

Study Center

Main Campus - Gurabo, PR

Branch Campus - Baton Rouge, LA

ENROLLMENT AGREEMENT

FIRST PARTY: Richport Technical College, hereinafter referred as the **Institution**.

SECOND PARTY: _____, of age _____, marital status _____, identification number _____ - _____. Lives in: _____ Zip Code _____.

Date of Birth: mm _____ dd _____ yy _____ here forth denominated as **Student**.

AGREE THE FOLLOWING

1. The **Institution** will offer the _____ program, with a total of _____ clock hours, equivalent to _____ months of studies, approximately. After complying with all the program requirements the **Student** will receive a Diploma.
2. The cost of education is \$ _____.
3. **“TUITION FEE”**

	Cost of Program \$ _____
Admission (non-reimbursable) \$ 100.00	**Includes: __ Materials __ Equipment __ N/A
Graduation Fee \$ 0.00	Pell Grant Estimate \$ _____
Identification Card \$ 10.00	(Subject to Verification)
Other Total Costs \$ 110.00	Payable Balance \$ _____
4. The approximate cost of consumables, not included in the enrollment agreement is \$ 500.00 which the **Student** is responsible for. **The student kit will be handed out once the first payment of the first term has been paid. A list of materials and/or equipment is attached herein.
5. The pending balance could be paid in _____ monthly payments of \$ _____ and one monthly payment of \$ _____, interest free. If payments are deferred, they will not gain interest or finance charges. The enrollment agreement will not be sold to third parties.
6. Payment Method: Private Pell Grant Others
7. The program starts on _____ and will end approximately on _____.
8. The **Student** will attend class Tuesday to Saturday, during the following hours:

<input type="checkbox"/> Day Session: 8:00 a.m. to 4:00 p.m	<input type="checkbox"/> Night Session: 5:00 p.m. to 10:30 p.m., and: Saturday: 8:00 a.m. to 4:00 p.m.
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9. Withdrawals will have a \$100.00 charge. If the **Student** is re-admitted, the current costs at that time will apply.
10. **TERMINATION, CANCELLATION AND REIMBURSEMENT POLICY**
 - a. **Cancellation made by the institution: Richport Technical College** can cancel this agreement due to any violation of regulations made by the **Student**, as established in the Institutional Catalog. To

calculate reimbursement, the termination date will be the last day of class attendance. All reimbursements will be processed within a period no greater than 45 days from the determined drop date.

- b. **Cancellation made by the Student:** All cancellation originated by the student must be in writing and turned in to the Director of the **Institution** or sent by certified mail. The **Institution** will have to reimburse all monies used whether or not the **Student** has notified his/her cancellation.
- c. **Richport Technical College has established the following cancellation policy when the Student cannot begin his/her studies in the Institution.**
 - **Denial of admission of any Student whose enrollment application is rejected prior to the class start date:** All monies paid to-date will be reimbursed within a period of no more than 60 days.
 - **Cancellation within 3 days after having signed the enrollment agreement:** All the monies paid by the applicant will be refunded, if the applicant cancels the enrollment agreement within 3 working days after signing it.
 - **Cancellation after 3 days of having signed the agreement, but before beginning class:** Once the **Student** cancels the enrollment agreement and claims the money within 3 business days after having signed such enrollment agreement, but prior to starting class, the **Student** will receive all monies paid to the institution minus 15% of the cost of enrollment as stated in the enrollment agreement, but under no circumstances will it exceed \$150.00.
 - **Student who has not visited the Institution before enrolling:** These students will have the opportunity to withdraw without subsequent penalties 3 days from the scheduled orientation date and/or after having toured the facilities.
- d. **Other cancellations:** The **Institution** has established a reimbursement policy, described in this agreement, in the event that the **Student**, once enrolled, has begun class and has to withdraw.

11. REIMBURSEMENT POLICY

The **Institution** utilizes Title IV refund policy also as its Institutional Refund Policy.

1. Federal Policy on Funds Reimbursement - Title IV Program

- A. **General Dispositions:** Will be applied to the students who participate in Student Financial Aid funds of Title IV programs of the Federal Department of Education. The policy requires, that if the receiver of funds of Title IV withdraws from his/her studies during the period for which the **Student** was enrolled, the Institution must calculate the percent and the amount of Financial Aid funds of Title IV to which the **Student** is not entitled to receive and to give back these funds to the respective programs of Title IV. The academic year consists of 24 credits or 900 clock hours and it is divided into two periods of payment. The **Student** signs an enrollment agreement for the entire study program.
- B. **Last Day of Attendance:** The last day of attendance will be used to calculate the amount of money to be reimbursed. The **Administrative Withdrawal will be the last day** the Institution can document **Student** attendance. The **Total Withdraw** is the **date the student** withdraws or processes or the Institution is aware of his intention to discontinue studies.
- C. **Interruption of Studies:** Students, who need to interrupt their studies, will have to make a request to that effect to the Registrar's Office. The interruption of studies will be for a maximum of 180 calendar days. Interruption of Studies can also be approved because of jury duty or military reasons. During this time period, the **Student** will not be considered as total withdrawal; therefore, there is no need of reimbursement calculation. It is important that the **Student** formally requests this interruption of studies to the Registrar's Office.
- D. **Calculation of the amount of earned Funds of Title IV:** This provides that the percentage of earned funds of Title IV is one of the following:
 - *If the **Student's** termination date occurs on or before the date **the Student** completes 60% of the payment period for which the **Student** received funds of Title IV, the amount earned by the **Student** is calculated by determining the percentage of the completed period for which the **Student**

was enrolled, multiplied by the total amount of the payment of funds of Title IV that was disbursed (or that could be disbursed) for the period starting on the student's enrollment day until the effective day of the total withdrawal*.

*If the **Student's** termination date occurs after the **Student** has completed 60% of the payment period, the Institution will have the right to 100% of the payment. The reimbursement will be realized in a period not greater than 45 days from the effective date of the withdrawal. It provides that the percentage and the amount NOT earned are the complement of the percentage of earned funds of Title IV multiplied by the total amount of funds of Title IV that was disbursed (and that could be disbursed) to the **Student** for the payment period and from the effective day of the total withdrawal*.

***Note: Outstanding payment balances as a result of withdrawals and/or cancellations not covered by Scholarship or Sponsor Agencies, will be paid by the Student and/or father or guardian, in case the Student is a minor (21 years).**

12. The **Institution** does not guarantee employment to **Student**, nor guarantees the acquirement of licenses to carry out the profession, although it provides assistance of employment and assessment for the acquisition of the Examining Board Exam.
13. The **Institution** reserves the rights to cancel the start date of a program for insufficient enrollments. Additionally, it can postpone the start date of a program for a period of 30 days. If this occurs, the **Student** can solicit the reimbursement of money paid, or add it to the next course.
14. The **Institution** reserves the right to modify the content of the programs and/or equipment, if necessary. Likewise reserves the right of necessary changes to maintain the programs up to date advances and better the teaching methods and processes.
15. A Diploma of graduation will be issued to all students who comply to the following requirements: has approved satisfactorily the established hours of the course of study with a general average of no less than 2.00 – C, and has complied with all financial obligations with the **Institution**.

Physical Address: _____

Telephone: _____ Student Number: ____/____

NOTE: THE INSTITUTION RESERVES THE RIGHT TO ACCEPT OR DECLINE ANY CANDIDATE. THIS AGREEMENT IS EFFECTIVE EXCLUSIVELY AND ONLY ONCE IT IS SIGNED BY BOTH PARTIES. RICHPORT TECHNICAL COLLEGE WILL NOT DISCRIMINATE FOR SEX, RACE, COLOR, AGE, ORIGIN, POLITICAL AFFILIATIONS, RELIGION, OR IMPEDIMENT REASONS.

I have read and received copy of this agreement and the institutional catalog, in which offers that are not herein have been made.

_____	_____	_____	_____
Student Signature	Month	Day	Year
_____	_____	_____	_____
Parent or Legal Guardian Signature	Month	Day	Year
_____	_____	_____	_____
Authorized Representative Signature	Month	Day	Year