>	<input type="checkbox"/>
(8)	Student name, social security number, and date of birth	<input type="checkbox"/>	<input type="checkbox"/>
(9)	Tuition, registration fee, other fees, total cost	<input type="checkbox"/>	<input type="checkbox"/>
(10)	Method of payment	<input type="checkbox"/>	<input type="checkbox"/>
(11)	Practical experience (externships)	<input type="checkbox"/>	<input type="checkbox"/>
(12)	Placement assistance service	<input type="checkbox"/>	<input type="checkbox"/>
(13)	Rules, regulations, etc.	<input type="checkbox"/>	<input type="checkbox"/>
(14)	Agent names and certificate numbers	<input type="checkbox"/>	<input type="checkbox"/>
(15)	Student Disclosure Material – Acknowledgment	<input type="checkbox"/>	<input type="checkbox"/>
(16)	Refund policy	<input type="checkbox"/>	<input type="checkbox"/>
(17)	Reading level notice for ESL - vocational combined programs	<input type="checkbox"/>	<input type="checkbox"/>

When developing your enrollment agreement(s), attempt to satisfy all of the requirements listed above. If you have specific questions, contact the school's assigned staff member from the BPSS Education Unit.