



17156 Bellflower Blvd. Bellflower, CA 90706  
(562) 925-1785

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Cell: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Guarantor: \_\_\_\_\_ Phone: \_\_\_\_\_

## ENROLLMENT AGREEMENT

### A. PROGRAM TITLE:

Course to be completed in \_\_\_\_\_ **clock hours**, to complete \_\_\_\_\_ **modules** in \_\_\_\_\_ **weeks**. Program Start Date: \_\_\_\_\_ Estimated Scheduled Completion Date: \_\_\_\_\_. This Enrollment Agreement covers the period from \_\_\_\_\_ to \_\_\_\_\_. This agreement may be cancelled before \_\_\_\_\_ per

Section D, *Student's Right to Cancel*. Classes are held Monday through Friday between hours of 7:00 am and 4:00 pm. Classroom instruction and administrative offices are located at 17156 Bellflower Blvd., Bellflower, CA 90706; Hands-on field training is located at 3199 St. Louis Ave, Long Beach, CA 90806, and 6701 Cherry Ave., Long Beach, CA 90805. Field training outside of normal classroom hours requires students to be flexible. Upon your successful completion of the course, you will receive a Diploma and/or Certificate of Completion.

### B. TOTAL FEES, CHARGES, AND EXPENSE

Registration Fee	\$10.00	Registration fee is non-refundable.
Tuition		Prorated upon course withdrawal, See Section D and E.
Books, Supplies		Includes all books, supplies, or materials, related to the instruction offered in this agreement and applicable sales tax.
STRF Assessment		Student is assessed \$0.50 per thousand dollars of tuition paid (except third party paid tuition) for STRF. Refer to pages 3 & 4, STRF. Fee is non-refundable
Testing Fees		DMV Fees
Medical Fees & Drug Consortium		DMV required physical exam and drug consortium.
Tutoring Fees		Applicable ONLY if requested; Charge: \$100/hour for tutoring.
<b><u>TOTAL CHARGES</u></b>		<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.</u></b>
<b><u>EST. TOTAL CHARGES</u></b>		<b><u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.</u></b>
<b><u>FA</u></b>		<b><u>LESS FINANCIAL AID IF AVAILABLE</u></b>
<b><u>TOTAL CHARGES</u></b>		<b><u>ALL AMOUNTS DUE FOR INSTRUCTION</u></b>
<b><u>TOTAL CHARGES DUE</u></b>		<b><u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</u></b>

### C. SCHEDULE OF PAYMENTS:

\_\_\_\_\_ is responsible for \_\_\_\_\_. YOU ARE RESPONSIBLE FOR \_\_\_\_\_. You will make \_\_\_\_\_ monthly payments of \_\_\_\_\_. Payments will begin \_\_\_\_\_ and end on \_\_\_\_\_. A 1% service charge will be added to delinquent accounts monthly plus any collection fees. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan. (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

“NOTICE” ‘YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.’

If you get a student loan, you are responsible for repaying the full amount of the loan plus any interest, less the amount of any refund.

Student Signature: \_\_\_\_\_

#### D. STUDENT'S RIGHT TO CANCEL

You have the right to cancel this 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.

Cancellation shall occur when you give written Notice of Cancellation at the address of the School shown on the top of the first page of this Enrollment Agreement. You can do this by mail, hand delivery, telegram, fax, or email. 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 two Notices of Cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return them to the School within thirty (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 45 days after your Notice of Cancellation is received. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

#### E. WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund less STRF fees, if applicable, within 30 days following your withdrawal. Under California Law, once you have completed or should have completed more than 60% the course based on days or hours, the school is not required to provide you a refund. Thus, per the school catalog and California law, the tuition refund shall be pro rata based on the period of attendance (i.e. the amount you paid for instruction multiplied by fraction, the numerator of which number of hours of instruction which you have not received but for which you paid, and the denominator of which is the total number of hours of instruction for which you have paid) if you completed or should have completed 60% or less. **If you completed or should have completed 60.1% or more, at the time of your withdrawal, there is no refund.** Cal. Educ. Code §94920.

If you are utilizing veterans benefits administered by the VA the following refund policy applies to you: CIT maintains a 100% pro-rata refund policy for veterans using veteran benefits administered by the VA, including chapter 33.

Refund order: 1. School provided scholarships 2. WIOA funds used in conjunction with VA administered Veterans benefits 3. VA administered funds 4. student paid funds.

If the amount you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it. The STRF fee is non-refundable.

#### F. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

#### G. GROUNDS FOR CANCELLATION/TERMINATION BY THE SCHOOL

Any student who fails to meet all financial obligations to the school is subject to termination by the director. Students with two unexcused absences in any given month will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption of the student's training program.

Initials: \_\_\_\_\_

#### H. DISCLAIMER OF EMPLOYMENT GUARANTEE

While the School offers Placement Assistance, the School cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

Students are encouraged to use professional Employment Agencies whose only job is to carefully match the student's skills, qualifications, and preferences with possible job openings with the highest salary.

While the College is a school, not an employment agency, and does not guarantee employment, every reasonable effort will be made to help graduates learn how to find suitable employment.

#### I. STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834, (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, (have) prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Initials: \_\_\_\_\_

**It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.**

**J. CONSENT TO AUDIO AND VIDEO RECORDING**

Be advised that AUDIO and VIDEO recording may be in progress without further notification.

Entering these premises diminishes your expectation to privacy (from CIT management). CIT management retains their (and your) expectation to privacy. You retain your expectation that no one other than CIT management (their affiliates and authorized users) is recording you or violating your privacy.

Furthermore, to assure the quality of our instruction and to develop video training tapes for future classes & training, the School uses a variety of multimedia to record instructional lectures, seminars, and events. All classes may be subject to photography, videotaping, other imaging, and audio recording for use by CIT for training and marketing. You agree that we are allowed to do so without any additional consideration, remuneration, or notification.

**K. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION INFORMATION**

(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 1747 N. Market Blvd., Ste 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://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](http://www.bppe.ca.gov).

**THIS ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED IN WRITING BY THE INSTITUTION.**

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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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.

Initials: \_\_\_\_\_

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.

Student Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Please print Name: \_\_\_\_\_

School Official: \_\_\_\_\_ Date : \_\_\_\_\_