

NACCAS' Policies & Procedures
January 2017

Policy IV.03 – Admission Policies and Procedures: Enrollment Agreement Requirements and Checklist

A contractual relationship exists between an institution and its applicant or student. The terms of such agreement are considered to be of substantial importance and should be clearly understood by all concerned parties, including unsophisticated applicants and parents. Therefore, an institution is required to utilize a written enrollment agreement clearly outlining the obligations of the institution and the student, including details of the institution's refund policy, and to provide a copy of the fully executed agreement to the enrollee prior to starting classes. Further, an institution may not collect any payments from an applicant other than a non-refundable application fee not to exceed \$100.00 prior to entering into an enrollment agreement. Any changes to terms of the enrollment agreement must be acknowledged by both parties by signature or initialing the changes. This checklist has been prepared to assist schools in interpreting the Standards for accreditation and to serve as a guide in preparing contracts.

It is not necessary for the various elements to be stated in any special phraseology or listed in any particular sequence, as long as the overall document conveys the terms of the agreement in a manner that can be easily understood.

Required Elements

These elements must be included in each enrollment agreement. A copy of the agreement is to be furnished to the applicant before any payment is made other than a non-refundable application fee not to exceed \$100.00. Since accrediting standards require that each applicant be fully informed as to the nature of the obligations, responsibilities, and rights under the contract before signing it, the applicant should also have a copy of the institution's catalog and any other necessary supporting documents detailing the services outlined in the enrollment agreement.

A copy of this checklist (or the abbreviated version found in the NACCAS [*Sample Forms and Guidelines*](#) booklet, found on the NACCAS website under "Applications and Forms/Other Key Documents") is to accompany each enrollment agreement copy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study (ISS). For each of the items below, review the relevant section of your enrollment agreement to determine if it contains all of the information required by the item in the NACCAS Enrollment Agreement Requirements. Then list the item number of your enrollment agreement where the information can be found.

- _____ 1. Title – Identified as a contract or enrollment agreement.
- _____ 2. Institution – Name and address of the institution to be attended.
- _____ 3. Student – List the name of the student enrollee.
- _____ 4. Course and/or Program(s) – Program title(s) as identified in the catalog.
- _____ 5. Length of Course and/or Program –
 - a. Total number of clock hours, credit hours, or competencies in each course and/or program
 - b. Number of clock hours, credit hours, or competencies accepted by the institution as transfer or re-entry for the student

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- c. Number of clock hours, credit hours, or competencies being contracted with the student
 - d. Approximate number of weeks or months required for completion of the clock hours, credit hours, or competencies being contracted with the student
- _____ 6. Cost –
- _____ a. Tuition – Total tuition for the course.
 - _____ b. Books and Supplies – Must be actual cost to the student.
 - _____ c. Fees – Must be separately identified (e.g. registration fee, laboratory fee, activity fees, locker fee, etc.).
 - _____ d. Other Costs – All other costs and charges must be identified (e.g. extra instructional charges, penalty charges, uniforms, etc.).
 - _____ e. Payment – Methods and terms of payment of monies owed to the institution must be identified.
- _____ 7. Starting Date – Scheduled class starting date.
- _____ 8. Calculated Completion Date.
- _____ 9. Class Schedule – For clock hour programs, identify whether the student is full time or part time and the actual hours per week the student is scheduled to attend.
- _____ 10. Termination by Institution – Grounds for termination by the institution and applicable administrative fee (not to exceed \$150.00).
- _____ 11. Refund Policy – Must comply with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 42) and any state or federally mandated policies.
- _____ 12. Graduation Requirements – List any special conditions or requirements.
- _____ 13. Employment Assistance – A clear statement that the institution does not guarantee employment. A description of the extent and nature of employment assistance.
- _____ 14. Acknowledgement – Acknowledgement that signers have read and received a copy of the contract.
- _____ 15. Applicant Signature – Date and signature of the applicant (and/or parent or other sponsor, if the applicant is below legal age).
- _____ 16. Institution Signature – Acceptance date and signature of appropriate institution official.
- _____ 17. Other Elements – Other elements required by various governmental bodies (such as state licensing and approval agencies).
- _____ 18. Conditional Elements – The enrollment agreements (contract) must also disclose and outline any other conditions, circumstances, or qualifications imposed by the institution.

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- _____ 19. The contract must be in the language in which the program will be taught. The program will be taught in _____; the contract is in_____.