

Institution Name: _____

Institution Address: _____

ENROLLMENT AGREEMENT CHECKLIST

An enrollment agreement is a contract between the institution and the prospective student. It must be clearly written and easily understood. The following components must appear in the enrollment agreement, though not necessarily in this order. If an item listed does not apply, write "N/A" in the blank and provide an explanation as to why it is not applicable.

For an enrollment agreement that is requested for review by ACCET, please mark the appropriate section of the enrollment agreement with the relevant item numbers from this checklist.

- 1. Institution information:
 - The name of the institution.
 - The complete address with street, city, state, & zip code of the institution.
 - The area code and telephone number of the institution.

- 2. Student information:
 - A space for where the student's name will appear on the agreement.
 - A space for the address with street, city, state, & zip code of the student.
 - A space for recording last four digits of the student's social security number.
 - A space for the birth date of the student.

- 3. All costs clearly itemized and defined for each applicable program of study and with any non-refundable items explicitly indicated.
 - Tuition.
 - Application/Registration Fee.
 - Books & Supplies.
 - Other (please specify).
 - Deposit & Balance.

- 4. If an institution charges tuition by payment periods or periods of obligation (e.g. term, semester, module or session), a description of how/when all the program costs identified above are charged students to include:

- ___ The schedule of payment; and
- ___ The impact of these payment periods or periods of obligation on the institution's cancellation and refund policy.
- ___ 5. A space for listing the methods of student payment accepted by the institution (e.g. cash, check, charge, money order, credit card, etc.).
- ___ 6. A space for the class schedule of the enrolled student (e.g. times of day and days of the week).
- ___ 7. A space for the name of the program of study in which the student is enrolling as well as the clock hours and, if applicable, the credit hours of the program.
- ___ 8. A space for the enrolled student's start date.
- ___ 9. A space for the enrolled student's scheduled or projected graduation date.
- ___ 10. An employment guarantee disclaimer, if employment assistance is provided.
- ___ 11. A "Buyers Right to Cancel" as defined by the FTC and/or any applicable state or local statute or regulation. If the institution uses a cancellation policy beyond the minimums established in federal, state, or local requirements, it must comply with the provisions of ACCET Document 31 – Cancellation and Refund Policy.
- ___ 12. A refund policy compliant with federal, state, and/or local requirements. If the policy in use is not entirely compliant with the provisions of ACCET Document 31, the agreement must state that both the institution's policy and the ACCET policy are applied and the one more lenient to the individual student is used. Include in the cancellation and refund policy, the terms and conditions regarding:
 - ___ Cancellations due to: (a) rejection of an applicant by the institution; (b) program cancellation by the institution, (c) cancellation by a student during any established cancellation period, and (d) no show/student never starts training
 - ___ Withdrawals or terminations after the start of class and after the cancellation period.
- ___ 13. A statement that the agreement becomes a legal and binding contract once completed and signed by both parties.
- ___ 14. A signature line(s) and a space for the current date for the student and the student's parent or legal guardian if the institution's policy permits enrollment of applicants under the age of contractual consent.
- ___ 15. A signature line and title for the school official authorized to accept the enrolled agreement.
- ___ 16. A statement verifying that the student has received and read the current school catalog.
- ___ 17. A statement verifying that the student has read, understood, and received a copy of the completed and executed agreement.

- ___ 18. Pagination – If the enrollment agreement is longer than one side of one page, each side of each page should: (a) refer to the conditions on that side as being part of the agreement; and (b) be numbered: “page 1 of __,” “page 2 of __,” etc.

Compliance Comments: _____
