



COLUMBIA COLLEGE

8620 Westwood Center Drive  
Vienna, Virginia 22182  
703-206-0508

Form 020-003  
Rev. 08/2024

## STUDENT ENROLLMENT AGREEMENT

Student Name: \_\_\_\_\_  
First Name Middle Name Last Name

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ SSN: \_\_\_\_\_

I agree to enroll in the \_\_\_\_\_ of Columbia College. The beginning date is  
Program Name

\_\_\_\_\_ and the expected completion date is \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

The total expected number of program hours/credits is \_\_\_\_\_.

The transferability of credit and credentials earned is at the sole discretion of Columbia College. For enrollees in programs leading to professional licensure, annual pass rates for the last three years can be found on our website.

### <OFFICIAL ONLY>

COST FOR	APPLICATION FEE	\$ _____
	TUITION	\$ _____
	BOOKS/SUPPLIES	\$ _____
	PERSONAL EXPENSES	\$ _____
	HOUSING AND MEALS	\$ _____
	TRANSPORTATION	\$ _____
	<b>TOTAL COST</b>	<b>\$ _____</b>

### TUITION PAYMENT

All students must make the first tuition payment and register for a class by or on the last day of the registration period. Students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.

### STUDENT'S RIGHT TO CANCEL

Students may cancel the Enrollment Agreement within 3 days (Saturdays, Sundays, legal holidays or days when the College is closed not included) of signing the agreement and obtain a full refund of all monies paid for tuition, if the student has not actually attended classes except the application fee \$100 which is non-refundable. Following the cancellation period, a student applicant may cancel his/her enrollment agreement, by written notice, at any time prior to the first day of class (written above as the beginning date) for which application was made and the student may obtain a full refund except the application fee \$100.



COLUMBIA COLLEGE

8620 Westwood Center Drive  
Vienna, Virginia 22182  
703-206-0508

Form 020-003  
Rev. 08/2024

**REFUND POLICY**

1. The entire amount except the application fee (\$100) paid by the student will be fully refunded if the student chooses not to enroll before the first day of instruction or withdraws during add/drop period.  
\* Federal Student Aid will be refunded according to the Federal Refund Policy found in the regulations.
2. If a student decides to withdraw or drop out, a refund will be made according to the following schedule.

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
Through 25%	50% of course cost
After 25% through 50%	25% of course cost
After 50%	No Refund

3. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.
4. All refunds due will be paid within 30 days of the student’s last day of attendance.
5. Purchased books and tool kits are students’ property and they are not refundable.

**\*\*All Students MUST submit a written request for their refunds.**

**STUDENT ACKNOWLEDGEMENT**

I have read and understood the enrollment agreement. I understand that this is a legally binding agreement. My signature below certifies that I have read, understood and agreed with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies. I attest that I am at least 18 years of age. I understand that I will pay the tuition and fee amount. I have been advised to keep a copy of this document as well as copies of all financial documents.

By signing below, I also certify that I have been provided access to the school’s electronic or print catalog, bulletin, or brochure. The grievance policy is included in the catalog and student handbook.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT  
(IF APPLICANT IS A MINOR)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SCHOOL OFFICIAL

\_\_\_\_\_  
DATE

Columbia College is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).

101 N. 14th Street, 10th Floor, James Monroe Building  
Richmond, VA 23219  
Phone: 804-225-2600