

CHECKLIST

ENROLLMENT AGREEMENT FORM

School _____ Date _____

- _____ 1. Full and correct name of school
- _____ 2. Physical Location of school (no P.O. Boxes)
- _____ 3. Program Title
- _____ 4. Hours of instruction and type (i.e. residential, correspondence, telecommunications)
- _____ 5. Date training is to begin
- _____ 6. Name and address of the student
- _____ 7. Tuition amount
- _____ 8. Fees
- _____ 9. Cost of books and supplies____; Noted as "Non-refundable" ____
- _____ 10. Other expenses
- _____ 11. Total cost of the program
- _____ 12. Items subject to cost change, **if applicable**
- _____ 13. Method of payment and payment schedule
- _____ 14. Disclosure statement, if applicable (**If there are more than four payments or if interest is charged.** See *Sample* Enr. Agrmnt, p. 3)
- _____ 15. Federal Trade Commission (FTC) statement (Holder in Due Course), if applicable
- _____ 16. Statement that the student has received a **current** (Volume and Date) copy of school enrollment agreement and catalog
- _____ 17. Complete refund policy
- _____ a. Provides a full refund if student is not accepted by the school
- _____ b. Provides 3-day cancellation right except when student has started training
- _____ c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
- _____ d. Provides a full refund if education service is discontinued by the school, except if the school ceases operation.
- _____ e. Identifies method of determining the official date of termination
- _____ f. Refund formula including cancellation charge is consistent with statute

A student terminating training...	Is entitled to a refund of:
Within first 10% of program (Lessons 1 -- __)	90% less cancellation charge
After 10% but within first 25% of program (Lessons __ - __)	75% less cancellation charge
After 25% but within first 50% of program (Lessons __ - __)	50% less cancellation charge
After 50% but within first 75% of program (Lessons __ - __)	25% less cancellation charge
After 75% (Lesson __) [if paid in full, cancellation charge is not applicable]	NO Refund

- _____ g. Provides refund within 30-days of termination
- _____ h. Policy is easily understood and clearly visible to applicant
- _____ i. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
- _____ j. Identifies basis for refund (**time based for residential training OR lesson-based for distance education**)
- _____ 19. Statement: "Approved and Regulated by the Colorado Department of Higher Education, Private Occupational **School Board**"
- _____ 20. A statement informing students that a complaint may be filed **online** with the Division of Private Occupational Schools and there is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints. **Include** the Division's website address: higher.colorado.gov/dpos and phone number: 303/866-2723.
- _____ 21. The school's policy regarding postponement of starting date and the effect on student's right to a refund.
- _____ 22. If document is more than one page, it shall be identified with footnote listing: 1) Name of School, 2) document name (Enrollment Agreement), and 3) appropriate page #'s.

(Signed)

(Title)