



**CORRESPONDENCE/ON-LINE
ENROLLMENT AGREEMENT**

Student Name _____ Social Security No. _____

Street Address _____ City _____ State _____ Zip Code _____

IF YOU HAVE ANY COMPLAINTS, QUESTIONS OR PROBLEMS, WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL THE BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION, 400 "R" STREET, SUITE 5000, SACRAMENTO, CA 95814, (916) 455-3427

A. COURSE TITLE: HOTEL MANAGEMENT ON-LINE/ CORRESPONDENCE PROGRAM

Upon your successful completion of the course, you will receive a Certificate of Completion.

B. BUYERS RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this agreement, until midnight of the eighth business day after the first lesson is mailed. Business day means, except for home study or correspondence, A day on which you were scheduled to attend a class session.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this agreement, attention Annet Forrest, Director. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. You will be given a notice of cancellation form to use at the first day of class.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

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C. WITHDRAWAL FROM COURSE

A student may withdraw from the program and receive a refund of the unused portion of the tuition fees and other charges. If a student withdraws after the period in which the student may cancel this agreement, but before the student has completed the entire program, the student need only pay for the educational services rendered, plus a non refundable registration fee of \$75.00. (For VA students the maximum the school will retain is \$10.00)

The prorated refund amount will be calculated by first determining the total hourly cost of the program of instruction by dividing the total tuition charge by the total number of clock hours, then multiplying the hourly cost by the total clock hours elapsed at the time of the withdrawal, and then subtracting that amount from the total amount paid

Example of Refund:

Assume that a student, upon enrollment in a 600 hour course, pays the school \$6,410.00 for tuition plus \$75 as a registration fee and \$10.00 STRF Fee. Assume that the student withdraws after completing 200 hours of the 600 hour program. In that event, the refund \$4,364 in unused tuition

- A: Total Paid to School: \$6,500
(6,410 Tuition/Material + 75 Regist. Fee + 15.00 STRF Fee = \$6,500)
- B. Total Tuition Charge: \$6,410
(6,500 paid to school - \$75 Non refund Regist./fee - \$15.00STRF = \$6,410)
- C. Hourly Charge \$10.68
(6,410 tuition charge / 600 total hours = \$10.68)
- D. Students obligation for service received = \$2,136
(10.68 hourly charge x 200 hours completed = \$2,136 students obligation)

D. TUITION REFUND UPON CANCELLATION PRIOR TO EIGHTH DAY OF INSTRUCTION

Institutions, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for instructional charges, if notice of cancellation is made prior to the fifth day of instruction, and all books, equipment and material is returned in perfect condition. If the first lesson in a home study or correspondence course is sent to the student by mail, the institution shall send it by first-class mail, postage prepaid, documented by a certificate of mailing, and the student shall have the right to cancel until midnight of the eighth business day after the first lesson was mailed. The institution shall advise each student that any notification of withdrawal or cancellation and any request for refund is required to be in writing

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal
- b. The school terminates your enrollment
- c. You fail to attend for a three-week period. In this case, the date of the withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you,

E. STUDENT TUITION RECOVERY FEE

You must pay the state imposed fee for the Student Recovery Fund (**STRF**) if all of the following applies to you:

- 1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loan, or personal loan, 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 fee if either of the following applies:

- 1. You are not a California Resident,
- 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 the third party

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F. TOTAL FEES, CHARGES, AND EXPENSES

Registration Fee	\$75.00	School may retain up to \$75.00 if the Agreement is not canceled before midnight of the eighth business day following mailing of first lesson.
Tuition	\$1800.00	Prorated upon course withdrawal. Refer to refund provisions at the end of this agreement.
Equipment	\$125.00	Includes all books, supplies, materials, implements, tools, machinery, computers, electronic devices, or any other goods related to the instruction offered in this agreement.
STRF Fee	\$0.00	Required Fee by State of California. Refer to STRF Information at the end of This agreement to be paid by the school.
TOTAL CHARGES	\$2000.00	All amounts paid for instruction.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTAND, AND AGREE TO MY RIGHTS AND RESPONSIBILITIES AND THAT THE INSTITUTIONS CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME

Signature of Student

Date

Signature and Title of School Official

Date

THIS AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL

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