



www.southeastcollege.com  
 □ 225 E Airport Dr #110/150, San Bernardino, CA 92408  
 Tel: (909) 763- 3481

## Enrollment Agreement and Contract

This Agreement is legal and binding. This Enrollment Agreement is made between Southeast California College, hereinafter referred to as School, and \_\_\_\_\_ (print name), hereinafter referred to as Student and covers the period \_\_\_\_\_.

**Program Title: VOCATIONAL NURSING**  
**Credential Awarded Upon Completion: CERTIFICATE**

|  |       |   |     |
|--|-------|---|-----|
| <b>Name:</b> _____   |       |   |     |
| LAST   | FIRST | MI  |     |
| <b>Address:</b> _____  |       |   |     |
| STREET   | CITY  | STATE   | ZIP |
| <b>Email:</b> _____  |       |   |     |
| <b>Home Phone:</b> ( _____ ) _____ - _____   |       | <b>Cell Phone:</b> ( _____ ) _____ - _____  |     |
| <b>Date of Birth:</b> ____ - ____ - ____<br>MM DD YYYY   |       | <b>Gender:</b> [ <input type="checkbox"/> ] Male<br>[ <input type="checkbox"/> ] Female |     |
| <b>Driver's License #:</b> _____   |       | <b>Social Security #:</b> ____ - ____ - ____  |     |
| <b>State of Issue:</b> _____   |       |   |     |
| <b>Citizenship Status:</b> [ <input type="checkbox"/> ] US Citizen/National [ <input type="checkbox"/> ] Permanent Resident [ <input type="checkbox"/> ] Other: _____  |       |   |     |
| <b>Highest Level of Education:</b> [ <input type="checkbox"/> ] GED [ <input type="checkbox"/> ] High School [ <input type="checkbox"/> ] AA/AS [ <input type="checkbox"/> ] BA/BS [ <input type="checkbox"/> ] Other: _____ |       |   |     |

**Program Length: 1800 Clock Hours (52 weeks-Day; 72 weeks-Weekend)**

This program requires 706 hours of Theory, 176 hours of Skills Laboratory & 918 hours of Clinical

**FOR OFFICE USE ONLY**

**Program Schedule:**

This program is scheduled to start: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_

*The Vocational Nursing program is offered during the day (M-F) or weekends (F-Sa-Su).*

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|---------|-----------|----------|--------|----------|--------|
|        |         |           |          |        |          |        |
|        |         |           |          |        |          |        |

**Program Delivery:** [  ] Residential [  ] Blended

\_\_\_\_\_  
Initials                      Date

|                                       | <u>Program Cost</u>        | <u>Adjustment*</u>     |
|---------------------------------------|----------------------------|------------------------|
| <u>REGISTRATION (Non-Refundable):</u> | \$ 100.00                  | \$ _____               |
| <u>BOOKS &amp; EQUIPMENT:</u>         | \$ 556.00                  | \$ _____               |
| <u>LABORATORY FEE:</u>                | \$ 2,000.00                | \$ _____               |
| <u>ATI STUDENT PACKAGE:</u>           | \$ 1,975.00                | \$ _____               |
| <u>TECHNOLOGY FEE:</u>                | \$ 274.50                  | \$ _____               |
| <u>TUITION**:</u>                     | \$ 21,942.25               | \$ _____               |
| <u>STRF (Non-Refundable):</u>         | \$ 0.00                    | \$ _____               |
| <b><u>TOTAL:</u></b>                  | <b><u>\$ 26,847.75</u></b> | <b><u>\$ _____</u></b> |
| <b><u>YOUR CHARGES:</u></b>           |                            |                        |

|   |          |
|---|----------|
| 1. <b>Adult Health Nursing</b> , Cooper & Gosnell, Elsevier, 9th Ed (ISBN: 978-0323811613)                          | \$97.00  |
| 2. <b>Foundations of Nursing</b> , Cooper & Gosnell, Elsevier, 9th Ed (ISBN: 978-0323812030)                        | \$96.00  |
| 3. <b>Structure &amp; Function of the Body</b> , Thibodeau & Patton, Elsevier, 16th Ed (ISBN: 978-0323597791)       | \$73.00  |
| 4. <b>Mosby's Drug Guide for Nursing Students</b> , Skidmore, Elsevier, 15th Ed (ISBN: 978-0443105937)              | \$46.00  |
| 5. <b>Basic Pharmacology for Nurses</b> , Willihnganz, Gurevitz & Clayton, Elsevier, 19th Ed (ISBN: 978-0323796309) | \$94.00  |
| 6. Scrubs (3 sets)  | \$100.00 |
| 7. Stethoscope & BP Cuff  | \$40.00  |
| 8. Student ID Badge   | \$10.00  |

\*Adjustment Amounts are items removed from each category. Refer to Cost Calculation Sheet.  
 \*\*\$21,942.25 Tuition ÷ 1,800 clock hours = \$12.19 hourly rate.

Note: The itemized charges and total amount listed above are based on the maximum charges assessed to a student starting from the beginning of the program and may be subject to adjustment depending on the term in which the student enters the program, and/or other factors.

All charges are due on or before the beginning of each term.

Students may elect to pay their account balance with Financial Aid funds (if eligible), and/or other outside agencies. However, it is the student's responsibility to make arrangements for these financial resources and be aware of any effect they may have on their account balance. The TERM CHARGES illustrate a payment schedule of four (4) installments for the entire program.

### TERM CHARGES

|                      | <u>Registration</u> | <u>B&amp;E</u> | <u>Lab Fee</u> | <u>ATI</u> | <u>Tech Fee</u> | <u>Tuition</u> | <u>STRF</u> | <u>TOTAL</u>       |
|----------------------|---------------------|----------------|----------------|------------|-----------------|----------------|-------------|--------------------|
| Term I (450 Hours)   | \$100.00            | \$556.00       | \$500.00       | \$987.50   | \$137.25        | \$5,485.56     | \$ 0.00     | <b>\$7,766.31</b>  |
| Term II (450 Hours)  | -                   | -              | \$500.00       |            | -               | \$5,485.56     | -           | <b>\$5,985.56</b>  |
| Term III (450 Hours) | -                   | -              | \$500.00       | \$987.50   | \$137.25        | \$5,485.56     | -           | <b>\$7,110.31</b>  |
| Term IV (450 Hours)  | -                   | -              | \$500.00       |            | -               | \$5,485.57     | -           | <b>\$5,985.57</b>  |
|                      |                     |                |                |            |                 |                |             | <b>\$26,847.75</b> |

|  | <u>Program Cost</u>        | <u>Your Charges</u> |
|--|----------------------------|---------------------|
| <b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</b> | <b><u>\$ 26,847.75</u></b> | \$ _____            |
| <b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</b>         | <b><u>\$ 7,766.31</u></b>  | \$ _____            |
| <b>TOTAL CHARGES DUE AT ENROLLMENT:</b>                            | <b><u>\$ 7,766.31</u></b>  | \$ _____            |
| <b>TOTAL CHARGES DUE AT ENROLLMENT WITH AN APPROVED PMT PLAN</b>   | <b><u>\$ 7,766.31</u></b>  | \$ _____            |

### TERM CHARGES AND PAYMENT SCHEDULE DISCLAIMER\*\*

Term Charges and Payments are scheduled as shown above. Should a student wish to enter into a Special Payment Plan, he/she must meet with the School Director and/or Authorized Representative. Said Special Payment Plan must be approved and signed by the Director or Authorized Representative as well as by the Student and will become an Addendum to this Contract.

A 5% late fee will be assessed for any deferred payment made more than ten days after the date due. If the account is delinquent for over 90 days, the entire amount may become due and payable.

Should this Agreement be assigned, such a third party is independent of the School and any School related questions or problems that arise must be settled between Southeast California College and the Student. This Agreement is not binding until accepted by the School. NOTICE: ANY HOLDER OF THIS ENROLLMENT AGREEMENT AND CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH BUYER (STUDENT) COULD ASSERT AGAINST SELLER (SCHOOL) SERVICES OBTAINED HEREUNDER. RECOVERY HEREUNDER BY THE BUYER (STUDENT) SHALL NOT EXCEED THE AMOUNT PAID BY THE BUYER (STUDENT) HEREUNDER. When accepted by Southeast California College, I (the student) understand that I agree to comply with its rules and regulations and the terms of this Agreement.

**TERMS OF THIS AGREEMENT ARE ON BOTH SIDES OF THIS PAGE.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 04/01/2024

## NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

### STUDENT'S RIGHT TO CANCEL

The student has the right to withdraw from the program of instruction or cancel the enrollment agreement at any time and obtain a refund according to the following refund policy. To withdraw or cancel enrollment, the Student must send, via email or letter, or deliver in person, a written Notice of Cancellation or Letter of Withdrawal postmarked **NO LATER THAN** the end of the day of: (a) the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this policy will result in a full refund.

Notice of Cancellation or Letter of Withdrawal must be sent to the:  
(*check one*)

**The Registrar's Office**  
224 E. Airport Dr #150  
San Bernardino, CA 92408

*Last Date to Cancel or Withdraw:* \_\_\_\_\_

### REFUND POLICY

#### **Prior to the Start of Classes**

If the applicant is not accepted by the College, all monies paid, including tuition and registration fee will be refunded. The College reserves the right to cancel a class prior to the first scheduled class day. In the event of class cancellation, a student is entitled to a full-refund including registration fee.

If the applicant is accepted by the College and does not start classes, all monies paid, including tuition and registration fee will be refunded.

#### **During the Cancellation Period**

The Student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To withdraw or cancel the enrollment agreement, the Student must send via email, letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked **NO LATER THAN** the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this policy will result in a full refund less the registration fee not to exceed \$250.00.

#### **After the Cancellation Period**

If the student withdraws from the certificate program after the period allowed for cancellation of the enrollment agreement, SCC will calculate a refund of tuition, fees, or supplies (books and/or equipment) due for the period of attendance. The refund amount will be the difference between earned charges and unearned charges for the period of attendance. Refund due will be made without requiring a request a form from the student. The refund will be given within 45 days of the last day of attendance, which is considered the drop or withdrawal date.

Books and/or equipment purchased from SCC must be returned to the school in "like new" condition within the cancellation period or students will be liable for the full cost. If the Student owes the School books and/or equipment, the Student must return the books and/or equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return these within 30 days, the fair market value of the books and/or equipment will be deducted from the amount of the refund.

SCC provides a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to a student who has not completed 100 percent of the period of attendance for certificate programs. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law.

It is the policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

**IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY IT.**

## **REFUND PROCEDURE:**

To request a refund, a student shall complete and submit a Notice of Cancellation/Withdrawal form or deliver a written letter to the Registrar's Office stating intent to cancel or withdraw from the College when a student is voluntarily withdrawing (The College will fill a Notice of Drop from the Program form when a student is dropped involuntarily). A written letter of cancellation or withdrawal need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

The Notice of Cancellation/Withdrawal form, available from the Registrar's Office, or a written letter of cancellation or withdrawal can be mailed, faxed, emailed or submitted in person once completed. Refunds will be mailed in approximately two to six weeks. Be sure your current mailing address is on file with the College. Refunds, when due, will be made without requiring a request form from the student. Refunds are processed within 45 days of the last day of attendance.

A check is the only form of payment that Southeast California College uses to issue refunds. If a payment is made by credit card for any registration transactions and you later drop any or all of your classes within the required refund period, we will not refund the amount to your credit card account. All refund checks are made payable to the student by the Business Office.

## **REFUND METHOD:**

For non-federal student financial aid program moneys, the College refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance for certificate programs. At Southeast California College, this pro rata refund is applied for students who have not completed 100 percent of the period of attendance for certificate programs.

- Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee and the cost of used equipment, books, and supplies fees from the total charges (Not that unused books, educational supplies and equipment are not included in this offset, and will be separately evaluated on a case-by-case basis).
- The hourly charge for instruction is calculated by dividing the tuition cost by the number of hours in the program.
- The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the Enrollment Agreement through the Last Date of Attendance (LDA) regardless of absences by the hourly charge for instruction. This is the prorated tuition.
- The prorated tuition is added to the registration fee and the cost of used equipment, books, and supplies issued by the College to determine the total amount of charges the student is obligated pay.
- The amount the student has paid for the program is subtracted from the amount the College is allowed to retain to determine if the student has a balance or a refund is due.

## **PRORATA REFUND CALCULATION MODEL (Have not completed 100% of period of attendance):**

A student enrolls in a certificate program consisting of 900 clock hours and the enrollment agreement reflects the following charges: The cost per clock hour is as \$12,40 (\$11,160 tuition/900 clock hours). If a student is enrolled in this program, the costs for the period of attendance would be:  $\$12.40 \times 450 \text{ clock hours} = \$5,580$  tuition, plus non-refundable registration fee of \$50 and any fees of equipment/supplies purchased from the College. A student paid \$5,912 (\$5,580 tuition, \$50 non-refundable registration, and \$282 books/supplies/equipment) for this period of attendance. If a student stops attending after 200 clock hours scheduled through the Last Day of Attendance (LDA), the refund calculation occurs as below.

| <b>Example Refund calculation for a Student Withdrawing<br/>After 200 clock hours scheduled through the LDA (For less than the period of attendance)</b> |                         |
|--|-------------------------|
| Tuition for this period of attendance  | \$5,580.00              |
| Non-refundable Registration  | \$50.00                 |
| Used Books/Equipment/Supplies  | \$282.00                |
| % of Clock Hour Completed if Student Withdraws<br>(when calculating percentages, round to three decimal places, for example, $4486 = 449$ , or 44.9%)    | 200/450 hrs or<br>44.4% |
| % of Tuition Paid Due as Refund* (rounded to three decimal places%)  | 55.6%                   |
| Pro Rata Tuition Refund Due to Student (\$5,580 - \$2,477.52)  | \$3,102.48              |

|  |              |
|--|--------------|
| Total Amount Retained by Southeast California College<br>(\$2,477.52 of tuition & \$50 of non-refundable registration & \$282 of used<br>equipment/supplies) | \$2,809.52** |
| **\$2,809.52 = \$5,912 - \$3,102.48  |              |

### **STUDENT TUITION RECOVERY FUND (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

### **DISTANCE EDUCATION DELIVERY (INSTRUCTIONS NOT IN REAL TIME)**

- For distance education courses (not in real time), the first class session lesson and any materials shall be transmitted to any student within seven (7) days after the student completes all the Admissions requirements and is accepted by our institution.
- The student has the right to cancel or withdraw from the course and receive a full refund pursuant to CCR §71750 before the first class session lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent. If the first class session lesson and materials are sent to the student before the written notice of cancellation was received, the refund will be made within 45 days after the student's return of the materials.
- All course lessons and materials will be transmitted to the student if the student:
  1. has fully paid for the educational courses; and
  2. after having received the first session and initial materials, request in writing that all of the materials be sent.
- If the institution transmits balance of the materials as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Southeast California College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in \_\_\_\_\_ (*program name*) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending Southeast California College to determine if your credits or certificate will transfer.

## STATEMENT OF NON-DISCRIMINATION

Southeast California College does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. Southeast California College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

## DISCLAIMER ON JOB PLACEMENT

The purpose of all programs offered by SCC is to extend the nature and range of careers available to our students by providing a quality education that integrates theory with practical application. However, SCC cannot offer guarantees of job placement, advancement, or continued employment.

## GENERAL TERMS

1. Cost of medical or other examinations, if required, are to be paid by the student.
2. Certificate of Completion will be issued after meeting this program's graduation requirements (as stated in the catalog) and all tuition/fees are paid in full or otherwise accounted for. Some graduation requirements are: passing grades, satisfactory attendance are program completion within 150% of the planned program length.
3. The School reserves the right to postpone training in the event of adverse weather, Acts of God, unforeseen occurrences or any other event that renders performance of training impracticable, illegal or impossible for a maximum of 30 days. Students will be duly notified and compensated, if applicable.
4. All course schedules start and completion dates are subject to change. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.
5. The School reserves the right to cancel a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.
6. The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary Education (Consumer Affairs, State of California), if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.
7. The School reserves the right to reject an applicant for admission not meeting the requirements for the program selected. **The Student's enrollment may be terminated at the election of the School Director, if the Student's academic progress, behavior, absences, tardiness, or dress does not conform to the requirements, rules and regulations of the School (as stated in the catalog); in which event, the extent of the Student's tuition obligation will be in accordance with the School's refund policy.**

If any particular provision of this Agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

1. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, not addressed by California Law or Regulation shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having Jurisdiction, except for nonpayment of tuition and fees which shall be settled through court.
2. This Agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized. No modifications may be made without prior written approval of School and Student or guardian.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 (physical address), P.O. Box 980818, West Sacramento, CA 95798-0818 (mailing address), www.bppe.ca.gov, Toll Free (888) 370-7589, Direct Line (916) 574-8900, Fax (916) 263-1897.**

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.**

*I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me.*

\_\_\_\_\_  
Student/Buyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature or Co-Buyer (if applicable)

\_\_\_\_\_  
Date

*This Enrollment Agreement is legally binding when signed by the Student and accepted by the School.*

**FOR OFFICE USE ONLY**

My signature below certifies that I am an authorized representative of Southeast California College and that I have personally explained the institution's cancellation and refund policy to the student.

**I certify that Southeast California College has met all disclosure requirements of the California Education Code. Accepted [ ] Rejected [ ]**

\_\_\_\_\_  
Admissions Representative (PRINT)

\_\_\_\_\_  
Administrator /Title (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date