



ENROLLMENT AGREEMENT

School Name: **California College of Communications**
 Address: 1265 El Camino Real, Suite 250, Santa Clara, CA 95050
 Phone: (408) 374-5066 Fax: (408) 884-4984 Email: info@calcc.edu

YEAR	<input type="text"/>
QUARTER	<input type="text"/>

Student Name Have a High-School Diploma

Street Address Telephone

City State Zip Code Birth Date

A. PROGRAM TITLE OR EDUCATIONAL SERVICE:

B. PROGRAM TITLE OR EDUCATIONAL SERVICE:

Total Number of Clock Hours to be completed:

Program Start Date: Scheduled Completion Date:

Upon your successful completion of the course or educational service, you will receive a certificate/diploma. You will not be getting job placement assistance for this program.

C. TOTAL FEES, CHARGES AND EXPENSES:

Registration Fee	\$ <input type="text"/>	Non-refundable	Initial Payments	\$ <input type="text"/>
Registration Fee for Dependent	\$ <input type="text"/>	Non-refundable (\$100 each dependent)	Registration & Other Fees	\$ <input type="text"/>
SEVIS Fee for International students	\$ <input type="text"/>	Non-refundable	Total Program Tuition	\$ <input type="text"/>
Express Mail	\$ <input type="text"/>	Non-refundable	Discount for 3 months Tuition	\$ <input type="text"/>
Total Program Tuition	\$ <input type="text"/>		Discount Combination Program	\$ <input type="text"/>
Credit Card Fee (\$15/transaction)	\$ <input type="text"/>	Non-refundable	TOTAL PAID	\$ <input type="text"/>
Total Program Costs	\$ <input type="text"/>		Balance:	\$ <input type="text"/>
			Credit for the Next Term	\$ <input type="text"/>

Tuition Payments Made:

Date Amount Date Amount Date Amount

Scheduled Tuition Payments:

Date Amount Date Amount Date Amount

You can make payments with cash, check, debit card, money order or credit card (with a \$15 fee for credit card).

Hours of Attendance: to Day of the week:

to Day of the week:

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The Institution shall advise each student to give a notice of cancellation in writing. If students cancel their enrollment or give notice of withdrawal to CalCC or CalCC withdraws or terminates the student, the refund must be calculated using the last date of attendance (LDA) and must be paid within forty-five (45) calendar days from the documented date of determination (DOD).

<p>Cancellation Before Start of Class</p>	<p>Rejection of Applicant's international visa: If a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.</p> <p>Program Cancellation: If CalCC cancels a program subsequent to a student's enrollment, the institution will refund all monies paid, by the student.</p> <p>Cancellation Prior to the Start of Class or No Show for International Applicants: If an applicant accepted by CalCC enters the United States on an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no show), a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges that the institution has collected if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.</p>
<p>Withdrawal or Termination After Start of Class</p>	<p>For students who completed 60 percent or less of a term: CalCC may retain a prorated amount of tuition. Prorated refunds will be calculated only for the days student attended or was scheduled to attend, prior to withdrawal.</p> <p>For students who completed more than 60 percent of a term: CalCC may retain all of the charges for that term.</p>
<p>Charges Other Than Tuition</p>	<p>CalCC collects the following fees in addition to tuition. Application Fee (\$200), airport pick-up fee (\$35/\$50) and, housing search fee (\$50) are non-refundable charges. SEVIS fee (\$350), international express mail fee (\$90) and, credit card fee (\$15), are also non-refundable charges paid directly to other organizations.</p>
<p>Instructional Materials</p>	<p>If the school has given to the student any books or learning materials, this student shall return them to the school within 10 days following the date of his/her notice of cancellation. If the student fails to return the books or learning materials in good condition within the 10-day period, the school may deduct the documented cost from any refund that may be due to the student. Once the student pays for the books, or learning materials, they are his/hers to keep without further obligation. If the student cancels this agreement, the school will refund any money that the student has paid, less any deduction for books, or learning materials not timely returned in good condition within 10 days after his/her notice of cancellation is received.</p>

I certify that I have read the student handbook. I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me and I received a copy of the completed and executed agreement.

If you have any complaints, questions or problems regarding this enrollment agreement that have not been satisfactorily answered by the institution may be reported to the Bureau for Private Postsecondary Education at 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (916) 431-6959 or by fax (916) 263-1897.

Student Signature: _____

Date

Student's Parent/ Guardian Signature: _____

Date

School Official: _____

Date

School Official Name/ Title: _____