

# Enrollment Agreement Outline

The Enrollment Agreement Outline provides a comprehensive framework of the information that should be included when drafting an enrollment contract. It is designed to ensure transparency, regulatory compliance, and mutual understanding between the student and the institution by clearly defining program details, financial obligations, academic and conduct expectations, refund and withdrawal policies, and legal disclosures. By including each of the outlined sections, schools can create an enrollment agreement that protects both parties, supports regulatory and state requirements, and establishes clear expectations from the start of the student's enrollment.

## Enrollment agreement should include the following information:

### Student and School Identification

Purpose: Establishes who is entering into the legal contract.

Include: Student legal name and contact information, school legal name, campus, and state licensing agency.

### Program Identification

Purpose: Defines exactly what the student is enrolling in.

Include: Program name, credential, clock hours, modality, start date, and expected graduation date.

### Program Purpose

Purpose: Ties the program to licensure and employment readiness.

Include: Statement that the program prepares students for professional practice and state licensure.

### Tuition and Fees

Purpose: Discloses the full cost of enrollment.

Include: Tuition, registration, kit, books, uniforms, technology, exam fees, and total program cost.

### Payment Terms

Purpose: Explains how and when the student must pay.

Include: Payment schedule, due dates, late fees, and consequences of non-payment.

### Refund Policy

Purpose: Protects students and ensures regulatory compliance.

Include: Cancellation period, refund calculation, withdrawal definition, last date of attendance, and refund timelines.

### Student Responsibilities

Purpose: Sets expectations for conduct and performance.

Include: Attendance, academic progress, sanitation, clinic rules, and professional conduct.

### School Responsibilities

Purpose: Defines what the school must provide.

Include: Instruction, clock hours, licensed instructors, equipment, and compliance.

### **Transfer and Re-Entry Policies**

Purpose: Explains transfer credit and re-enrollment.

Include: Acceptance of transfer hours and re-entry conditions.

### **Termination and Withdrawal**

Purpose: Clarifies how enrollment can end.

Include: Voluntary and involuntary withdrawal and financial impact.

### **Arbitration and Legal Jurisdiction**

Purpose: Determines how disputes are resolved.

Include: Governing law, venue, and arbitration or court terms.

### **Employment Disclaimer**

Purpose: Ensures the school does not make or imply job placement guarantees.

Include: A clear statement that completion of the program does not guarantee employment.

### **Licensure Disclosure**

Purpose: Protects the school from liability.

Include: Statement that graduation does not guarantee licensure.

### **Acknowledgments**

Purpose: Confirms student received required disclosures.

Include: Catalog, refund policy, attendance policy, and program requirements.

### **Signatures**

Purpose: Makes the agreement legally binding.

Include: Student and school representative signatures and dates.