

California Institute of Locksmithing

30423 Canwood St., #201, Agoura Hills, CA 91301

Est. since 1972

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:

_____ 2 or 3 week Basic/Auto Locksmith Class 8:30am to 2:30pm Monday –Friday,
Tuition \$2500 Evening hours, 5pm to 9pm, Monday, Tuesday and Wednesday
50% refundable deposit is required when you enroll in class.

Classes will be held at 30423 Canwood St. #201, Agoura Hills, CA .

Beginning on _____ and ending on _____

STUDENT'S RIGHT TO CANCEL and REFUND POLICY

The student has the right to cancel and obtain a refund of charges paid through attendance by midnight of the first business day following first day of class or the seventh day after

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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, 30423 Canwood Street., Suite 201, Agoura Hills, CA 91301

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. The refund policy for students who have completed 40% or less of the period of attendance shall be a pro rated refund. The date you can cancel or withdraw from class _____

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.

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.

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.

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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.

GRADUATION REQUIREMENTS

To qualify for graduation and to be conferred a certificate 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.

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Class start date:_____ Graduation date:_____

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.

TOTAL CHARGES FOR THE CURRENT PERIOD: \$2500 (10 day)

TUITION: \$1100 (10 day)

TOOLS: \$560

REGISTRATION: \$75 (non-refundable)

LICENSING & PROCESSING: \$150

WRITTEN MATERIALS/BOOKS:\$200

LAB FEES:\$315

ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$6000

Total Deposit Due:_____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT::_____

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.

Signature: _____ Date: _____
Student

Signature: _____ Date: _____
School Administrator