



1925 S. Winchester Blvd., Suite 205
Campbell, CA 95008
Tel: (408) 504-5958
Fax: (408) 649-5226

ENROLLMENT AGREEMENT

Course Name: _____ Student Name: _____

Length of Course: _____ Start Date: _____ End Date: _____

Description of Course:

Itemization of Costs:

Registration Fee (non-refundable)	\$ _____	.00
Tuition Fee	\$ _____	.00
Course Textbook Fees	\$ _____	.00

Schedule of Payments (Check One):

_____ Weekly _____ Monthly X To Be Paid In Full By Third Party

When accepted by the school and signed by me, I/we (Student/Co-Buyer, if applicable) understand that this is a legal and binding agreement. **Any questions or problems concerning this school, which have not been satisfactorily answered or resolved by the school, should be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, California 95798-0818, phone(s): (916) 574-7720, 1-888-370-7589, fax: (916) 574-8646.**

TOTAL COST OF PROGRAM: \$ _____ .00

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. **My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and the institution's cancellation and refund policies have been clearly explained to me.**

*Do not sign this agreement until you have read both sides (both pages) or if it contains any blank spaces
Agreement not valid unless signed by both Student and School Director.*

Signature of Student

Date

Signature of Director

Date

STUDENT RIGHTS

BUYER'S RIGHT TO CANCEL

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the third business day after the start date as set forth on this Enrollment Agreement. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation to the School address on the front page of this Agreement. You can do this by mail, fax or in person. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. If you cancel this agreement, **AVi** will refund any money that you paid within 30 days after your notice is received.

RIGHT TO WITHDRAW

According to state regulations, a student has the right to withdraw from a course of instruction before 10% of the course is completed (1-½ weeks or 42 hours, whichever comes first) to be eligible for a refund. If a student wishes to withdraw from a course of instruction, he or she must do so in writing and meet with the Institute Director of **AVi** prior to withdrawal. Withdrawal from a course is when any of the following occurs:

- a) The student notifies the school of his/her intent to withdraw or the actual date of withdrawal.
- b) The school terminates the student's enrollment for any reason.
- c) The student fails to attend class for a three-week period without prior written consent. In the event this should happen, the student will be notified that he or she shall be deemed inactive and will be able to resume his or her course of study at a later point in time with proper notice to **AVi**.

If a student withdraws from the course of instruction after the period allowed for cancellation of the Agreement but before the refund deadline, **AVi** will refund all monies paid minus the costs of services rendered for instruction within 30 days of withdrawal notice to the third party, if any. No refunds will be made after 1-½ weeks (42 hours) from the date of enrollment (start date).

Calculations of services will be as follows:

- a) Less the registration fee (non-refundable) not to exceed \$75.00, within 30 days following the withdrawal.
- b) The student is obligated to pay only for educational services rendered and for equipment not returned within 30 days of withdrawal.
- c) If the amount that the student owes is more than the amount that has already been paid, the student will have to make payment arrangements until the debt has been fully paid.

REFUND INFORMATION

The student has a right to a full refund of all charges less the amount of \$75.00 for the registration fee if he/she cancels this agreement prior to or on the first day of instruction. If the student is not a California resident, he/she is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

REFUND EXAMPLE

Assumptions:

Student enrolled in a 14-week course (420 Clock Hours) and paid a total tuition of \$ 9,000.
 Student withdraws after completing 42 hours of instruction (deadline for withdrawing).
 Withdrawal takes place after the cancellation period.
 All course textbooks and laptop computer were returned in acceptable condition and refund is due.

Amounts Paid:

Registration Fee (non-refundable)	\$ 75.00
Tuition Fee	\$ 8,495.00
Course Textbook Fees	\$ 430.00

Refund Calculations:

<p>Part I</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Tuition Paid</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: right;">\$ 8,495.00</td> <td style="width: 25%;"></td> </tr> <tr> <td>Total Hours for Course</td> <td style="text-align: center;">÷</td> <td style="text-align: right;"><u>420</u></td> <td></td> </tr> <tr> <td>Tuition Cost per Hour</td> <td></td> <td style="text-align: right;">\$ 20.23</td> <td></td> </tr> </table> <p>Part II</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Tuition Cost per Hour</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: right;">\$ 20.23</td> <td style="width: 25%;"></td> </tr> <tr> <td>Hours Attended Course</td> <td style="text-align: center;">x</td> <td style="text-align: right;"><u>42</u></td> <td></td> </tr> <tr> <td>Tuition Used</td> <td></td> <td style="text-align: right;">\$ 849.66</td> <td></td> </tr> </table>	Tuition Paid		\$ 8,495.00		Total Hours for Course	÷	<u>420</u>		Tuition Cost per Hour		\$ 20.23		Tuition Cost per Hour		\$ 20.23		Hours Attended Course	x	<u>42</u>		Tuition Used		\$ 849.66		<p>Part III</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Tuition Paid</td> <td style="width: 5%;"></td> <td style="width: 10%;"></td> <td style="width: 25%; text-align: right;">\$ 8,495.00</td> </tr> <tr> <td>Registration Fee</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$ 849.66</td> <td></td> </tr> <tr> <td>Tuition Used</td> <td style="text-align: center;">+</td> <td style="text-align: right;"><u>\$ 430.00</u></td> <td></td> </tr> <tr> <td>Refund Owed</td> <td></td> <td></td> <td style="text-align: right;">\$ 8,075.34</td> </tr> </table>	Tuition Paid			\$ 8,495.00	Registration Fee	-	\$ 849.66		Tuition Used	+	<u>\$ 430.00</u>		Refund Owed			\$ 8,075.34
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