American Liberty University

Excellence in Higher Education

Enrollment Agreement

December 2, 2018 to December 1, 2019
A. ENROLLMENT AGREEMENT

Student Name     Student ID#                 S.S.#

Address     City State  Zip Code

Telephone      Fax              E-mail

B. This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy and (b) a catalog including a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll.

C. STUDENT’S RIGHT TO CANCEL: You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University, 3101 West Coast Highway Suite 400, Newport Beach, CA 92663.

D. REFUND INFORMATION: The student has a right to a full refund of all charges less the amount of $110.00 for the application fee if he/she cancels this agreement within seven days of registration.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 75% or less of the instruction. For example, if the student completes only 30 hours on a 90-hour course and paid $300.00 tuition, the student would receive a refund of $200.00.

\[
\text{refund amount} = \left( \frac{90 \text{ hours}}{60 \text{ hours}} \right) \times (300 \text{ dollars}) = 200 \text{ dollars}
\]

All Notices of Cancellation and/or requests for withdrawal/refunds will be processed promptly upon receipt by American Liberty University. Appropriate refunds will be sent by check within forty-five (45) days after American Liberty University receives the Notice of Cancellation form or written withdrawal/refund request. Refunds due directly to students will be mailed to the address written on the Notice of Cancellation or withdrawal request.

NOTE: The number of days represented above pertains to the number of days following the student’s signing of a Course Enrollment Request Form. Initial ---------- Date: ------------------
The school will also refund money collected that was sent to a third party on the student’s behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of charges. Refunds will be paid within 45 days of cancellation or withdrawal.

**NOTICE**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT TO OR WITH THE PROCEEDS HERE OF RECOVERY HERE UNDER BY THE DEBTOR SHALL NOT EXCEEDS AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**Ed. Code §94920(a)** An institution that does not participate in the federal student financial aid program shall do all of the following: The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal 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.

**Ed. Code §94920(d)** An institution that does not participate in federal student financial aid programs shall do all of the following: The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

**E. WITHDRAWALS AND REFUNDS**

(a) American Liberty University shall make refunds that are no less than the refunds required under the Act and this Division.

(b) American Liberty University may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student’s withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by American Liberty University.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

1. The amount owed equals the daily charge for the program (total charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
2. Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
3. Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when American Liberty University provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.
4. For purposes of determining a refund under the Act and this section, 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 its catalog.

(d) If American Liberty University 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 American Liberty University has not paid the money to the third party at the time of the student’s withdrawal or cancellation, American Liberty University shall refund the money to the student within 45 days of the student’s withdrawal or cancellation.

(e) American Liberty University shall refund any credit balance on the student’s account within 45 days after the date of cancellation or withdrawal.
ENROLLMENT AGREEMENT

H. Questions

1) “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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.”

2) “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 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov.”

Initial: __________ Date: ________________
I. Loans:

CEC 94909(a)(11): - 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.

Ed. Code §94911:

(g) 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. Initial ---------------- Date: ____________________

*In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code. Initial ---------------- Date: ____________________

J. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUT INSTITUTION:

The transferability of credits of ------------------------------------ program you earn at American Liberty University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in any of ALU’s program is also at the complete discretion of the institution to which you may seek to transfer.

If the degree of ------------------------------------ program that you earn at American Liberty University is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at American Liberty University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Liberty University to determine if your degree/certificate/diploma will transfer. Initial ---------------- Date: ________________

K. DISTANCE EDUCATIONAL PROGRAMS (California Code of Regulations 5 CCR §71716 Disclosures)

(a) As an institution offering a distance educational program where the instruction is not offered in real time, American Liberty University shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

(b) The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 (Withdrawals and Refunds) before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. American Liberty University shall make the refund pursuant to section 71750. If American Liberty University sent the first lesson and materials before an effective cancellation notice was received, American Liberty University shall make a refund within 45 days after the student’s return of the materials.

(c)(1) American Liberty University shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If American Liberty University transmits the balance of the material as the student requests, American Liberty University shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

(d) The enrollment agreement shall disclose American Liberty University’s and student’s rights and duties under California Code of Regulations 71716. Initial ---------------- Date: ________________
L. Student Tuition Recovery Fund (STRF)

(California Education Code §94923; Title 5, California Code of Regulations §76020-76140)

Report all students signing enrollment agreements during the reporting period. The Student Tuition Recovery Fund (STRF) assessment rate for these students is $.0 per $1,000 of institutional chargers. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against American Liberty University for a violation of the Act.”

Initial  ------------  Date:  -----------------------------
M. FEE AND CHARGES. The student is responsible for the following fees and charges:

Application Fee $110.00*

STRF Fee $0.00 (non-refundable)*

Bachelor of Business Administration Degree (BBA) $175.00 per units**

Master of Business Administration Degree (MBA) $195.00 per units**

Doctorate Programs $240.00 per units**

Diploma in Acupuncture (D.A.) $8,500.00**

Student Association $55.00 annually*

Foreign Student Processing $150.00*

Returned Check $50.00*

Repeat processing $75.00*

Transcripts (duplicate) $25.00*

Catalog Fee $20.00*

Registration $35.00* per semester

Course Make-Up Exam $100.00*

Late Registration $50.00*

Late Ad Fee $20.00*

Course Challenge Exam $125.00*

Late Tuition Payment 5% of payment due*

Credit Card 3% convenience fee charge*

Graduation Ceremony and Banquet Announced annually**

Ph.D. Dissertation Processing Fee $1,275.00**

**Refundable   *Nonrefundable   SU: Semester Unite

Acupuncture and Oriental Medicine

Diploma in Acupuncture (D.A.)

Application Fee $110.00*

Tuition (35 SU) $8,500.00**

Registration Fee (2 Semester X $35.00) $70.00*

Books & Supplies (Estimate) $750.00*

Graduation Fee (Estimate) $415.00*

Malpractice Insurance (Estimate) $50.00*

Student Association Fee (1 years X $55.00) $55.00*

Other Fees (Estimate) $100.00*

STRF Fee $0.00 (non-refundable)*

TOTAL CHARGES $10,050.00

Ph.D. in Oriental Medicine

Application Fee $110.00*

Tuition (81 SU X $240) $19,440.00**

Registration Fee (9 Semester X $35.00) $315.00*

Books & Supplies (Estimate) $800.00*

Graduation Fee (Estimate) $415.00*

Malpractice Insurance (Estimate) $200.00*

Student Association Fee (3 years X $55.00) $165.00*

Other Fees (Estimate) $200.00*

Dissertation Processing Fee (Estimate) $1,275.00*

STRF Fee $0.00 (non-refundable)*

TOTAL CHARGES $22,920.00

**Refundable   *Nonrefundable   SU: Semester Unite
Business Administration

Bachelor of Business Administration (BBA)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$110.00*</td>
</tr>
<tr>
<td>Tuition (120 SU X $175)</td>
<td>$21,000.00**</td>
</tr>
<tr>
<td>Registration Fee (12 Semester X $35.00)</td>
<td>$420.00*</td>
</tr>
<tr>
<td>Graduation Fee (Estimate)</td>
<td>$415.00*</td>
</tr>
<tr>
<td>Student Association Fee (4 years X $55.00)</td>
<td>$220.00*</td>
</tr>
<tr>
<td>Digital Resource &amp; Technology (including e-library)</td>
<td>$500.00*</td>
</tr>
<tr>
<td>STRF Fee</td>
<td>$0.00 (non-refundable)*</td>
</tr>
<tr>
<td><strong>TOTAL CHARGES</strong></td>
<td><strong>$22,665.00</strong></td>
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</tbody>
</table>

Master of Business Administration (MBA)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$110.00*</td>
</tr>
<tr>
<td>Tuition (45 SU X $195)</td>
<td>$8,775.00**</td>
</tr>
<tr>
<td>Registration Fee (6 Semester X $35.00)</td>
<td>$210.00*</td>
</tr>
<tr>
<td>Graduation Fee (Estimate)</td>
<td>$415.00*</td>
</tr>
<tr>
<td>Student Association Fee (2 years X $55.00)</td>
<td>$110.00*</td>
</tr>
<tr>
<td>Digital Resource &amp; Technology (including e-library)</td>
<td>$400.00*</td>
</tr>
<tr>
<td>STRF Fee</td>
<td>$0.00 (non-refundable)*</td>
</tr>
<tr>
<td><strong>TOTAL CHARGES</strong></td>
<td><strong>$10,020.00</strong></td>
</tr>
</tbody>
</table>

Ph.D. in Business Administration (Ph.D.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$110.00*</td>
</tr>
<tr>
<td>Tuition (72 SU X $240)</td>
<td>$17,280.00**</td>
</tr>
<tr>
<td>Registration Fee (9 Semester X $35.00)</td>
<td>$315.00*</td>
</tr>
<tr>
<td>Graduation Fee (Estimate)</td>
<td>$415.00*</td>
</tr>
<tr>
<td>Student Association Fee (3 years X $55.00)</td>
<td>$165.00*</td>
</tr>
<tr>
<td>Digital Resource &amp; Technology (including e-library)</td>
<td>$500.00*</td>
</tr>
<tr>
<td>Dissertation Processing Fee (Estimate)</td>
<td>$1,275.00*</td>
</tr>
<tr>
<td>STRF Fee</td>
<td>$0.00 (non-refundable)*</td>
</tr>
<tr>
<td><strong>TOTAL CHARGES</strong></td>
<td><strong>$20,060.00</strong></td>
</tr>
</tbody>
</table>

**Refundable** | **Nonrefundable** | **SU: Semester Unite**

N. “YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATION PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION”

Initial  Date: 

O. You must let ALU’s staff help you and explain to you the terms, if you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language

“I certify that I understand all the terms and conditions of the enrollment agreement.” Initial  Date: 

P. NOTE: Instrument, or other evidence of indebtedness relating to payment for an education program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate. Initial  Date: 

1301 Dove Street, Suite 960 Newport Beach, CA 92663
Phone: 1-877-ALU-8881
www.ALUniversity.edu  Education@ALUniversity.edu
Q. Period Covered by this Enrollment Agreement from: ----------------------------- to -----------------------------

Starting Date: ----------------------------- Estimated Completion Date: -----------------------------

This Agreement is for:

☐ Bachelor of Business Administration (BBA)
  A total of 120 Semester Units and 1,800 Clock Hours, are required to complete the Bachelor of Business Administration (BBA)
  Start Date: ----------------------------- Scheduled Completion Date: -----------------------------

☐ Master of Business Administration (MBA)
  A total of 45 Semester Units and 675 Clock Hours, are required to complete the Master of Business Administration (MBA)
  Start Date: ----------------------------- Scheduled Completion Date: -----------------------------

☐ Doctor of Philosophy in Business Administration (Ph.D.)
  A total of 72 Semester Units and 1,080 Clock Hours, are required to complete the Doctor of Philosophy in Business Administration (Ph.D.)
  Start Date: ----------------------------- Scheduled Completion Date: -----------------------------

☐ Diploma of Acupuncture (D.A.)
  A total of 35 Semester Units and 525 Clock Hours, are required to complete the Diploma of Acupuncture (D.A.)
  Start Date: ----------------------------- Scheduled Completion Date: -----------------------------

☐ Doctor of Philosophy in Oriental Medicine (Ph.D.)
  A total of 81 Semester Units and 1,665 Clock Hours, are required to complete the Doctor of Philosophy in Oriental Medicine (Ph.D.)
  Start Date: ----------------------------- Scheduled Completion Date: -----------------------------

Initial: ------------ Date: ---------------
R. REFUND POLICY: The student has a right to a full refund of all charges less the amount of $110.00 for the application fee if he/she cancels this agreement as follows:

<table>
<thead>
<tr>
<th>Percentage of Course Conducted</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>76%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Refund Policy for Distance Learning program:
For purposes of determining the scheduled length of program for refund calculations, multiply the number of courses required for the degree by 15 weeks, expected completion time per course. The institution refund policy for students who have received 60% or less of the course of instruction shall be a pro rata refund. The refund shall be the amount the student paid for instruction less the cost of the instruction received. Students are responsible for tuition fees for courses in which they are enrolled.

Students who have paid in full and received all course and lesson materials, as they requested, will not be entitled to a refund. However, they are entitled to receive all instruction they ordered for, provided that they comply with the academic policies and procedures of the University. For withdrawal beyond 60% completion, there are no refunds; nor is there any refund if a student completes a course in a shorter period of time than prescribed.

Students who have paid in full and who have requested a refund in writing and have received all of their instructional materials are not entitled to a refund after the material is mailed. However, they are entitled to receive all of the instruction they ordered for, provided that they comply with the academic policies and procedures of the University.

Refund Example: If a student completes 15 weeks of a 72 weeks (for MBA) program and has paid $8,775.00 in tuition, the student would receive a refund calculated as follows: $8,775.00 x 57/72 = $6,946.80 - $110 (Application Fee).

S. The institution’s refund policy and a statement that, 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.
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $.00
TOTAL CHARGES UPON ENROLLMENT: $00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $.00

1. Total Tuition ..............................................................................................................................................................................$.00
2. Less Initial Deposit/ALU Scholarship........................................................................................................................................$.00
3. Transfer Credits .............................................................................................................................................................................$.00
4. Unpaid Balance of Total (difference between lines 1 & 2 & 3) ...........................................................................................................$.00

PAYMENT SCHEDULE:
Student agrees to pay AMERICAN LIBERTY UNIVERSITY at 3101 West Coast Highway Suite 400, Newport Beach, CA 92663

The sum of __________________________________________________________________________________________ in monthly tuition payments of (minimum of $500.00) $______________________, or more.

First tuition payment payable on _________________________2017/2018, and all subsequent tuition payments on the same day of each consecutive month until paid in full. Tuition payments not received within fifteen (15) days of the above due date will be subject to a late charge.

I, the undersigned, have read and understand the information provided in the Fact Sheet.

Student Name - Print:__________________________________
Student Signature:_____________________________________Date:________________

School Performance Fact Sheet:
The School Performance Fact Sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, the School Performance Fact Sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I, the undersigned, have read and understand the information provided in the Fact Sheet.
V. ALU ADDRESS (CLASSES & ADMISSIONS OFFICE)

American Liberty University - A.L.U.
3101 West Coast Highway Suite 400
Newport Beach, California 92663

Phone: (949) 646-2022
Fax (949) 646-2023

www.aluniversity.edu
e-mail: education@aluniversity.edu

W. Period Covered by this Enrollment Agreement: from: __________________________ to: __________________________

X. The enrollment agreement is legally binding when signed by the student and accepted by the institution

Y. This Agreement is Accepted by:

______________________________________________ __________________________
Name Position at A.L.U.

______________________________________________
Signature

Comments:

____________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Z. Enrollment Agreement Minimum Requirements

Ed. Code §94902(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.

Ed. Code §94906
(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.

Ed. Code §94907 An enrollment agreement shall not contain a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.

Ed. Code §94908 Any information or statement required by this article to be included in the catalog, School Performance Fact Sheet, or enrollment agreement shall be printed in at least the same size font as the majority of the text in that document.

Ed. Code §94909
(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

(15) The following statement:
"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or 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 (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer."

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:
(a) The name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:
(b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as nonrefundable charges.

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:
(c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:
(d) A clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:
(e)(1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that 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.

(2) The disclosure shall contain the institution's refund policy and a statement that, 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.

(3) The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund.

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:
(f) A statement specifying that, if the 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.
Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:

(g) A statement specifying that, 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.

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:

(h) The transferability disclosure that it is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of section 94909.

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:

(i)(1) The following statement: "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates; salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

(2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:

(j) The following statements:

1. "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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

2. "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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Ed. Code §94911 An enrollment agreement shall include, at a minimum, all of the following:

(k) The following statement above the space for the student's signature:

"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."

5 CCR §71800 In addition to the requirements of section 94911 of the Ed. Code, an institution shall provide to each student an enrollment agreement that contains at least the following information:

(a) The name and address of the institution and the addresses where instruction will be provided.

(b) Period covered by the enrollment agreement.

(c) Program start date and scheduled completion date.

(d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Ed. Code.

(e) Itemization of all institutional charges and fees including, as applicable:

1. tuition;
2. registration fee (non-refundable);
3. equipment;
4. lab supplies or kits;
5. Textbooks, or other learning media;
6. uniforms or other special protective clothing;
7. in-resident housing;
8. tutoring;
9. assessment fees for transfer of credits;
10. fees to transfer credits;
(11) Student Tuition Recovery Fund fee (non-refundable);
(12) any other institutional charge or fee.
(f) Charges paid to an entity other than in institution that is specifically required for participation in the educational program.
5 CCR §71716(d) The enrollment agreement shall disclose the institution's and student's rights and duties under this section.
5 CCR §71716(a) An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
5 CCR §71716(b) The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

5 CCR §71716
(c)(1) An institution shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, request in writing that all of the material be sent.
(2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

5 CCR §76215(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:
"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Institutional Representative Initials:----------------- Date:---------------------------------

Student Initials: ----------------- Date: ---------------------------------