

RECEIPT OF ENROLLMENT POLICIES

PUBLIC AND NON-PUBLIC EDUCATIONAL INSTITUTIONS APPROVED UNDER THE PROVISIONS OF TITLE 38, UNITED STATES CODE

(school name)

Authority for Data Collection: Title 38, United States Code, Chapter 36, Section 3676(c)(5) and (14)

Planned Use of the Data: To provide evidence of receipt of that information which is required by rule and law to be provided the student prior to enrollment.

Instructions: This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student.

The following items and information must be furnished to each prospective student prior to enrollment. This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contact. In addition, the prospective student must acknowledge receipt by initialing each item in the space provided.

A: I have received following prior to enrollment:

- _____ 1. A copy of the school bulletin and a program/course outline for the program(s) in which I wish to enroll
- _____ 2. A schedule of the tuition, fees, and other charges
- _____ 3. A copy of the cancellation and refund policy
- _____ 4. The attendance, progress and grievance policies
- _____ 5. Rules of operation and conduct
- _____ 6. Regulations pertaining to incomplete grades
- _____ 7. An invitation to tour the school's facilities and inspect equipment related to my planned program of instruction

B:

_____ I have furnished information disclosing my previous education, training, and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.

I certify that I have been provided all of the information above prior to my enrollment. I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

Signature of Student _____ **Date** _____

Signature of School Official _____ **Date** _____

A COPY OF THIS COMPLETED FORM MUST BE GIVEN TO THE STUDENT AND ALSO MAINTAINED IN HIS/HER FILE

(Form 005) SAA-NON 10/01/09