

CONTRACT (ENROLLMENT AGREEMENT) CHECKLIST

This document is intended to be used in conjunction with the NACCAS Enrollment Agreement Requirements and is meant to assist schools in ensuring that their enrollment agreement (contract) complies with the NACCAS Requirements. The NACCAS Enrollment Agreement Requirements contain the specific requirements for enrollment agreements; this list is a summary of those requirements for schools to use in checking their own enrollment agreements.

A copy of this checklist is to accompany each enrollment agreement copy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study for Standard IV, Criterion 7. For each of the items below, review the relevant section of your enrollment agreement to determine if it contains all of the information required by the item in the NACCAS Enrollment Agreement Requirements. Then list the item number of your enrollment agreement where the information can be found.

Page # Item Description

- _____ 1. Identification as a contract or enrollment agreement.
- _____ 2. Name and address of the institution to be attended.
- _____ 3. Program title(s) as identified in the catalog.
- _____ 4. Length of Program with number of clock hours, credit hours or competencies and approximate number of and weeks or months required for completion.
- _____ 5. Cost: tuition, books and supplies, all fees, other costs
- _____ 5a. Payment plan
- _____ 6. Scheduled class starting date
- _____ 7. Calculated Completion Date
- _____ 8. Class Schedule either full or part-time and the actual hours per week.
- _____ 9. Grounds for termination and any applicable fee.
- _____ 10. Refund Policy (see separate checklist for cancellation and settlement policy)
- _____ 11. Graduation requirements

Contract (Enrollment Agreement) Checklist

Page # Item Description

- _____ 12. A clear statement that the institution does not guarantee employment. Description of employment assistance.
- _____ 13. Acknowledgement that signers have read and received a copy of the contract.
- _____ 14. Date and signature of the applicant and/or parent or other sponsor.
- _____ 15. Acceptance date and signature of appropriate institution official.
- _____ 16. Other elements required by various governmental bodies.
- _____ 17. Any conditions, circumstances or qualifications imposed by the institution.
- _____ 18. Language of Program is _____; language of the contract is _____.

All enrollment agreements (contracts) must meet state and federal truth-in-lending requirements.