



111 N. Havana Street, Aurora, Colorado 80010, (303) 861-1151

APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF HIGHER EDUCATION, DIVISION OF PRIVATE SCHOOL BOARD

ENROLLMENT AGREEMENT

Name: _____ SSN: _____
Address: _____ City / State: _____ Zip: _____
Telephone: _____ Date of Birth: _____
Program Title: _____ Total Clock Hours: _____ Total Credit Hours: _____
Total Weeks: _____ Leading to: [] Diploma [] Degree
Start Date: _____ Class Days: _____ Class Times*: _____ am/pm to _____ am/pm.
Scheduled Completion Date: _____ (may vary due to externship). *I understand that class hours for the clinical/externship portions of my program may vary.

PROGRAM COST

Table with 3 columns: 1st Academic Year, 2nd Academic Year, 3rd Academic Year. Rows include: Begin Date, End Date, Registration Charge, Tuition, Textbooks, Uniforms, Health Screen, Sales Tax, TOTAL.

TOTAL PROGRAM COST: \$ _____

Textbooks, Uniforms and Health Screen: The cost of books, uniforms and health screen specified on this Agreement is an estimated cost subject to changes in supplier prices and curricula. The cost of any books, uniforms and health screen is nonrefundable per the Cancellation and Refund Provisions on page 2 of this Agreement.

If a Promissory Note / Retail Installment Contract is negotiated, it will be attached to the Enrollment Agreement. The Enrollment Agreement, Promissory Note and Return of Title IV Funds Policy, if applicable, contain all the terms of the Agreement. _____ (student's initials)

I agree to attend all classes as scheduled, to perform all duties required by the School and abide by the rules and regulations of the School in accordance with the policies set forth in the current School catalog. I may be terminated from the School under the following conditions: failure to maintain passing grades; misconduct and / or failure to abide by the rules and regulations of the School; absences in excess of the maximum set forth by the School; failure to meet financial obligations to the School. I further understand that upon satisfactory completion of the above titled program (including externship, if applicable) and the fulfillment of my financial obligations to the School, I will receive the School diploma. _____ (student's initials)

Although the School maintains a placement service for graduates, I am aware that employment cannot be guaranteed. _____ (student's initials)

I understand that this Agreement shall become legally binding upon me when signed by a School Representative authorized to sign such Agreements, unless cancelled pursuant to the Refund Policy as set forth on the reverse side hereof. I agree to authorize the sale, discount or transfer of this Agreement and / or promissory note, if applicable, and that the Refund Policy will continue to apply. _____ (student's initials)

I understand that if I am eligible for federal grants and loans and use them to pay for my educational expenses, my continued eligibility for those funds is based on federal regulations regarding satisfactory academic progress and successful completion of my program of study. _____ (student's initials)

School shall have the right, at its discretion, and in the interest of improving student's training, to make reasonable changes in course content, materials or class schedule within regulatory guidelines. Any such changes shall be without additional charge to student. _____ (student's initials)

This Agreement is subject only to the representations expressed above, on the reverse side of this form, and attached as applicable, and contains all of the terms of the Agreement. No representative of the School has the authority to change or modify the specific provisions hereof.

I, agree that any dispute arising from my enrollment at Concorde Career College, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act, conducted by the American Arbitration Association ("AAA") at Aurora, Colorado, under its Commercial Rules. All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction. By my signature below, I acknowledge that I understand that both the school and I are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The costs of the arbitration filing fee, arbitrator's compensations and facilities fees will be paid by the College. _____ (student's initials)

I have read and fully understand the contents of both sides of this Agreement. I fully understand all financial, academic and attendance obligations. I certify that I have received a copy of the school catalog volume number _____, dated _____, I understand that upon signing, I will be given a copy of this Agreement to retain. _____ (students initials)

THE CONDITIONS ON THE REVERSE SIDE OF THIS AGREEMENT AND ADDENDA CONSTITUTES A PART OF THIS AGREEMENT.

Signature of Applicant _____ Date _____ Admissions Representative _____ Date _____
Parent / Guardian / Spouse _____ Date _____ School Representative _____ Date _____

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**THE CONDITIONS ON THE REVERSE SIDE OF THIS AGREEMENT
AND ADDENDUM CONSTITUTES A PART OF THIS AGREEMENT.**

CANCELLATION AND REFUND PROVISIONS

BUYER'S RIGHT TO CANCEL

Students or applicants may cancel or terminate their enrollment in writing before or during their training. Students not accepted by the school and students who cancel this contract by notifying the school prior to midnight of the third business day after signing this contract are entitled to a full refund of all tuition and fees paid. Students, who cancel after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the \$100.00 registration fee. A full refund of tuition and fees paid will be made if the student cancels within three (3) business days after signing the contract or making an initial payment, provided that the applicant has not commenced training.

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

The school will pay refunds within 30 days after receipt of the notice of cancellation.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: (A) whether the postponement is for the convenience of the school or the student, and; (B) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

STUDENT'S RIGHT TO WITHDRAW FROM PROGRAM OF INSTRUCTION AFTER COMMENCEMENT OF CLASS

The school's policy for determining the student's withdrawal date is the last recorded date of class attendance by the student, as documented by the school.

The student's start date through the last date of attendance will determine the percentage of program completion, and applicable percentage will be applied to the formula used in the refund calculation as stated below. The percentage of program completion is calculated by dividing the number of weeks comprising the period of enrollment in which the student has been charged into the number of weeks the student was scheduled to attend in that period as of the last recorded day of attendance by the student.

STATE OF COLORADO REFUND POLICY

Once the student begins classes, the registration charge is non-refundable and the following policy applies:

For a student terminating training within the first ten percent (10%) of the program, the student shall be entitled to a refund of ninety percent (90%) of the contract price of the program exclusive of books, tools, and supplies.

For a student terminating training after ten percent (10%) but within the first twenty-five (25%) of the program, the student shall be entitled to a refund of seventy-five (75%) of the contract price of the program exclusive of books, tools, and supplies.

For a student terminating training after twenty-five percent (25%) but within the first fifty percent (50%) of the program, the student shall be entitled to a refund of fifty percent (50%) of the contract price of the program exclusive of books, tools, and supplies.

For a student terminating training after fifty percent (50%) but within the first seventy-five percent (75%) of the program, the student shall be entitled to a refund of twenty-five percent (25%) of the contract price of the program exclusive of books, tools, and supplies.

A student who has completed more than seventy-five percent (75%) of the program and has entered the final twenty-five percent (25%) shall not be entitled to any refund and shall be obligated for the full price of the program.

For programs longer than one (1) academic year, the aforementioned cancellation and refund policy shall apply to the stated program price attributable to each academic year. All of the stated program price attributable to the period beyond the first academic year will be refunded when the student terminates during the first academic year. The policy for the granting of credit for previous educational training shall not impact the refund policy.

The refund policy stated above is exclusive of the registration charge or the cost of textbooks, uniforms and health screen. If a student withdraws, in addition to tuition, the student is responsible for the registration charge; book charges unless the books are returned in new and unused condition within 20 days following the date of withdrawal; uniform charges once the uniform has been issued to the student; and the health screen charge once the health screen has been performed.

Students may repeat a course. If the student should withdraw from the program for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

In 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 parties.

All refunds due the student will be paid within 30 days after the student's withdrawal date. If a student drops out of school, any refund that is due will be paid within 30 days of the earliest of the (i) date on which the school determines that the student dropped out; (ii) expiration of the academic term in which the student withdrew; or (iii) expiration of the period of enrollment for which the student has been charged.

If any portion of your tuition was paid from the proceeds of a federal loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the federal loan will be first used to repay any federal / state / private student financial aid program from which you received benefits, in proportion to the amount of benefits received. Any remaining amount greater than \$5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

A full refund of tuition and fees paid will be made in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same; except that this provision shall not apply in the event that the school ceases operation.

In the event you have a complaint, question or problem with the school and a satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at higher.colorado.gov/dpos or by requesting a complaint form at (303) 866-2723.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, THAT THE SCHOOL'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME AND THAT WHEN SIGNED BY ME AND ACCEPTED BY THE SCHOOL, CONSTITUTES A LEGALLY BINDING AGREEMENT.

Signature of Applicant _____ Date _____ Admissions Representative _____ Date _____

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