



ENROLLMENT AGREEMENT

Student's Name: _____ ID# _____
Last First Middle Initial

A. LOCATIONS:

<input type="checkbox"/> Coast Guard Island Coast Guard Island Bldg 3 Alameda, CA 94501 (510) 437-1280 coastguard@ccis.edu (Main Location)	<input type="checkbox"/> Lemoore P.O. Box 1116, Bldg 826 Hancock Circle NAS Lemoore, CA 93246 (559) 998-8570 lemoore@ccis.edu	<input type="checkbox"/> Los Alamitos 11206 Lexington Ave, Suite 110, Building 224 Joint Force Training Base Los Alamitos, CA 90720 (562) 799-9630 losalamitos@ccis.edu	<input type="checkbox"/> Petaluma 599 Tomales Road Petaluma, CA 94952 (510) 437-1280 coastguard@ccis.edu
<input type="checkbox"/> San Luis Obispo University Partner Center Bldg 2700 Cuesta College San Luis Obispo, CA 93403 (805) 593-0237 sanluisobispo@ccis.edu	<input type="checkbox"/> San Diego 4025 Tripoli Ave Bldg 111 San Diego, CA 92140 (866) 594-2330 sandiego@ccis.edu * Satellite Location USCG sector Bldg D San Diego, CA 92101	<input type="checkbox"/> Naval Base San Diego 3975 Norman Scott Road, Bldg. 3280 San Diego, CA 92136 (866) 594-2330 sandiego@ccis.edu	<input type="checkbox"/> Online Education 1001 Rogers Street Columbia MO, 65216 (844) 377-6011 oss@ccis.edu

B. PROGRAM INFORMATION:

Degree Title: _____ Total Number of Credits: _____

Estimated Completion Date: _____ This agreement extends through **August 18, 2018.**

Term	Session Start Date	Last Date to Withdraw
Fall 1	08/28/2017	10/06/2017
Fall 2	10/23/2017	12/01/2017
Spring 1	01/08/ 2018	02/16/2018
Spring 2	03/05/2018	04/13/2018
Summer 1	04/30/2018	06/08/2018
Summer 2	06/25/2018	08/03/2018

C. 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.

D. TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Columbia College is at the complete discretion of an institution to which you may seek to

transfer. Acceptance of the degree or certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, 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 an institution to which you may seek to transfer after attending Columbia College to determine if your credits, degree, or certificate will transfer.

E. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION: 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: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by 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 Website at: <http://www.bppe.ca.gov/enforcement/complaint.shtml>.

F. 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.

Student's Initials: _____ Date: _____ "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license exam pass 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."

G. DISTANCE EDUCATION: The student will receive the first lesson and any materials within seven days of enrolling in a distance education course. All lessons and materials for the course will be transmitted to the student if the student has fully paid for the educational program and, after receipt of the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the students requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

H. STUDENT'S RIGHT TO CANCEL: The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has the right to a full refund of all charges if he/she cancels this agreement by submitting a *Columbia College Add/Drop/Withdrawal Form* or through CougarTrack prior to close of business on Monday of the second week of the session.

In addition, the student may withdraw from a course after instruction has started by submitting a *Columbia College Add/Drop/Withdrawal Form* and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 75% or less of the instruction. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Refunds will be made within 30 days of cancellation or withdrawal.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
2. The student may not be eligible for any other federal student financial aid at another institution or other governmental financial assistance until the loan is repaid.

Columbia College advises students to take advantage of the financial aid counseling available on the college website before accepting any student loans.

