



# 2018-2019 Enrollment Agreement

Service location:

Student's name:

ID#:

Preferred residence:

Phone number:

## PROGRAMS

Degree title:  Total number of credits:

Start date:  Estimated completion date:

Degree title:  Total number of credits:

Start date:  Estimated completion date:

Degree title:  Total number of credits:

Start date:  Estimated completion date:

Degree title:  Total number of credits:

Start date:  Estimated completion date:

Degree title:  Total number of credits:

Start date:  Estimated completion date:

For information on the curriculum requirements (course titles, description, etc.) for the above programs, please visit the academic catalog (<http://catalog.ccis.edu>).

Student's initials (Page 1):

This agreement extends through **August 21, 2019**.

The following chart displays the session start dates and last date to withdraw per session for the 2018 academic year.

<b>Session</b>	<b>Session start date</b>	<b>Last date to withdraw</b>
Early Fall 2018	8/27/2018	10/5/2018
Late Fall 2018	10/22/2018	11/30/2018
Early Spring 2018	1/7/2019	2/15/2019
Late Spring 2018	3/4/2019	4/12/2019
Early Summer 2018	4/29/2019	6/7/2019
Late Summer 2018	6/24/2019	8/2/2019

**Columbia College does not guarantee job placement to graduates upon completion of training or upon graduation.**

## LOCATION

Please select your state below for state specific information and to review tuition and charges.

### ARIZONA

#### ARIZONA STATE BOARD FOR PRIVATE POST-SECONDARY EDUCATION

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Post-Secondary Education  
1400 W. Washington, Room 260  
Phoenix, AZ 85007  
(602) 542-5709  
[www.azppse.gov](http://www.azppse.gov) ([www.azppse.gov](http://www.azppse.gov))

#### THREE-DAY CANCELLATION

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

#### HOLDER IN DUE COURSE STATEMENT

Any holder of this consumer credit contract is subject to all claims and defenses 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 (FTC Rule effective 5-14-76).

**Student's initials (Page 2):**

## TRANSFERABILITY OF CREDIT

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Columbia College does not guarantee credits or coursework will transfer to another school, college, or university. The transferability of credits earned at Columbia College is at the discretion of an institution to which you may seek to transfer.

## GRIEVANCE POLICY ADDENDUM

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If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is:

Arizona State Board for Private Post-Secondary Education  
1740 W. Adams Street  
Phoenix, AZ 85007  
Phone: (602) 542-5709  
Website: [www.azppse.gov](http://www.azppse.gov) (<http://www.azppse.gov>)

## TUITION AND CHARGES

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<b>Late Payment Charge</b>	\$29.00/ missed installment
<b>Transcript Charge</b>	\$10.00
<b>CLEP/DSST Administration Charge (Optional)</b>	\$25.00
<b>Undergraduate Tuition Rate</b>	\$375.00
<b>Military Undergraduate Rate</b>	\$250.00
<b>Graduate Tuition Rate</b>	\$490.00
<b>Military Graduate Tuition Rate</b>	\$325.00

Please note: The tuition and fee charges noted above are not subject to change in the academic year for which this form is designated. The Arizona portion of this agreement applies to Arizona residents only and for courses/tuition only.

**Student's initials (Page 3):**

# CALIFORNIA

Instruction is provided at the locations listed below.

<b>Location name</b>	<b>Address</b>	<b>Phone number</b>	<b>Email address</b>
Coast Guard Island (main location)	Coast Guard Island, Building 3 Alameda, CA 94501	(510) 437-1280	coastguard@ccis.edu
Chico	2615 Forest Ave, Suite 120 Chico, CA 95928	(530) 5923196	chico@ccis.edu
Imperial	380 E Aten Road Imperial, CA 92251	(422) 252-1405	imperial@ccis.edu
Lemoore	Building 826 Hancock Circle NAS Lemoore, CA 93246	(559) 998-8570	lemoore@ccis.edu
Los Alamitos	11206 Lexington Ave, Suite 110, Building 224, Joint Force Training Base Los Alamitos, CA 90720	(562) 799-9630	losalamitos@ccis.edu
Naval Base San Diego	3975 Norman Scott Road, Building 3280 San Diego, CA 92136	(866) 594-2330	sandiego@ccis.edu
Petaluma	599 Tomales Road Petaluma, CA 94952	(510) 437-1280	petaluma@ccis.edu (petaluma@ccis.edu)
San Diego	4025 Tripoli Ave, Building 111 San Diego, CA 92140	(866) 594-2330	sandiego@ccis.edu
Sector San Diego	US Coast Guard Sector, Building D San Diego, CA 92191	(866) 594-2330	sandiego@ccis.edu
San Luis Obispo	University Partner Center, Building 2700 Cuesta College San Luis Obispo, CA 93403	(805) 593-0237	sanluisobispo@ccis.edu
Online	1001 Rogers Street Columbia, MO 65216	(844) 377-6011	oss@ccis.edu

Student's initials (Page 4):

## BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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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](http://www.bppe.ca.gov) (<http://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 (<http://www.bppe.ca.gov/enforcement/complaint.shtml>).

## SCHOOL PERFORMANCE FACT SHEET

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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:

**"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."**

## DISTANCE EDUCATION

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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.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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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.

Student's initials (Page 5):

## 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.

## 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.

## TUITION AND CHARGES

<b>Late Payment Charge</b>	\$29.00/ missed installment
<b>Transcript Charge</b>	\$10.00
<b>CLEP/DSST Administration Charge (Optional)</b>	\$25.00
<b>Undergraduate Tuition Rate</b>	\$375.00
<b>Military Undergraduate Rate</b>	\$250.00
<b>Graduate Tuition Rate</b>	\$490.00
<b>Military Graduate Tuition Rate</b>	\$325.00
<b>California STRF*</b>	\$0.00

\*Fees are non-refundable

Student's initials (Page 6):

**Please note:** The Student Tuition Recovery Fund fee is non-refundable. The tuition and fee charges noted above are not subject to change in the academic year for which this form is designated. The estimated total charges for current period of attendance assumes full time enrollment (12 credits) at the highest rate possible. The estimated total charges for entire education program does not factor in financial aid or military rates. Please note that certain discounts may apply. The estimated total charges a student is obligated to pay upon enrollment will be the same as the total charges for current period of attendance, unless noted otherwise, and will not include financial aid or reflect military rates.

## OKLAHOMA

Instruction is provided at the locations listed below.

Location name	Address	Phone number	Email address
Fort Sill	4700 Mow-Way Rd Suite 502 Fort Sill, OK 73503	(580) 353-7884	fortsill@ccis.edu
Online	1001 Rogers Street Columbia MO, 65216	(844) 377-6011	oss@ccis.edu

## OKLAHOMA STATE REGENTS FOR HIGHER 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 Oklahoma State Regents for Higher Education. Oklahoma State Regents complaint process can be found here: <http://www.okhighered.org/resources/Student-Complaint-Form/>  
(<http://www.okhighered.org/resources/Student-Complaint-Form/>)

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200 Oklahoma City, OK 73104  
(405) 225-9100  
[communicationsdepartment@osrhe.edu](mailto:communicationsdepartment@osrhe.edu)

## 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.

Student's initials (Page 7):

## TUITION AND CHARGES

<b>Late Payment Charge</b>	\$29.00/ missed installment
<b>Transcript Charge</b>	\$10.00
<b>CLEP/DSST Administration Charge (Optional)</b>	\$25.00
<b>Undergraduate Tuition Rate</b>	\$375.00
<b>Military Undergraduate Rate</b>	\$250.00
<b>Graduate Tuition Rate</b>	\$490.00
<b>Military Graduate Tuition Rate</b>	\$325.00

## TUITION REFUNDS

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete the appropriate form to cancel a course enrollment. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from completing the appropriate form, the student should contact their campus for special arrangements to cancel the enrollment. The Campus staff reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal in person.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid section of the undergraduate catalog.

1. Full Refund: A student is entitled to full reduction of tuition when s/he drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session. Students who received books for dropped courses are required to return books to avoid book charges.
2. Partial Refund: During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition when she/he withdraws from a course(s) due to extraordinary circumstances. Extraordinary circumstances are narrowly interpreted to mean the development of unexpected circumstances beyond a student's control that prevents continued attendance in all classes. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or TDY, etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

To be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter or email from the student to the Campus office explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a letter from a physician, military orders, etc. Student should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case by case basis.

3. No Refund: No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of the session, unless extraordinary circumstances apply (refer to partial refund listed above).
4. Refund Requests: Credit on a student account that results from the transfer of financial aid does not require a request for refund. These credit balances will be automatically refunded. Credit balances due to overpayment or a change in enrollment status require the student to complete and submit a refund request form. The form will be routed to the Accounting Office and inform the staff that the student wants to have a refund rather than have the credit apply to a future balance.

Student's initials (Page 8):



# TOTAL ESTIMATED CHARGES

## ASSOCIATE'S

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:</u>	\$4,500.00
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATION PROGRAM:</u>	\$22,500.00
<u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	\$0.00

## BACHELOR'S

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:</u>	\$4,500.00
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATION PROGRAM:</u>	\$45,000.00
<u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	\$0.00

## MASTER'S

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:</u>	\$5,880.00
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATION PROGRAM:</u>	\$17,640.00
<u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	\$0.00

The estimated total charges for current period of attendance assumes full time enrollment (12 credits) in a semester multiplied by the highest tuition rate. The estimated total charges for entire education program is based on completion of the minimum number of credit hours required for a degree program as outlined above. The amounts listed may not reflect any tuition discounts or financial aid the student may receive.

The enrollment agreement is valid once signed by an authorized school official and sent to the student through their Columbia College email address. The enrollment agreement is valid until its expiration date or until the student changes their academic program. Upon expiration of the enrollment agreement by the designated expiration date or if a student elects to pursue a different academic program they will be required to complete a new enrollment agreement prior to enrolling in any additional courses. Students can withdraw from all classes by submitting a Course Withdrawal form via CougarTrack and may return within one year of their last course without completing a new Columbia College admissions application. If the student chooses to withdraw from all courses, they are strongly encouraged to speak to their advisor for financial impact. Financial liability is not reduced when a student withdraws from a course.

I consent to receiving electronic communications in reference to this enrollment agreement. If I choose not to consent then I cannot submit and will need to contact my advisor for a paper form.

I have read, understand, and agree to the terms within this enrollment agreement.

I have received a copy of the Columbia College Academic Catalog accessible online.

I understand that this is a legally binding contract. 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.

*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. I further understand and acknowledge that the 2018-2019 catalog (<http://catalog.ccis.edu>) is incorporated as a part of the enrollment agreement.*

Student's name:

Date:

Student signature:

Staff signature:

Date:

Student's initials (Page 9):

Student acknowledges that upon submission of this form it will be routed to an authorized school official for review and signature. Once the agreement is accepted and signed by an authorized school official, it will be emailed back to the student at their Columbia College email address and will be stored electronically with Columbia College. If the student does not receive the form signed by a school official within one business day, they may inquire about the status with their advisor. The student will not be eligible to enroll in courses until this document is reviewed and signed by the authorized school official.

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Published date: October 29<sup>th</sup>, 2018

**Student's initials (Page 10):**