Enrollment Agreement Form

Program/Course: Alcohol & Other Drug Certification Training
(Circle) Credit / Not-for-Credit

Length: Six (6) Months
Start Date: ____________
Completion: ________________

Type of Instruction: (Circle) Classroom / On-line

Tuition and Fees:

Tuition: $4800.00  Fees: ______ Books: (included)

Total Cost of the Program(s): $______$4800.00 (subject to cost change)

Disclosure Statement

*The cost of this program is covered by ______________________________.

Schedule of Payments (must be approved by the school director or authorized SMC personnel)

Deposit: $____________ Date: ______________~*~

By signing below, the student agrees to attend Santa Monica College’s Alcohol & Other Drug Certification Training program, hereinafter referred to as SMC. The total stated tuition and fee is covered by ______________________________. SMC agrees to provide the occupational training as outlined by attachment A. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to SMC have been met, SMC will award a Certificate of Completion. The student and SMC understand that this enrollment agreement, which includes the refund policy, may not be amended except in writing signed by both parties. Any questions or problems concerning this program which have not been satisfactorily answered or resolved should be directed to: Dean, Workforce & Economic Development, 1900 Pico Blvd, Santa Monica, CA 90405, (310) 434-3311.

COURSE COMPLETION REQUIREMENTS

Students are required to complete 155 hours within six months from the start of the course. Students will also be required to complete and submit weekly Progress Reports. These reports will be used by SMC administrators to determine student proficiency as well as gauge the level of effort exerted during individual lessons. Progress Reports are used as part of this course’s methodology to verify program participation. Release of test outcome(s) hinges on the information provided on these reports. SMC reserves the right to make recommendations to students in order to increase their potential for retaining the course’s content. Course extensions are granted on a case by case basis.
Documentation of extenuating circumstances is required. Providing documentation does not guarantee approval as documentation will be subject to evaluation and must meet certain criteria.

**REFUND POLICY**

Students not accepted by SMC and students who cancel this contract by notifying SMC within three business days before the start of the course are entitled to a full refund of all tuition and fees paid, if applicable. Students who withdraw after three business days, but before commencement of the course, are entitled to a full refund of all tuition and fees paid except the cancellation fee of $150.00 (not to exceed $150.00 or twenty-five percent of the contract price, whichever is less). In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

**REFUND TABLE**

<table>
<thead>
<tr>
<th>Student is entitled upon withdrawal/termination</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within first 14 business days of program</td>
<td>90%</td>
</tr>
<tr>
<td>After 14 but within first 33 business days of program</td>
<td>75%</td>
</tr>
<tr>
<td>After 33 but within first 64 business days of program</td>
<td>50%</td>
</tr>
<tr>
<td>After 64 but within first 101 business days of program</td>
<td>25%</td>
</tr>
<tr>
<td>After 101 business days of program</td>
<td>No refund</td>
</tr>
</tbody>
</table>

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract prior to the start of the course.

2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds, if applicable, will be made within 30 days from the date of termination.

3. The student will receive a full refund, if applicable, of tuition and fees paid if the school discontinues the course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

**PAYMENT SCHEDULE**

I agree to pay the tuition fee of $4800 upon enrollment into the training program. SMC reserves the right to withhold the course completion certificate until payment is made in full by the student. Payments will be mailed in order to activate unpaid lessons. The student is responsible for board registration and testing fees.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND AN OUTLINE OF THIS COURSE.

_________________________________________________________  ____________
Student Signature                                           Date