



COLUMBIA COLLEGE

Form 020-001
Rev. 09/22

STUDENT ENROLLMENT AGREEMENT

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

Student Name: _____
First Name Middle Name Last 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:	\$ _____ 100
	TUITION:	\$ _____
	BOOKS/SUPPLIES:	\$ _____
	PERSONAL EXPENSES	\$ _____
	HOUSING AND MEALS	\$ _____
	TRANSPORTATION	\$ _____
	TOTAL COST:	\$ _____

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;



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REFUND POLICY

- The entire amount except the application fee (\$100) 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.
* Federal Student Aid will be refunded according to the Federal Refund Policy found in the regulation.
- If a student decides to withdraw or drop out after the add/drop period, refund will be made according to the following schedule (For Academic students)

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

- If a student decides to withdraw or drop out after the add/drop period, you will be charged in full for that course according to the following schedule: (VESL, Online students)

Proportion of Session	Tuition
Through 25%	25% of course cost
After 25% through 50%	50% of course cost
After 50%	Full course cost

After session start date (VESL, Online program students)	Tuition (If you withdraw, You must pay your tuition in full)	Pell Grants (If you receive Pell grant)	Scholarships (Only for student receiving Pell grant)
1 week	\$178	\$138	\$40
2 weeks	\$356	\$276	\$80
3 -5week	\$890	\$690	\$200
After 5week	\$1780	\$1379	\$401

- 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.
- Federal Student Aid (Title IV) 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 and tool kits 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.**



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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.