

ENROLLMENT AGREEMENT CHECKLIST

In order to assist the Division staff in ensuring that the school’s enrollment agreement meets the Minimum Standards required in § C.R.S. 12-59-106 and Board Rule III (I), please complete, sign and return this Checklist along with the school’s Enrollment Agreement submittal.

School Name _____ Date _____

Page No. _____

- _____ 1. Full and correct name of school
- _____ 2. Physical Location of school (no P.O. Boxes)
- _____ 3. Statement: "Approved and Regulated by the Colorado Department of Higher Education, Private Occupational **School Board**"
- _____ 4. Program Title
- _____ 5. Hours/credits/lessons of instruction and type (i.e. classroom, correspondence, online)
- _____ 6. Date training is to begin
- _____ 7. Name and address of the student
- _____ 8. Admission requirements
- _____ 9. Tuition amount
- _____ 10. Fees and/or other expenses
- _____ 11. Cost of books and supplies____; Noted as "Non-refundable" (if applicable) ____
- _____ 12. Total cost of the program
- _____ 13. Items subject to cost change, **if applicable**
- _____ 14. Method of payment and/or payment schedule
- _____ 15. Statement that the student has received a **current** copy of school enrollment agreement and catalog (must include Volume and Date)
- _____ 16. 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. Identifies basis for refund (**time-based for classroom training OR lesson-based for distance education**)
 - _____ e. Provides refund within 30-days of termination
 - _____ f. Identifies method of determining the official date of termination
 - _____ g. Provides a full refund if education service is discontinued by the school, except if the school ceases operation
 - _____ h. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
 - _____ i. Policy is easily understood and clearly visible to applicant
 - _____ j. 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

- _____ 17. Statement informing students that complaints 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.ed.colorado.gov/dpos and ____ phone number: 303-862-3001.
- _____ 18. Disclosure statement, *if applicable* (If there are more than four payments or if interest is charged. See *Sample Enrollment Agreement*, p. 3)
- _____ 19. Federal Trade Commission (FTC) statement (Holder in Due Course), *if applicable*
- _____ 20. 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)