



INTERNATIONAL STUDENT ENROLLMENT AGREEMENT

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 _____.

<OFFICIAL ONLY>

COST FOR PROGRAM:	APPLICATION FEE:	\$ _____
	TUITION:	\$ _____
	BOOKS/SUPPLIES:	\$ _____
	PERSONAL EXPENSES:	\$ _____
	HOUSING AND MEALS:	\$ _____
	TRANSPORTATION:	\$ _____
TOTAL COST:		\$ _____



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REFUND POLICY

1. If a student decides to withdraw or drop out, refund will be made according to the following schedule.

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

2. 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.
3. All refunds due will be paid within 30 days of the student's last day of attendance.
4. Purchased books and tool kits are students' property and they are not refundable.

****All Students MUST submit a written request for their refunds.**

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.