



ENROLLMENT AGREEMENT CHECKLIST

Enrollment Agreements are required for schools which are **institutionally accredited** with COMTA, per Standard XIII.D. An enrollment agreement is a contract between the school and the enrolling student. The agreement should be carefully constructed so it may be easily read and understood.

The school Enrollment Agreement should consist of the following information *at minimum*, but not necessarily in this order. (**NOTE: Additional requirements may be required by certain jurisdictions. This document is a supplement to any enrollment agreement requirements established by state regulation.**) An explanation must be provided if an item does not apply.

School/Program Information

State Page &
Paragraph found

- _____ Name of the school with complete address (street, city, state and zip) of the location the student will attend
- _____ Area code and telephone number of the school, specifically where the administrative staff may be reached
- _____ Name of the program in which student is enrolling
- _____ Number clock hours and/or credits of the program
- _____ Length of the program in weeks and/or months
- _____ Date the student is expected to attend first class
- _____ Expected graduation date

Student Information

State Page &
Paragraph found

- _____ Student's name
- _____ Student's address (street, city, state, zip code and telephone number)

Financial Information

State Page &
Paragraph found

- _____ Application and registration fees
- _____ Tuition
- _____ Books and supplies
- _____ Other applicable fees (be specific)
- _____ Deposit applied
- _____ Current student balance
- _____ Payment methods, including cash, financial aid, or monthly payments
- _____ Interest (if applicable)
- _____ Methods used to collect delinquent tuition
- _____ Clearly stated refund and cancellation policy, including any refund policy required by a state or federal agency

Legal Disclosures

State Page &
Paragraph found

- _____ Buyer's right to cancel (aligned with jurisdictional regulation)
- _____ Placement guarantee disclaimer
- _____ Statement explaining the legal and binding nature of the Enrollment Agreement
- _____ Statement entitling student to an exact copy of the executed Enrollment Agreement
- _____ Statement verifying the student has read all pages of the document
- _____ Statement confirming the student has received, read and understood the current program catalog
- _____ Statement certifying that the student has read and understands all terms of the Enrollment Agreement
- _____ Statement referencing the Catalog and Student Handbook (if used) as a legal part of the Enrollment Agreement

Other Required Information

State Page &
Paragraph found

- _____ Initial or signature line on each page of the Enrollment Agreement for the student (or the student's legal guardian/parents)
- _____ Signature line and title for school official
- _____ Page numbers in the style "Page 1 of 3" to verify the number of pages in the Enrollment Agreement