



## ENROLLMENT AGREEMENT CHECKLIST

Enrollment Agreements are required for schools that 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*, 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.**) Provide an explanation if an item does not apply.

### School/Program Information

Page Number:

- \_\_\_\_\_ Name of the school with complete address (street, city, state and zip) of the location the student will attend
- \_\_\_\_\_ Area code and telephone number of the school, specifically where the administrative staff may be reached
- \_\_\_\_\_ Name of the program in which student is enrolling
- \_\_\_\_\_ Number clock hours and/or credits of the program
- \_\_\_\_\_ Length of the program in weeks and/or months
- \_\_\_\_\_ Date the student is expected to attend first class
- \_\_\_\_\_ Expected graduation date

### Student Information

Page Number:

- \_\_\_\_\_ Student's name
- \_\_\_\_\_ Student's address (street, city, state, zip code and telephone number)

### Financial Information

Page Number:

- \_\_\_\_\_ Application and registration fees
- \_\_\_\_\_ Tuition
- \_\_\_\_\_ Books and supplies
- \_\_\_\_\_ Other applicable fees (be specific)
- \_\_\_\_\_ Any additional costs associated with verification of student identity at the time of registration or enrollment.
- \_\_\_\_\_ 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

Page Number:

- \_\_\_\_\_ 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**

Page Number:

\_\_\_\_\_ 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