ENROLLMENT AGREEMENT CHECKLIST

Enrollment Agreements are required for schools which are **institutionally accredited** with COMTA, per Standard XIII.D. An enrollment agreement is a contract between the school and the enrolling student. The agreement should be carefully constructed so it may be easily read and understood.

The school Enrollment Agreement should consist of the following information **at minimum**, but not necessarily in this order. *(NOTE: Additional requirements may be required by certain jurisdictions. This document is a supplement to any enrollment agreement requirements established by state regulation.)* An explanation must be provided if an item does not apply.

**School/Program Information**

<table>
<thead>
<tr>
<th>State Page &amp; Paragraph found</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>Name of the school with complete address (street, city, state and zip) of the location the student will attend</td>
</tr>
<tr>
<td>___</td>
<td>Area code and telephone number of the school, specifically where the administrative staff may be reached</td>
</tr>
<tr>
<td>___</td>
<td>Name of the program in which student is enrolling</td>
</tr>
<tr>
<td>___</td>
<td>Number clock hours and/or credits of the program</td>
</tr>
<tr>
<td>___</td>
<td>Length of the program in weeks and/or months</td>
</tr>
<tr>
<td>___</td>
<td>Date the student is expected to attend first class</td>
</tr>
<tr>
<td>___</td>
<td>Expected graduation date</td>
</tr>
</tbody>
</table>

**Student Information**

<table>
<thead>
<tr>
<th>State Page &amp; Paragraph found</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>Student’s name</td>
</tr>
<tr>
<td>___</td>
<td>Student’s address (street, city, state, zip code and telephone number)</td>
</tr>
</tbody>
</table>
Financial Information

State Page & Paragraph found

_____ Application and registration fees

_____ Tuition

_____ Books and supplies

_____ Other applicable fees (be specific)

_____ Deposit applied

_____ Current student balance

_____ Payment methods, including cash, financial aid, or monthly payments

_____ Interest (if applicable)

_____ Methods used to collect delinquent tuition

_____ Clearly stated refund and cancellation policy, including any refund policy required by a state or federal agency

Legal Disclosures

State Page & Paragraph found

_____ Buyer’s right to cancel (aligned with jurisdictional regulation)

_____ Placement guarantee disclaimer

_____ Statement explaining the legal and binding nature of the Enrollment Agreement

_____ Statement entitling student to an exact copy of the executed Enrollment Agreement

_____ Statement verifying the student has read all pages of the document

_____ Statement confirming the student has received, read and understood the current program catalog

_____ Statement certifying that the student has read and understands all terms of the Enrollment Agreement

_____ Statement referencing the Catalog and Student Handbook (if used) as a legal part of the Enrollment Agreement
Other Required Information

State Page & Paragraph found

_____ Initial or signature line on each page of the Enrollment Agreement for the student (or the student’s legal guardian/parents)

_____ Signature line and title for school official

_____ Page numbers in the style “Page 1 of 3” to verify the number of pages in the Enrollment Agreement