CITY COLLEGE

ENROLLMENT AGREEMENT
online form

Casselberry
853 E. Highway 436, Suite 200
Casselberry, FL 32707
(407) 831-9816

Print Form

Applicant/Student _____

Address _____ City _____ State _____ Zip _____

Phone _____ Birth Date _____ SSN _____

Applicant/Student (hereinafter referred to as "Student") has had the program fully and completely explained to him/her and agrees to abide by the terms listed in the Enrollment Agreement (hereinafter called "Agreement") and by regulations and policies of City College (hereinafter called "College"). This agreement and the catalog constitutes the entire agreement between the College and the Student. The Student understands that if the Agreement is accepted by the College it shall be deemed a binding contract.

I hereby enroll at City College for a program of study as indicated below, beginning _____ ☐ Day ☐ Evening

☐ Associate of Science Degree Program: _____ Major: _____

☐ Single Subject Course Number and Title: _____

Total Credit Hours in Program: _____ Total Months in Program: _____

Class Schedule: _____ Estimated Completion Date: _____

I agree to pay a non-refundable application fee of $25.00, registration fee of $75.00, tuition and fees as stated below, plus books and student supplies.

Tuition $ _____ per credit hour (Estimated books range from $500.00 to $1500.00 depending on the program of study.)

Program Fee $ _____ per credit hour (Covers labs, supplies, materials, equipment, parking, student awards, workshops and career days.)

This agreement is not contingent upon receiving financial aid or veterans' benefits. This College reserves the right to withhold the Degree, Diploma, Certificate or dismiss any student for maintaining poor academic standing, excessive absences, failure to comply with the regulations of the college as stated in current literature or for nonpayment of tuition and fees when due.

Balance Tuition Due $ _____

Amount Financed $ _____

Finance Charge $ _____

Annual Percentage Rate $ _____

Your payment schedule will be $ _____ on or before the date of entrance or $ _____ on the first day of each week until paid full.

Student Financial Aid applied for ☐ Yes ☐ No

Late charges of five (5%) percent or five dollars (whichever is less) will be added to any bill ten (10) days overdue. The Student will be liable for all late charges, reasonable attorney's fees, and all other costs and charges necessary for the collection of all unpaid fees.

REFUND POLICY - Please Refer to the reverse side of this agreement for Refund Policy.

ACKNOWLEDGEMENT - I have read and understand this enrollment agreement and I acknowledge receipt of an exact copy of same. This agreement contains all the terms. I acknowledge that no verbal statements have been made contrary to what is contained in this Enrollment Agreement. I also agree that the college may use my name an/or picture in any college literature or publications. I fully understand my rights and duties and agree to abide by them.

I UNDERSTAND THAT TUITION CHARGES ARE FOR THE RIGHT TO ATTEND CLASSES IN WHICH I AM ENROLLED AND ARE IN NO WAY CONTINGENT UPON MY SATISFACTORY PROGRESS, PERSONAL SATISFACTION, OR PLACEMENT UPON GRADUATION. I FURTHER AGREE TO ABIDE BY ALL RULES OF CITY COLLEGE.

I understand and agree that although this Agreement is executed for a period of only one (1) (mid) quarter, my entrance for City College for subsequent (mid)quarters shall constitute a renewal of the terms of this Agreement except for the tuition charge and fees which may be subject to change.

TRANSFER OF CREDIT - The College does not guarantee any student that credits will transfer to another institution. The Student understands that transferability of credits is dependant on the evaluating institution.

EMPLOYMENT ASSISTANCE - The College does not guarantee any student employment upon graduation; however, City College will assist the student obtaining gainful employment.

DISCLAIMER - In the event of a dispute arising out of this Agreement, the College shall be entitled to reimbursement of all reasonable attorney's fees and costs expended by the college in the resolution of the dispute or collection of monies due; and in the event of litigation, the prevailing party shall be entitled to recover reasonable attorney's fees and costs. City College cannot be held liable if the student is unable to obtain certification or licensing due to information not disclosed. NOTICE TO BUYER (A) DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS BLANK SPACES. (B) YOU ARE ENTITLE TO AN EXACT COPY OF THE CONTRACT YOU SIGN, KEEP IT TO PROTECT YOUR LEGAL RIGHTS. YOU MAY PAY YOUR TOTAL INDEBTEDNESS AT ANY TIME WITHOUT A PREPAYMENT PENALTY.

Student _____ Date _____ Guardian/Parent if under 18 years of age _____ Date _____

COLLEGE USE ONLY

I HEREBY ACKOWLEDGE AND ACCEPT PAYMENT OF $ _____ IN THE FORM OF _____

Signed _____ Admission Representative _____ Date _____ Accepted by _____ College Official _____ Date _____

Accredited by the Accrediting Council for Independent Colleges and Schools

CONDITIONS ARE CONTAINED ON BOTH SIDES OF THIS AGREEMENT - READ THEM BOTH

REFUND POLICY

Should a student voluntarily cancel or be terminated for any reason, all refunds will be made according to the following refund schedule. Student may cancel this enrollment by telephone, in person, or in writing.

1. Official date of termination is the last day of actual attendance.
2. All refunds will be made within thirty (30) days of cancellation or termination.
3. All monies will be fully refunded if the application is not accepted or if the student cancels within three (3) business days after singing the enrollment agreement and making initial payment.
4. Cancellation after the third (3rd) business day, but before instruction begins will result in a refund of all monies paid, with the exceptions of the application and registration fees.

Refund Policy for all students:

1. Official date of termination is the last day of actual attendance.
2. All refunds will be made within thirty (30) days of cancellation or termination.
3. All monies will be fully refunded if the application is not accepted or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
4. For students who withdraw after classes begin for the (mid-) quarter, the following refund policy will apply:
   A. If a student withdraws during the first calendar week of classes and notifies the Director of Education's office, in writing, of his/her intent to withdraw, a full refund of tuition and fees will be made.
   B. If a student withdraws before completing 25% of the (mid-) quarter the College will refund 25% of the tuition and fee charges for the (mid-) quarter; thereafter,
   C. If a student withdraws after completing 25% of the (mid-) quarter there will be no refund of tuition or fees.
   D. Tuition and fees shall also be refunded in full, for the current term, under the following circumstances: (i) for institutions that charge on a credit hour basis, credit hours dropped during the drop/add period; (ii) course canceled by the college; (iii) involuntary call to active military duty; (iv) documented death of the student; (v) exceptional circumstances, with approval by the President of the College.
5. There is no refund or adjustment in tuition charges for a reduction in credit hours after the last date of the drop/add period for a (mid-) quarter as specified in the catalog.
6. Percentage of completion is computed from the published (mid-) quarter start date to last date of actual attendance, rather than credit earned, is the criteria utilized to determine the amount of the refund.
7. Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of the withdrawal.

Any refund of $25.00 (twenty-five dollars) or less which would normally be refunded to Title IV Programs may be retained by City College.

RETURN OF TITLE IV FUNDS

All colleges must use this new policy for all students who withdraw on or after October 7, 2000.

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that has to be returned or disbursed. The amount earned is based on the amount of time the student has spent in attendance. It is based on a proportional calculation through 60 percent of the payment period. Under these provisions, the calculation of Title IV funds is not concerned with refunding institutional charges.

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds have to be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student has not received but was otherwise eligible for.

The percentage of the period completed is the number of calendar days completed in the payment period divided by the total number of calendar days in the same period.

Responsibility of a Student to Return Unearned Title IV, HEA Program Funds- The student is responsible for all unearned Title IV, HEA program assistance that the institution is not required to return. A student's unearned grant funds are an overpayment and are subject to repayment. A student who owes an overpayment as a result of withdrawal will retain his or her eligibility for Title IV, HA program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45 day period, the student becomes ineligible on the 46th day and remains ineligible until the student enters into a repayment agreement with the U.S. Department of Education that re-establishes the student's eligibility.

Designated Office to Contact for Withdrawal - The student must contact the Director of Education, Assistant Director of Education, or Registrar to withdraw. The student should also meet with the Director of Financial Aid to determine any financial liability created by withdrawal prior to the end of the term.