

ENROLLMENT AGREEMENT/CONTRACT

Name of School: _____

Attach a copy or proposed copy of the school's enrollment agreement/contract. The enrollment agreement shall include, but is not limited to the following: (Indicate on the line by each item, the paragraph number where that item is included on the enrollment agreement/contract.)

Title: Identification of document as a contract or agreement. _____

School: Name, Address, Telephone and Fax number of the school. _____

Program or courses of study: program/course title as identified in school catalog. _____

Time required: Designate Time of Training (Day, Evening, Weekend or Lessons)
Length of Training in clock hours, credit hours, quarter credit hours or lessons and number of weeks or months normally required for completion as stated in school catalog. In the case of home study, the number of lessons required for completion. _____

Starting and ending dates: scheduled class starting and ending dates. _____

Class schedule: day, evening or other time of class attendance. In the case of home study schools, the schedule of when lessons received by mail are to be completed and returned by mail must be stated. _____

Certificate/diploma: Identify type of credential to be received by student upon successful completion of the program or course. _____

Costs: tuition, books and supplies and other costs. (Identify whether any payments are refundable or non-refundable such as application or registration fee). _____

Payment: Method and terms of payment. This must comply with federal truth-in-lending and state retail installment requirements. In the case of home study schools this, must comply, as the minimum, with federal truth-in-lending requirements where the student is not a resident of the State of Connecticut. _____

Withdrawal by student: Outline how a student would withdraw from school Prior to enrollment and after enrollment. By statute, school can not require student to notify school in writing of withdrawal. Also, all refunds are based on last date of verifiable attendance per statute. _____

Termination by school: Outline grounds for termination of a student enrolled by school prior to completion of course/program, include insufficient academic progress, nonpayment, failure to comply with published school policies. _____

Refund policy: Outline in detail, schools refund policy on all funds received by school prior to starting classes and prior to completion of the program/course. Timeframe of processing refund. _____

Employment assistance: State in a disclaimer that the school can not guarantee employment. _____

Barriers to Employment: List any barriers to employment i.e. felony, medical condition, etc. _____

Acknowledgments: At the end of the enrollment agreement/contract provide an acknowledgment that the student has read and received a completed copy of the enrollment agreement; and a copy of the school catalog. An enrollment agreement shall not be deemed completed and valid until the authorized school official has signed and the student has signed and received a copy of the enrollment agreement. If the student is a minor the signature of a guardian is required. _____

Signatures: Provide a line for a signature of student and of appropriate school official authorized to sign enrollment agreement/contract, as well as dates. Provide a place for the guardian of a minor to sign and date. _____

Please Note:

- 1) Since the enrollment agreement is the legal contract between the school and a student, it must include, at minimum, the information outlined above, which is required in statute.**
- 2) In order for the enrollment agreement/contract to be a legally binding document, it must be signed by all parties and a fully executed copy must be provided to the student, with the original maintained in the student's school file.**