



STUDENT ENROLLMENT AGREEMENT

Please choose a Columbia College campus by checking one of the boxes below:

- | | | |
|--|--|--|
| <input type="checkbox"/> Tysons Campus
8620 Westwood Center Dr.,
Vienna, VA 22182
Phone: 703-206-0508 | <input type="checkbox"/> Centreville Extension
5940 Centreville Crest Ln.
Centreville, VA 22021
Phone: 703-266-0508 | <input type="checkbox"/> Silver Spring Extension
12125 Veirs Mill Rd.
Silver Spring, MD 20906
Phone: 301-929-0565 |
|--|--|--|

Student Name: _____
 Date of Birth: _____ Nationality: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Contact Number: _____ SSN: _____ - _____ - _____

I agree to enroll in the (program name) _____ of Columbia College.
 The beginning date for this session is (MM/DD/YYYY) _____ and the expected completion date is (MM/DD/YYYY) _____. The total expected number of program hours/credits is _____.

COST FOR PROGRAM:	APPLICATION FEE:	\$ _____
	TUITION:	\$ _____
	BOOKS/SUPPLIES:	\$ _____
	MISC. EXPENSES:	\$ _____
	TOTAL COST:	\$ _____

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.

3-DAY CANCELLATION PERIOD BEFORE STUDENT STARTS CLASS

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, as along as the student has not actually attended classes. However, once the student starts attending class, the agreement is enforced and cannot be voided by the student regardless of when the agreement was signed.

Students who drop out of class during the 3-day period after signing the agreement or after the 3-day cancellation period are subject to the tuition refund provisions set forth below;

REFUND POLICY

1. The entire amount except the application fee paid by the student will be fully refunded if the student chooses not to enroll or withdraws after having signed the enrollment agreement before the first day of instruction.
2. If a student decides to withdraw or drop out after classes begin, refunds will be made according to the following schedule:



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Cancels after the first day of classes and during the first 10% of the session (0%~10%)	90%
Cancels after the first 10% of the session and until the end of the first 25% of the session (11%~25%)	50%
Cancels after the first 25% of the session and until the end of the first 50% of the session (26%~50%)	25%
Cancels after the first 50% of the session (51%~)	0%

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. Refunds will be determined based on the last attendance date.
5. If a student fails to return to the program by the end of a temporary leave of absence, the refund amount will be determined based on the date of withdrawal or termination, and will be paid within 30 days from the last day of leave of absence.
6. All refunds due will be paid within 30 days of the student's last day of attendance.
7. Purchased books are students' property and they are not refundable unless they are returned before classes begin.
8. (Financial Aid student) Columbia College provides the Presidential Needs-Base Grant to qualified ESL students. In case the student withdraws or drops out within 45 weeks out of 60 weeks, the student must refund \$300, the partial amount of the scholarship awarded.

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

STUDENT ACKNOWLEDGEMENT

I have read and understood the enrollment agreement. I understand that this agreement is legal and binding. 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.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PARENT
(IF APPLICANT IS A MINOR)

DATE

SIGNATURE OF SCHOOL OFFICIAL

DATE

In order to be binding, this agreement must be signed by the applicant and a school official. The enrollment agreement may be extended or modified only with the written consent of both student and the school.