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**Enrollment Agreement Form**

Company Address		Phone Fax	
Billing address		Contact	Phone #
Student first name & last name		Address	
		Social Security number	Driver license NO.
Phone Number	Cell	Email address	
Contract Number		Purchase number	Supervisor name

**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 including examples of how it applies and (b) a catalog including a description of the course and 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. Immediately upon signing this agreement, you will be given a copy of it to retain for your records.**

This agreement is for the course described in our school catalog as classes:

\_\_\_\_\_ 10-day Locksmith Class 9am to 4pm Monday –Friday, Tuition \$2500

50% refundable deposit is required when you enroll in class.

\_\_\_\_\_ 10-12 Week Locksmith Class 9am to 3pm Monday-Friday, Tuition \$4775

25% refundable deposit is required when you enroll in class.

\_\_\_\_\_ Fees for STRF (non-refundable)

Classes will be held at 5900 Sepulveda #301, Van Nuys, CA .

Beginning on \_\_\_\_\_ and ending on \_\_\_\_\_

# California Institute of Locksmithing

Est. since 1972

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or any other written notice, or send a telegram to: The California Institute of Locksmithing, 5900 Sepulveda #301, Van Nuys, CA 91411.

A student who wishes to cancel or voluntarily terminate after starting training may submit a written notice to the School Director. In any event, the termination date for refund computation purposes is the last date of actual attendance by the student. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both penalties.

If the student cancels, any payment the student has made and any negotiable instrument signed by the student shall be returned to the student within 10 days following the school's receipt of the student's notice of cancellation. The cost of tuition for the 10-day class is \$2500. There will be 100% refund given up to the first day of school. After that the tuition will be pro-rated up to 5 days. After the 5th day, there will be no refunds. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

If the school issued any equipment to the student, the student must return the equipment within 5 days of the date the student signed a Cancellation Notice. If the student does not return the equipment within this 10-day period, the school may keep an account out of what the student paid that equals the cost of the equipment, as indicated on the tool list.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

## **CONDUCT POLICY & GROUNDS FOR TERMINATION**

Students are expected to conduct themselves in a professional manner, with consideration and respect, as in any business situation. Students are to keep the facilities neat and clean and obey all school rules and regulations, including but not limited to parking rules on and off the facility.

At the discretion of the Administration, a student may be dismissed from school for being in an intoxicated or drugged state, possession of drugs or alcohol upon school premises, possession of weapons on school premises, disobedient or disrespectful behavior to another student, an administrator, or faculty member or behavior creating a safety hazard to the persons at school.

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Any student who harms or threatens to harm another student, faculty, or any other person(s) within the facility may be immediately dismissed from school.

Observance of the rules and regulations and maintenance of a professional manner are required at all times. Unruly conduct or any conduct that interferes with the progress of other students and the operation of the school is cause for dismissal. Students who are dismissed for cause are not eligible to receive a refund.

## **SATISFACTORY ACADEMIC PROGRESS**

These standards of satisfactory academic progress have been established following guidelines adopted by the U.S. Department of Education and the National Association of Trade and Technical Schools, now known as the Accrediting Commission of Career Schools and Colleges of Technology. This institution expects its students to maintain satisfactory academic progress. In order to maintain satisfactory academic progress as established by this institution, a student must:

Students who withdraw from school will be evaluated on course work completed at the time of withdrawal. Students with incomplete course work will be issued an incomplete grade for the course work and will be deemed not making satisfactory progress. The incomplete grade will not be used in the grade point calculation. The institution does not offer non credit remedial course work. A student may repeat a module only once, with the higher grade earned being the grade of record.

Students who fail to maintain satisfactory academic progress during an evaluation period will be placed on probation. If the student does not meet the satisfactory progress standards by the end of this period, they will be given a second notice of probation.

Probationary students who fail to meet the satisfactory academic progress standards by the conclusion of the second probation period will be deemed to be not making satisfactory progress and will lose any remaining eligibility for any student financial aid and may be terminated at the discretion of the institution. In the event students are allowed to continue instruction, aid eligibility will be reinstated only after the student has reestablished satisfactory academic progress in accordance with the standards stated above.

Probationary students, who meet the satisfactory academic progress standards by the end of the probationary period, will be removed from probation and will retain eligibility for any aid that was provided.

Students who wish to appeal a determination that they are not making satisfactory academic progress must submit a written appeal to the financial aid committee. The committee consists of the school director and the instructor. The letter should describe any circumstances that the student believes deserve special consideration. The committee will evaluate the appeal and inform the student of their decision in writing. Students may reestablish their eligibility for aid payments by correcting any deficiencies to the acceptable minimum levels of these standards.

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**Student initial** \_\_\_\_\_

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## GRADUATION REQUIREMENTS

To qualify for graduation and to be conferred a diploma a student must successfully meet the skill requirements for the program and complete the described course of study with a minimum grade point average of 2.0 on a 4.0 scale; pass the final examination with a 2.0 or better grade; and discharge all financial obligations to the institute. California Institute of Locksmithing has not entered into an articulation or transfer agreement with any other college or university.

Class start date: \_\_\_\_\_ Graduation date: \_\_\_\_\_

## STUDENT TUITION RECOVERY FUND

"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."

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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 the institution for a violation of the Act."

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

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## DISCLOSURE STATEMENT RE: LICENSURE & EMPLOYMENT

As part of this class, the school will file on your behalf an application for a locksmith license. It is possible that this license will be denied if you have a criminal record, lie on the application, have been convicted of spousal abuse, have not paid child support payments or for other reasons not set forth herein. If this happens, you may not be able to work as a locksmith. There may be other requirements for you to work legally in California and/or other states. These include whether or not you have a valid drivers license, whether or not you are bondable or insurable, and whether or not you have paid to receive required permits. The school does not guarantee you any form of employment upon completion of this course, but will provide you with job placement assistance and represents that it has conducted labor market surveys to determine that there is a labor market available to you in California. If you plan to work in another area, there may or may not be a sufficient job market available to you. If you have any questions about any of this, submit your question in writing to Corey Friedman.

"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, prior to signing this agreement."

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.

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 included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet." Initial\_\_\_\_\_

I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily 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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. 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).

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TOTAL CHARGES FOR THE CURRENT PERIOD: \$4775

TUITION: \$3275

TOOLS: \$560

PARKING:\$200

REGISTRATION: \$75

LICENSING & PROCESSING: \$150

WRITTEN MATERIALS/BOOKS:\$200

LAB FEES:\$315

ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$4775

Total Deposit Due:\_\_\_\_\_

STRF Fees Due:\_\_\_\_\_ (Non-Refundable)  
(.50 per \$1000 institutional charges)

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
School Administrator