



# STUDENT ENROLLMENT AGREEMENT

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

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

### **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 long 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 before the first day of instruction or withdraws during add/drop period.
2. If a student decides to withdraw or drop out after the add/drop period, refunds will be made according to the following schedule:



# STUDENT ENROLLMENT AGREEMENT

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

- 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.
- Refunds will be determined based on the last attendance date.
- 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.
- All refunds due will be paid within 30 days of the student’s last day of attendance.
- Purchased books are students’ property and they are not refundable unless they are returned before classes begin.

**\*\*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.