

SAMPLE ENROLLMENT AGREEMENT

The following enrollment agreement is a sample document that contains suggested language which may be used for reference in developing this required document for the application package. This document reflects the requirements of the Code of Maryland Regulations (COMAR). Additional terms may be added as appropriate.

Please be advised that this sample is only a suggestion for format and language. Any enrollment agreement is a contract binding on both the student and the school. You are advised to obtain independent legal advice before developing a final agreement.

SCHOOL NAME
STREET ADDRESS
CITY, STATE, ZIP CODE
TELEPHONE / FACSIMILE
WEB SITE / EMAIL

Student name: _____
Address: _____
City, State, Zip: _____
Telephone #s: H: _____ W: _____ C: _____
Email: _____
Social Security #: _____
Program Name and Clock Hours: _____
Training start date: _____ Training end date: _____
Days/Evenings Class Meets: (*circle*) M T W Th F Sat Sun
Time of day/evening class begins: _____ Time of day/evening class ends: _____
Total number of hours of instruction per day: _____
Total number of hours of instruction per week: _____
Total number of weeks of program instruction: _____

Upon successful completion of the program, I will receive a (*certificate*). Successful completion requires (*description of graduation criteria to include academic and attendance requirements and the satisfaction of any financial obligations to the school.*) In order to receive an official transcript, whether I complete the program or not, I must (*criteria that must be met in order to be issued a transcript*).

The (*name of school*) acknowledges that job placement and job salaries cannot be guaranteed.

The cost of the program is: Application/Registration/ _____
Enrollment fee: _____
Tuition: _____
Books, supplies, materials: _____

SAMPLE ENROLLMENT AGREEMENT

Other costs (specified): _____

TOTAL _____

Payment Schedule: The application fee, if applicable, is due _____.
Tuition is payable: *(description of any payment plans)*

Payment for books, supplies, materials is due _____.¹

Payment of any other costs is due _____.

If applicable, the credit terms and interest rates with the following required FTC notice if there are credit terms: *“Any holder of this Consumer Credit Contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”*

Refund Policy: (Please note that the following text provides for the minimum refund policy outlined in the Code of Maryland Regulations; the school may certainly exceed these standards and be more generous to students. If the school is eligible to participate in federal financial aid programs, the school’s refund policy must also comply with the federal guidelines and be described in the enrollment contract.)

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration or enrollment fee will be retained by the school.
3. If, after the seven-day cancellation period expires, a student withdraws or is terminated after the instruction begins, refunds will be made based on the total contract price for the course or program and will include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school will pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Program Taught By Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%

¹ I may purchase my books, supplies, and materials either from the school or on the open market provided they meet the requirements of the program.

SAMPLE ENROLLMENT AGREEMENT

30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

4. If the school closes or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the Director or designated school official if they are withdrawing from the school.
6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the student's last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student will be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
9. Books purchased are the property of the student and are not refundable, except within the seven-day cancellation period.
 - I have received an exact copy of this enrollment contract.
 - I have received a copy of the School's current catalog.
 - I have been advised to keep this document as well as copies of all financial documents.

Signature of Applicant _____
Date

Signature of Parent, if applicant is a minor _____
Date

Signature of *(name of school)* official _____
Date

In order to be binding, this contract must be signed by the applicant, guardian if applicable, and the school official.

The enrollment contract may be extended or modified only with the written consent of both the student and the school.