

ENROLLMENT AGREEMENT

Auburn Career Center students are responsible for all tuition and fees incurred as a result of participation in educational programs. All students **MUST** have a Tuition Payment Agreement on file in case there is a balance not covered by financial aid, Pell, scholarships, other funding, or the program is not eligible for financial aid.

If a student is not financial aid eligible, Pell Grant eligible, or receiving monies from a third party (VA, JFS, Company etc.) **the first payment must be made on or before the 16th of the first month of class.** Failure to make the first payment may result in the student being removed from the class.

****NOTE:** if a student *is* Financial Aid Eligible, the student must accept his/her award no later than 30 days after becoming eligible or this Tuition Agreement will begin.

A valid credit/debit card number must be provided to Auburn Career Center to allow the school to withdraw the monthly payments if needed (see above). Monthly payments are based upon the total amount of tuition and fees owed, divided by the length in months of the program. Programs of less than two months are not eligible for a payment plan.

This agreement will remain in effect until it is paid in full.

Student Name: _____ **Class/Program:** _____

<u><i>Start Date and End Date</i></u>	
<u><i>Tuition (incl. books/supplies)</i></u>	
<u><i>Financial Aid/Pell/Direct Student Loans(or estimate)</i></u>	
<u><i>Scholarships</i></u>	
<u><i>Other (Company/JFS/VA)</i></u>	
<u><i>Student Out-of-Pocket**</i></u>	
<u><i>Estimated Monthly Payment</i></u>	

Monthly Payment Start Date

Monthly Payment End Date

*Based on Award Letter packaging and information provided by the student when completing the FAFSA. Direct Student Loans must be repaid with interest by the student following FSA guidelines. Loan amounts reflect amount borrowed, loan fees have not yet been deducted.

**Students utilizing the school payment plan agree to the payment dates and terms as set forth in the Payment Plan Contract.

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Check 1 (one) box below:

I agree to have my monthly payment taken automatically on the 16th of each month (or next business day) until paid in full.

I plan to make monthly cash/check/ or online payments on or before the 15th of each month and this card is only to be charged if a payment has not been made by such date.

I, _____ (credit card holder) authorize monthly payments in the amount determined by the total cost of the program divided by the number of months of the program (*subtracting any final determined other amounts in the chart above. This amount may change as amounts are recalculated when awards/scholarships are finalized*) to be charged on the 16th of each month beginning when the program starts.

Name on Card: _____

Type of Card: _____ Visa _____ MasterCard _____ Discover

Credit Card Number: _____ Expiration date: _____

CCID (Credit Card ID) on back of card _____

I hereby agree to pay Auburn Career Center under the terms and conditions of this agreement all tuition and fees indicated above. I understand that I may be obligated to pay 100% of my tuition and fees if I withdraw from the program, based on Auburn Career Center's refund policy in the current year student handbook. I understand if I withdraw, the balance I owe in its entirety will be charged to my credit card.

Signature of Card Holder: _____ Date: _____

STUDENT ACCEPTANCE

I understand and have received a copy of this two (2) page agreement, the Student Handbook, and the annual FERPA Notification. By signing below I acknowledge that I am aware of and agree to follow the Auburn Career Center policies and procedures as stated and agree to pay Auburn Career Center the total program tuition as per the refund policy found in the student handbook.

Student Signature: _____ Date: ____ / ____ / ____

ACC Staff Signature: _____ Date: ____ / ____ / ____

REFUND POLICY, ATTENDANCE AND STATEMENT OF LIABILITY

REFUND POLICY

Tuition refunds for Career Development Courses between 200 and 1200 clock hours will be prorated based upon the amount of tuition paid and the percentage of the program hours elapsed during the scheduled payment period. Students who have completed 50% or more of their program owe 100% of their tuition. ***Fees, books, tools and the application fee are non-refundable on the first day of class.*** For additional information regarding Auburn Career Center's Refund Policy, see the Student Handbook.

CLASS CANCELLATION POLICY

Classes may be cancelled if the minimum enrollment is not met. Auburn Career Center reserves the right to cancel, discontinue, postpone or combine courses before or after the first scheduled class. Students enrolled in a class that is cancelled will be contacted by phone and have the option to transfer to another class or receive a full refund. The refund will be made within 45 days of the programs planned start date.

STATEMENT OF LIABILITY

Auburn Career Center shall not be held liable for any injury(s) to individuals while on Auburn Career Center properties or any loss(es) and/or damage(s) to an individual's property that may occur while on Auburn Career Center properties. All students are responsible for following safety codes and procedures related to individual study courses. Students are expected to respect and adhere to school policies and course regulations. All students enrolled in any program at Auburn Career Center are expected to display good conduct and self-discipline.

ATTENDANCE

Students are **required** to maintain a 90% attendance rate, for each class, at a minimum. Some programs regulated by state or federal agencies, such as EMT, PN, and Paramedic, may have requirements that are more stringent.

EXCESSIVE ABSENCE

If a student exceeds the 10% absence disqualification benchmark they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the 90% limit may also be withdrawn from the program at the discretion of the Workforce Education Supervisor or Director of Adult Workforce Education.

A student who misses more than 15% of the total required hours for a module will be immediately withdrawn from the module and/or the program.

GRADING POLICY

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate. For state regulated programs (such as Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. Competency achievement will be expressed through semester reports.

Students who are not achieving the required 70% competency limit by the end of the 1st semester will be removed from the program at the discretion of the Director of Adult Workforce Education. A list of competencies will be provided to the student in writing at the beginning of the school year.