

NAME: _____ I.D. #: _____

Springfield College

School of Human Services

111 N. La Brea Ave, Suite 101

Inglewood, CA 90301

Enrollment Agreement

Term: _____ Program: _____

ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO THE DEPARTMENT OF CONSUMER AFFAIRS, CONSUMER INFORMATION DIVISION, 1625 N. MARKET BLVD SUITE N-112, SACRAMENTO, CA 95834-1924, TEL: (800) 952-5210.

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

This agreement is for BSHS/MSHS courses totaling credits hours @ \$350.00 [BSHS] or \$475.00 [MSHS] per credit hour.

Course Number Course Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A total of four months are required to complete the courses.

Start Date: _____ Scheduled Completion Date: _____

BUYER'S RIGHT TO CANCEL. The student has a right to cancel this enrollment agreement and obtain a refund. If you wish to withdraw totally from the program, you may cancel this enrollment agreement by completing the six-part complete withdrawal form. You may alter the enrollment agreement to add or drop a course(s) by completing the Change-of-Schedule Form, in consultation with your Academic Advisor. Monthly billings will reflect any change in enrollment status and consequent tuition balance. You may drop all courses for a particular semester and complete a Change-of-Schedule Form and a Leave-of-Absence Form if you plan to return to the school. All withdrawals, add/drops and leave-of-absence requests should be sent to Jerome Griffin, Ed. D., Springfield College School of Human Services, 111. N. La Brea Ave., Suite 101, Inglewood, CA 90301.

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REFUND INFORMATION. The student has a right to a full refund of all charges less the amount of the Application Fee (see following Tuition and Fees Schedule) if he/she cancels this agreement prior to or on the first day of instruction. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90 hour course and paid \$2,000.00 tuition, the student would receive a refund of \$1,400.00.

\$2,000.00X2/3 (60 clock hours of instruction paid for but not = \$1,400.00 refund amount received divided by 90 clock hour of instruction for which student has paid)

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

NOTICE ANY HOLDER OF THIS ENROLLMENT AGREEMENT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

FEEES AND CHARGES. The student must complete the attached Partial Payment Plan Agreement/Registration Receipt Form (Page 4 of this document) as part of this enrollment agreement. The student shall receive a copy of this agreement for each term registered. The student is responsible for the following fees and charges:

TUITION AND FEES SCHEDULE

a. Tuition charges (May 2008 semester through January 2009 semester)

Bachelor of Science in Human Services (Full time status) 12 credit hours @ \$350.00 per credit hour \$4,200.00

Master of Science in Human Services (Full time status) 9 credit hours @ \$475.00 per credit hour \$4,275.00

b. Application fee (BSHS) non-refundable	\$10.00
Application fee (MSHS) non-refundable	40.00
Commencement fee	50.00
Commencement re-application fee	15.00
Late drop/add fee	25.00 - 50.00
Late payment fee	50.00
Late registration fee	50.00
Malpractice insurance fee*	19.00 - 77.00
Payment Plan fee	15.00
Portfolio fee**	250.00
Returned check charge	25.00
Transcript fee	4.00

* Courses which involve field work or practice may require an insurance fee to pay for student professional liability coverage. Depending on the course taken the cost will be \$19.00 or \$77.00.

** Assessment fee charged to students enrolled in the *Human Services and Personal Development* course.

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THE TOTAL AMOUNT FOR ALL FEES, CHARGES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE EDUCATIONAL SERVICES IS \$_____.

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.

X _____
Signature of Student Date

This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour, or attends the first class or session of instruction.

_____ X _____
Date of Tour or Visit Signature of Student Date

I certify that Springfield College has met the disclosure requirements of Education Code §94312 of the Private Postsecondary and Vocational Reform Act of 1989.

I further certify that the institution has met all requirements for the administration of any state financial aid program under Chapter 2 (commencing with Section 69500) of Part 42 or any federal student assistance program under Title IV of the federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act, amendments to that act, and rules and regulations adopted under the act.

X _____
Signature Title of School Official Date

This agreement is accepted by

X _____
Signature Title of School Official Date