

**Enrollment Agreement
Fall 2016**

Transferability Disclosure

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Christian College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Christian College to determine if your credits, degree, or certificate will transfer. (CEC §94911,94909)

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. (CEC §94906)

Prior to signing this enrollment agreement, you must be given a catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have to sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. (CEC §94911(i))

“ I certify that I have received the catalog, School Performance Fact Sheet and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

Student's Initials _____ Date _____

Distance Education

Distance education classes offered by this institution, where the instruction is not offered in real time, shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. (5 CCR §71716(b)(d)).

Drop Course Policy

Conditions. To withdraw from a class, the student must discuss that withdrawal with the Academic Dean and fill out the appropriate forms.

Deadline. If a student wishes to drop a course and not have it appear on the student's permanent record, it must be dropped no later than the 5th day of classes. If a student drops a course any time from the 6th day of classes through the last day of classes before the Midterm exams, the student will receive a “W” grade for the course. Withdrawals are not permitted following the 10th week of the semester except in circumstances beyond the student's control that do not allow continuance. If a student drops a course any time from Midterm until the end of the semester, the student will receive a “WP” or a “WF” grade depending upon the actual letter grade at the time the course is dropped. Please be advised a \$10 fee applies for dropping and a \$10 fee applies for adding courses.

Procedure

- ❖ Discuss Withdrawal from course with Academic Dean
- ❖ Pick up a “drop course form” from the Registrar's office.
- ❖ Have all parties listed on the drop form sign and have the instructor fill out and sign the form.
- ❖ Take the form to the Librarian to be initialed. The Librarian must sign the form.
- ❖ Take the form to the Registrar's office. The Registrar will finalize the form.

Consequences. It is the responsibility of the student to follow the described procedures in dropping a course. Failure to do so will result in an automatic drop and thus failure of the course.

NOTE: If an on-campus student drops a course and, as a result, that student's total number of units drops below the required number to live on campus (10) the student must immediately move off campus.

It is further important to note that, if a student is receiving financial aid, dropping a class will have an effect on the financial aid status of the student. The Financial Aid Director should be notified immediately.

Notification of the Financial Aid Director is the student's responsibility.

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For those students who are taking the minimum number of hours to participate in extracurricular activities: ensemble, drama, or sports, this means they must drop out of those activities immediately.

Students dropping any individual course (**not withdrawing from enrollment in the program**) will be charged on a pro rata basis for the part of the class they have attended (see refund information).

Refund Policy

General Admissions

California Christian College for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less an application/re-enrollment fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Any notification of withdrawal or cancellation and any request for a refund must be made in writing. (CEC §94919(d))

The refund policy for students who complete 60 percent or less of the course of instruction shall be a pro rata refund.

Refund Policy Cont'd

California Christian College shall (1) transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If this institution has transmitted the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services we agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted. (5 CCR §71716 (c)(1), (2) (d))

If tuition paid by Pell Grants and/or federal loans, money will be refunded according to the Return to Title IV Funds Policy. Refunds due on timely basis are not to exceed 30 days after withdrawal date determined. (CEC §94824)

Veteran Admissions

Maximum portion of registration fee non-refundable to Veteran admissions is \$10.00. Anything above \$10.00 is pro rated as a refund. Tuition and all other fees are 100% pro rated.

Federal or State Loan Policy

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid. (CEC §94911)

General Loan Policy

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (CEC §94911 (f))

Fees and Charges

The following charges are made for the purpose of providing the agreed program of instruction to the student.

Item (per semester)	Charges	Refund
Application fee (initial enrollment only)	\$40.00	Non-refundable*
Academic Services fee	\$255.00	Non-refundable
Tuition	\$350.00/unit	Pro rata refund
Audit	\$40.00/unit	Pro rata refund
Directed Studies (tuition plus additional \$20/unit)	\$40.00/unit	Pro rata refund
Equipment		
Computer (computer course or user)***	\$30.00	Pro rata refund
Textbooks		
Estimated \$350.00 per semester		Non-refundable
Other Fees		
Accounting fee ^{oo} (per semester, mandatory)	\$40.00	Pro rata refund
Biology Lab fee (Biology course only)	\$50.00	Pro rata refund
Course Challenge Fee	\$50.00	Non-refundable

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Entrance testing fee (mandatory, entering semester only)	\$20.00	Non-refundable
Extension/incomplete grade	\$25.00	Non-refundable
Graduation fee	\$80.00	Non-refundable
Late entrance testing fee	\$25.00	Non-refundable
Late final examination fee	\$25.00	Non-refundable
Late registration fee (per case)	\$25.00	Non-refundable
Tech Fee (on-line class)	\$100.00	Non-refundable
Orientation Class (first time on-line students)	\$50.00	Non-refundable
Transcript (per copy)	\$ 5.00	Non-refundable
STRF FEE (\$1.50 per one thousand dollars (\$1,000) of institutional charges) Ex. Total charges \$5000 is \$2.50 per sem.	\$ 2.50	Non-refundable

Room and Board

Room and Board (5 day meal plan) per semester ^o	\$2375.00	Pro rata refund
Single room (availability only) additional	\$750.00	Non-refundable
Winter Break stay over in dormitory (room only, no meals)	\$450.00	Pro-rata refund
Spring Break stay over in dormitory (room only, no meals)	\$135.00	Pro-rata refund
Thanksgiving Break stay over in dormitory (room only, no meals)	\$75.00	Pro-rata refund
Room Fee (see Room Reservation section)	\$100.00	Non-refundable
Mail box rental	\$15.00	Non-refundable

NOTE: fees and costs are subject to change without prior notice.

*Veteran's Admissions return \$30.00 of this fee for immediate withdrawal, pro-rated over semester if withdrawal is not immediate.

***Students enrolled in courses requiring this equipment/facility will pay this fee. See refund policy for pro rata formula.

Special Fees

Special fees will be charged for student use of special equipment, facilities, and/or transportation costs; i.e., computers, biology field trips, etc.

Books

Textbooks may be purchased through California Christian College during the first two weeks of each semester. Textbooks may not be charged or added to the total tuition account. Students may be expected to pay approximately \$350.00 for textbooks and materials at the beginning of each semester. The student should come to college prepared to make these necessary purchases immediately. After the first week, students will not be admitted to class without textbooks unless said textbook is on back-order.

Payment Plan

College tuition, room and board may be paid for in one of three ways:

1. The entire cost of tuition may be paid in full to the CCC Financial officer before or at registration.
2. One half of the entire cost of tuition, room and board, plus \$40.00 bookkeeping fee may be paid to the CCC financial officer before or at registration. The remaining half will be due not later than forty-five (45) days after the beginning of the semester.
3. Deferred Payment: Total cost of attendance will be divided into 4 equal payments, the first being **due at registration** (in addition to re-enrollment fee, books and test fees). The remaining three payments will be due on the following dates:

Fall Semester	Spring Semester
September 15	February 20
October 15	March 15
November 15	April 15

A 1% service charge on the outstanding balance will be charged each month. (See below).

Note: **The payment plan chosen does not reflect in any way the student's financial obligation upon withdrawal.**

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a full refund before the first lesson and materials are received. The refund will include charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In order to obtain the proper form for cancellation of enrollment **before** term of study begins, the student must write the **Registrar's Office** at California Christian College, 5364 East Belmont Avenue, Fresno, CA 93727 and specifically **request the Cancellation of Enrollment Agreement Form.**

Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations.

Distance Education: If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. (5 CCR §71716(b)(d)).

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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. (CEC §94911)

Signature of Student _____

Date _____

Signature of Student's Parent/Legal Guardian, if student is not of legal majority _____

Date _____

This agreement is not operative until the student makes an initial visit to the institution and receives thorough tour, or attends the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs.

Date of Tour/Visit _____ Signature of Student _____

In some cases, California Christian College may extend credit to certain students who are unable to secure government grants or loans. In these cases, the student shall arrange payment schedule with financial office, and the schedule of payments shall not extend into the next semester. No student will be re-enrolled for another semester without complete payment of the student's indebtedness to CCC, except under special circumstances arranged in conjunction with the President and financial office.

I further certify that the institution has met all requirements for the administration of any federal student assistance program under Title IV of the federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act, amendments to the act, and rules adopted under the act.

Signature/ title of School Official _____

Date _____

This agreement is accepted by _____
Signature/ Title of School Official _____ Date _____

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Any questions a student has regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student Tuition Recovery Fund Notice

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. (5 CCR §76215(a)(b))

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The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.