

AGREEMENT made on

# ENROLLMENT AGREEMENT and INSTALLMENT CONTRACT

between above institution, hereinafter called School,

www.Advanced.edu

and		, Soc. Sec. #_					
Driver's License or DMV	ID#	Date of	Birth	, hereinafter ca	lled		
Student. I request enrollm	nent in a course whose title ar	nd occupational obje	ective is described in th	ne School's catalog as			
•			wks, hrs per week		ırs.		
			<u> </u>				
PROGRAM TITLE OR	R EDUCATIONAL SERVIC	CE:					
Period Covered by Enro	ollment Agreement	Wks / Total (	Clock Hours to be Co	mpleted:			
Start Date:	Scheduled Comple	etion Date:	Session:	·			
DESCRIPTION OF FEES							
	Non-refund	able Registration Fee	for students who comn	nence class. The institu	tion		
Registration:		nly \$100 of this fee for	or any student who does r	not commence class.			
Tuition:	\$ Tuition for t	the program.					
DOT Physical:		able DOT Physical Fe	ee, ONLY if the student re	eceives the DOT Physic	al.		
Drug Screen:			, ONLY if the student rec				
<b>DMV/CHP Test:</b>		able DMV/CHP Fee,	ONLY if the student rece	eives the DMV/CHP Fee			
Fingerprints:			ONLY if the student rece				
Text Books:			<u>ONLY</u> if the student recei				
Tools:			Y if the student receives T				
Supplies:			NLY if the student receive				
<b>Student Tuition Recovery</b>			ary 1, 2015 STRF will	be Zero (\$0) per \$1000	of of		
Fund:	\$ Institutional	charges rounded to n	earest \$1000.				
		CHARCEC					
TOTAL CHARGE FOR		CHARGES	LOD	Φ.			
<u></u>	R THE CURRENT PERIO	<u>D OF ATTENDAN</u>	<u>ICE</u>	\$			
ADJUSTMENTS (	<u>)</u> :			\$			
	CHARGES FOR THE ENT			\$	*		
TOTAL CHARGES TH	<u>E STUDENT IS OBLIGAT</u>	ED TO PAY UPO	<u>N ENROLLMENT</u>	\$			
		<b>NOTICE</b>					
YOU MAY ASSERT A	GAINST THE HOLDER O	F THE PROMISS	ORY NOTE YOU SI	GNED IN ORDER T	O'.		
FINANCE THE COST	OF THE EDUCATIONAL	PROGRAM ALL	OF THE CLAIMS A	ND DEFENSES THA	ΑT		
YOU COULD ASSERT	AGAINST THIS INSTITU	TION, UP TO TH	E AMOUNT YOU H	AVE ALREADY PA	ID		
		E PROMISSORY I					
* YOU ARE RES	PONSIBLE FOR THIS AM	MOUNT. IF YOU	GET A STUDENT LO	OAN, YOU ARE			
RESPON	SIBLE FOR REPAYING	THE LOAN AMO	UNT PLUS ANY INT	EREST.			
Any questions a student r	may have regarding this enro	llment agreement th	nat have not been satis	factorily answered by	the		
	ed to the Bureau for Private						
	ww.bppe.ca.gov, toll-free telep				,		
		`	• `				
THIS AGREEMENT I	S LEGALLY BINDING W			ENT AND/OR HIS O	R		
	HER GUARDIAN AND A	ACCEPTED BY TH	HE INSTITUTION.				
Student and/or Guardian's S	ignature.		Date				
Authorized School Representative's Signature			Date				
	<del>-</del> -						
Page 1 of 4 Students Initials	s		ACI_May	18-(Enrollment Agreem	ent)		
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#### STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You must exercise your right to cancel by \_\_\_\_\_\_\_. Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of this Agreement. You can do this by mail, email, fax, or text. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. Advanced Career Institute prefers that notice of cancellation be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. To cancel the enrollment agreement for school, email, mail, text, deliver, or phone a request of cancellation to Advanced Career Institute, Attn: Cancellation, PO Box 3027, Visalia, California, 93278. If you cancel your enrollment agreement, the school will remit a refund within 45 days following your withdrawal less a non-refundable registration fee not to exceed \$250. If the student is rejected for training or if a course is canceled and no classes are attended, the student will receive a refund of all moneys paid.

#### WITHDRAWAL FROM THE COURSE:

You have the right to withdraw from the School at any time after the cancellation period and receive a pro rata refund if you have completed 60% or less of the course of instruction. If you withdraw from the course of instruction after the cancellation period outlined in the paragraph above, the School will remit a refund within 45 days following your withdrawal less a non-refundable registration fee not to exceed \$250 and less any non-refundable equipment fees or equipment not returned within thirty [30] days following your withdrawal. You are obligated to pay only for the cost of educational services rendered until you have completed 60% of the course or enrollment period. After 60% completion, there is no refund due. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment and education exceeds the refund amount.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (1) You notify the School of your withdrawal or as of the date of your withdrawal whichever is later.
- (2) The School terminates your enrollment.
- (3) You fail to attend 10 class sessions as required by school policy. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

## **REFUND CALCULATION**

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The pro-rated refund shall be the total tuition amount for the course (total institutional charge for current period of attendance, minus registration fee of \$250, minus STRF, minus any other non-refundable fees) divided by the total number of course hours, multiplied by the number of hours attended. To determine whether tuition is owed to ACI or whether ACI owes the student a refund add the tuition amount due for the hours attended plus any non-refundable fees less the amount of any student payments made. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan;
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

### HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 160 clock-hour training program, has paid \$2500 towards the following cost: \$4000 for tuition, \$250 for registration, \$5 for STRF fees and \$100 in supplies as specified in the enrollment agreement. The student then withdraws after completing 75 clock-hours. The statutory pro-rata refund to the student would be as follows:

HYPOTHETICAL PRO-RATA REFUND CALCULATION							
A	Tuition Amount		\$	4,000.00			
В	Total Course Hours			160			
C	Hours Student Attended (Prior to Withdrawal)			75			
	Percent of Program Completed	Row C/B		47%			
D	(Note: If over 60%; no refund is required)	Now C/B		1,7,0			
Е	Non-Refundable Registration		\$	250.00			
F	Non-Refundable Books/Supplies/STRF/Fees		\$	105.00			
	Total Amount Owed for Hours of Instruction &	Row	\$	2,230.00			
G	Fees	(A/B*C)+E+F	Ф	2,230.00			
Н	<b>Student Payments Received</b>		\$	2,500.00			
I	Refund Due or (Amount Owed by Student)	Row G-H		\$270.00			

In this example, the student paid \$2,500, \$270 more than the \$2,230 that was owed to the school for the hours attended resulting in a refund.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL BE RESPONSIBLE FOR IMMEDIATE PAYMENT OF THE AMOUNT DUE.

#### STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and;
- 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1. You are not a California resident, or are not enrolled in a residency program, or;
- 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

# NOTICE CONCERNING TRANSFERABILITY OF CREDITS/CREDENTIALS EARNED AT OUR INSTITUTION

#### STUDENT ACKNOWLEDGMENTS

#### Catalog & Performance Fact Sheet

Catalog & 1 crioi mance ract Sheet
Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.
Student's Initials
I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort

default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the

#### Media Center Acknowledgement

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information provided in the School Performance Fact Sheet.

Advanced Career Institute provides faculty, staff and students with a media center equipped with an internet accessible computer and literature relevant to the courses offered at each of its campuses. The Media Center Hours of Operation are Monday through Friday 8:00AM – 5:00PM. Computers, computer files, and software furnished by Advanced Career Institute are intended solely for educational use. Internet access to global electronic information resources on the World Wide Web is provided by Advanced Career Institute to assist faculty, staff and students in obtaining educational data and technology. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

rules of use as outlined in the school catalog		Media Center at my respective campus and agree to	abide by the
Student's Initials			
		int about this institution with the Bureau for Private pleting a complaint form, which can be obtained o	•
THAT I HAVE READ, UNDERSTOOD, A	AND AGREI	DING CONTRACT. MY SIGNATURE BELOW ED TO MY RIGHTS AND RESPONSIBILITIES UND POLICIES HAVE BEEN CLEARLY EXP	, AND THAT
Student Signature	Date	Student's Guardian's Signature (If Applicable)	Date
Authorized School Representative's Signature	Date	Co-Signer's Signature (If Applicable)	Date

ACI-May 18-(Enrollment Agreement)