

## ENROLLMENT AGREEMENT CHECKLIST

**To assist the Division staff in ensuring that the school’s enrollment agreement meets the Minimum Standards required in § C.R.S. 23-64-112 and Board Rule III (H), please complete, sign, and return this Checklist along with the school’s Enrollment Agreement submittal.**

School Name \_\_\_\_\_ Date \_\_\_\_\_

Page No. \_\_\_\_\_

- \_\_\_\_\_ 1. Full and correct name of school
- \_\_\_\_\_ 2. Physical Location of school (no P.O. Boxes)
- \_\_\_\_\_ 3. Statement:  
 "Agents approved by the Colorado Department of Higher Education, Private Occupational **School Board**"
- \_\_\_\_\_ 4. Disclaimer statement notifying students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency
- \_\_\_\_\_ 5. Program Title
- \_\_\_\_\_ 6. Hours/credits/lessons of instruction and type (i.e., classroom, online, other)
- \_\_\_\_\_ 7. Date training is to begin
- \_\_\_\_\_ 8. Name and address of the student
- \_\_\_\_\_ 9. Admission requirements
- \_\_\_\_\_ 10. Tuition amount
- \_\_\_\_\_ 11. Fees and/or other expenses
- \_\_\_\_\_ 12. Cost of books and supplies \_\_\_\_; Noted as "Non-refundable" (if applicable) \_\_\_\_
- \_\_\_\_\_ 13. Total cost of the program
- \_\_\_\_\_ 14. Items subject to cost change, **if applicable**
- \_\_\_\_\_ 15. Method of payment and/or payment schedule
- \_\_\_\_\_ 16. Statement that the student has received a **current** copy of school enrollment agreement and catalog (must include Volume and Date)
- \_\_\_\_\_ 17. Complete refund policy
  - \_\_\_\_\_ a. Provides a full refund if student is not accepted by the school
  - \_\_\_\_\_ b. Provides 3-day cancellation right except when student has started training
  - \_\_\_\_\_ c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
  - \_\_\_\_\_ d. Identifies basis for refund (**time-based for classroom training OR lesson-based for distance education**)
  - \_\_\_\_\_ e. Provides refund within 30-days of termination
  - \_\_\_\_\_ f. Identifies method of determining the official date of termination
  - \_\_\_\_\_ g. Provides a full refund if education service is discontinued by the school, except if the school ceases operation
  - \_\_\_\_\_ h. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
  - \_\_\_\_\_ i. Policy is easily understood and clearly visible to applicant
  - \_\_\_\_\_ j. Refund formula including cancellation charge is consistent with statute

A student terminating training...	Is entitled to a refund of:
Within first 10% of program (Lessons 1 -- __)	90% less cancellation charge
After 10% but within first 25% of program (Lessons __ -- __)	75% less cancellation charge
After 25% but within first 50% of program (Lessons __ -- __)	50% less cancellation charge
After 50% but within first 75% of program (Lessons __ -- __)	25% less cancellation charge
After 75% (Lesson __) [if paid in full, cancellation charge is not applicable]	NO Refund

- \_\_\_\_\_ 18. A statement regarding complaints that reads:  
 Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.
- \_\_\_\_\_ 19. Disclosure statement, *if applicable* (If there are more than four payments or if interest is charged. See *Sample Enrollment Agreement*, p. 3)
- \_\_\_\_\_ 20. Federal Trade Commission (FTC) statement (Holder in Due Course), *if applicable*
- \_\_\_\_\_ 21. If document is more than one page, it shall be identified with footnote listing: 1) Name of School, 2) document name (Enrollment Agreement), and 3) appropriate page #'s.

\_\_\_\_\_ (Signed) \_\_\_\_\_ (Title)