

# International Christian Education College

3700 Wilshire Blvd. Suite 420, Los Angeles, CA 90010

(Instruction is Provided at the Above Address)

(213) 631-2483

## Enrollment Agreement

Student Name \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Country \_\_\_\_\_

Program Start Date \_\_\_\_\_ Program Completion Date \_\_\_\_\_

### Period Covered by this Enrollment Agreement

Scheduled Start Date \_\_\_\_\_ Scheduled Completion Date \_\_\_\_\_

Program Name

Length in Hours

### STUDENT'S RIGHT TO CANCEL

The student has 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. 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.

### Classroom Programs:

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. A withdrawal for the current term or from the school 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. Refunds for students who have completed 60 percent or less of the period of attendance shall be given on a pro rata basis. The institution shall pay or credit refunds within 45 days of receiving a student's written notice of cancellation or withdrawal.

### Prior to Signing This Enrollment Agreement

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet that will be reviewed with a school official. These documents contain important policies and performance data for this institution. This institution is required to have you initial, sign, and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, licensing examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, before signing this enrollment agreement.

**Student's Initials** \_\_\_\_\_ I certify that I have already received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have already initialed, signed, and dated the information provided in the School Performance Fact Sheet.

## Enrollment Agreement

### **Student Tuition Recovery Fund Disclosures.**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident or are not enrolled in a residency program.”

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at International Christian Education College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in \_\_\_\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending International Christian Education College to determine if your certificate will transfer.”

### **Notice:**

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau’s Internet Website at [www. bppe.ca.gov](http://www.bppe.ca.gov).

# Enrollment Agreement

## Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

You must exercise your right to cancel or withdraw on or before this date: \_\_\_\_\_.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite #225, Sacramento, Ca 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

# Enrollment Agreement

## FEES

Total Program Tuition	\$ _____	
Total Books, Materials, Supplies, Media	\$ _____	(This is only an estimate for the program.)
Registration Fee	\$ _____	(Non Refundable)
Equipment	\$ _____	
Assessment Fees for Transfer of Credit	\$ _____	
Fees to Transfer Credit	\$ _____	
Fees Paid to Other Entities	\$ _____	
Other Charges	\$ _____	(Please specify _____)
STRF Fee	\$ _____	(Non refundable, 0 cents per \$1,000 of tuition)
<b>TOTAL AMOUNT</b>	<b>\$ _____</b>	<b>(This is the amount you will be required to pay to complete the program.)</b>

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \_\_\_\_\_

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \_\_\_\_\_

TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT \_\_\_\_\_

If a 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. (94911(f)).

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.

The terms and conditions of this agreement are not subject to amendment or modification by oral agreement. I, the undersigned, purchaser of the program of training, have read, understand and agree to the terms and conditions contained herein and with my signature. I certify having received an exact copy of this agreement, a copy of the School Catalog and School Performance Fact Sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this agreement.

This enrollment agreement is a legally binding instrument when signed by the student and accepted by the school.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

**X** Student's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

For Office Use Only

School Official's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_