

Institution Name: \_\_\_\_\_

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

### **Enrollment Agreement Checklist**

An enrollment agreement is a contract between the institution and the prospective student. It should be clearly written and easily understood. The following components should appear in the enrollment agreement, though not necessarily in this order. If an item listed does not apply, write "N/A" in the blank and provide an explanation as to why it is not applicable. If an example of the enrollment agreement is being provided with this document, please mark it with the item numbers from this checklist.

\_\_\_ 1. Institution information:

\_\_\_ The name of the institution.

\_\_\_ The complete address with street, city, state, & zip code of the institution.

\_\_\_ The area code and telephone number of the institution.

\_\_\_ 2. Student information:

\_\_\_ A space for where the student's name will appear on the agreement.

\_\_\_ A space for the address with street, city, state, & zip code of the student.

\_\_\_ A space for recording last four digits of the student's Social Security number.

\_\_\_ A space for the birth date of the student.

\_\_\_ 3. All costs for each applicable program of study clearly stated and defined:

\_\_\_ Tuition.

\_\_\_ Registration Fee.

\_\_\_ Books & Supplies.

\_\_\_ Other (please specify).

\_\_\_ Deposit & Balance.

\_\_\_ 4. A space for the method of student payment.

\_\_\_ 5. A space for the class schedule of the enrolled student, e.g. times of day and days of the week.

\_\_ 6. A space for the name of the Program of Study in which the student is to be enrolled, with clock and/or credit hours clearly stated.

\_\_ 7. A space for the enrolled student's start date.

\_\_ 8. A space for the enrolled student's scheduled or projected graduation date.

\_\_ 9. An employment guarantee disclaimer if employment assistance is provided.

\_\_ 10. A "Buyers Right to Cancel" as defined by the FTC and/or any applicable state or local statute or regulation. If the institution uses a cancellation policy beyond the minimums established in federal, state, or local requirements, it must comply with the provisions of AAHEA Document 28.

\_\_ 11. A refund policy compliant with federal, state, and/or local requirements. If the policy in use is not entirely compliant with the provisions of AAHEA Document 29, the agreement must state that both the institution's policy and the AAHEA policy are applied and the one more lenient to the individual student is used.

\_\_ 12. A statement that the agreement becomes a legal and binding contract once completed and signed by both parties.

\_\_ 13. A signature line(s) and a space for the current date for the student and the student's parent or legal guardian if the institution's policy permits enrollment of applicants under the age of contractual consent.

\_\_ 14. A signature line and title for the school official authorized to accept the enrolled agreement.

\_\_ 15. A statement verifying that the student has received and read the current school catalog.

\_\_ 16. A statement verifying that the student has read, understood, and received a copy of the completed and executed agreement.

\_\_ 17. Pagination – If the enrollment agreement is longer than one side of one page, each side of each page should 1) refer to the conditions on that side as being part of the agreement; and 2) be numbered: "page 1 of ," "page 2 of ," etc.

Compliance Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR USE BY AAHEA STAFF ONLY**

<b>Reviewed by:</b> _____ <b>Date(s):</b> _____
<b>Approval (Initials of Staff Member):</b> _____ <b>Title:</b> _____