



ENROLLMENT AGREEMENT for period: 7/1/15 to 6/30/16

Student Name _____ SSN _____ Birth Date _____
Street Address _____ City _____ State _____ Zip _____
Phone # _____ Email _____

All education is conducted at 302 W. Katella Avenue, Orange, CA 92867

Programs: [] Basic Locksmithing [] Basic Retail Locksmith Operation [] Basic Field Locksmith Operation
Total Class Hours: 96 hours 224 hours 544 hours
Length of Course: 12 weeks 12 weeks 20 weeks
Class Days: Tuesdays & Thursdays Tuesdays & Thursdays Tue & Thu & 2months of 5 days per week
Class Hours: 6:00pm to 10:00pm Plus 8:30am to 5:00pm Plus 8:30am to 5:00pm
Start Date: _____ End Date _____ _____ End Date _____ _____ End Date _____

BASIC LOCKSMITH PROGRAM DESCRIPTION: This program provides a strong overview of basic locksmithing with hands on experience. Instruction includes working with keys, key machines, various types of lock hardware, principle, theory and practical experiences of rekeying, picking, impressioning, installation, and troubleshooting. The Basic Retail and Field Operation programs enhance the basic training with practical experience and additional instruction dealing with customers and more advanced skills involving installations, master keying, safe work, and other lock mechanisms.
BASIC RETAIL PROGRAM DESCRIPTION: Includes above description plus two additional days per week for 8 weeks in a retail store environment in which the student is exposed to practical experience and application of the skills learned
BASIC FIELD PROGRAM DESCRIPTION: Includes all the above plus two additional months 5 days per week learning how the locksmith works in the field utilizing skills learned and learning additional practical skills associated with field work application.

- 1. This agreement governs the enrollment of the above named Student for the course indicated at the School of Security Technology, hereafter referred to as the School.
2. It is understood that the tuition and fees specified above includes costs of all textbooks and equipment required for the program, and are to be provided by the School for the above stated charges.
3. The Student understands that the tuition and registration fee are due at the time of signing the Agreement, but the Student may make financing arrangements prior to the scheduled Course starting date, or at any time thereafter, as required, the School may terminate this Agreement.

4. INSTALLMENT CONTRACT PAYMENT TERMS:

- a. Tuition \$ _____
b. Lock License Application Fee \$ _____
c. Registration Fee \$ _____ - Non-refundable
d. Equipment Charges \$ _____
e. Educational Media \$ _____
f. STRF Fee (See Attachment) . \$ _____ - Non-refundable
g. TOTAL CHARGES \$ _____ TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE
\$ _____ ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM
h. DOWN PAYMENT \$ _____ THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT
i. Unpaid Balance \$ _____ (Total Amount Owed)

Course to be paid by others? Yes[] No[] If paid by others: Name/Company: _____
Phone: _____ Address: _____
Contact: _____ City, State, Zip: _____

Payment agreement with you, the student or your designee:
I/designee agree to pay the unpaid balance shown above in _____ equal monthly installments of \$ _____ on the _____ day of each month, beginning _____, 20____.

THE AMOUNT THAT YOU ARE OBLIGATED TO PAY TO COMPLETE THE COURSE OF INSTRUCTION, INCLUDING THE TUITION, REGISTRATION FEE, LOCKSMITH LICENSE AND EQUIPMENT CHARGES ITEMIZED SEPARATELY ABOVE IS \$ _____. YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU OBTAIN A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE AMOUNT PLUS ANY INTEREST.

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.

Signature of Student _____ Date _____ Signature of Payee if not student _____ Date _____
Street Address _____ Street Address _____
City State Zip Code _____ City State Zip Code _____

Note: This agreement is not binding until such time as it is accepted by the School Director. THIS AGREEMENT IS A LEGALLY BINDING DOCUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

School Director _____ Date _____

I certify that I am taking this course of instruction for recreational or to enhance my skill set in the work position I am currently employed in, and have no current intention of pursuing a job opportunity in the locksmith field upon graduation.

Signature of Student _____ Date _____

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P. O. Box 980818, West Sacramento, CA 95798-0818, (888) 370-7589 or by fax (916) 263-1897 or (916) 431-6959 or by fax (916) 263-1897 www.bppe.ca.gov

5. NOTICE: 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 HERE TO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL EXCEED AMOUNT PAID BY THE DEBTOR HEREUNDER.

6. Refund Policy (see second page) _____ Initial _____

BUYER'S RIGHT TO CANCEL

You may cancel your contract for school, without any penalty of obligation, at any time and receive a refund for the part of the course not taken. Your refund rights are described in the cancellation and refund policy of this contract. To cancel this contract, mail, or deliver a signed and dated copy of the Notice of Cancellation to the School at the address above.

7. The Student agrees to regularly attend all scheduled classes in accordance with the School calendar, prepare all lessons, and perform all duties required by the School. The Student acknowledges receipt of the catalog which contains the present School rules, and understands that any infractions of those rules will result in suspension or dismissal. Upon successful completion of training, the Student will receive a Certificate of Completion. If the Student's tuition, fees, or equipment charges are in arrears, school services, including but not limited to, training, graduation, certificate of completion, and placement may be denied until such delinquent account is current.
8. Placement services are available to the Student upon satisfactory completion of the Course. However, neither the School nor any individual can guarantee placement or employment. _____ Initial _____
9. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.
10. The Student is fully aware of the fact that this document, relevant attachments, and the provisions of the School catalog represents the entire Agreement with the School. Verbal agreement or other representations made by an individual are not binding on the School.
11. I understand that I will be required to abide by all rules and conduct and appearance, both in writing and by direction of my instructors, and understand that I may be suspended or dismissed by the School for the following reasons:
 - a. Excessive tardiness or absence
 - b. Failure to maintain satisfactory progress
 - c. Dishonesty
 - d. Conduct that is unbecoming to a student or that reflect poor upon the school or other students
12. 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.
13. If the student defaults on a federal or state loan, both the following may occur:
 - a. 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.
 - b. The student may not be eligible for any other federal student financial aid at another institution of other government financial assistance at another institution until the loan is repaid.
14. 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site, www.bppe.ca.gov.
15. 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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.
16. I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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. _____ Initial _____
17. The School does not offer distance education.
18. The School's programs do not have transferability of credits or credentials earned with any other institution. The certificate of completion that you earn at this institution is not transferable nor are there any credits that can be transferred. The School has not entered into any transfer or articulation agreements with any other institutions. There is no award of credit for prior experiential learning, assessment processes, or provisions for appeal. You should make certain that your attendance at this institution will meet your educational goals.

"NOTICE CONCERNING TRANSERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INTSTITUION"

"The transferability of credits you earn at the School of Security Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the Basic Locksmithing program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you 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 the School of Security Technology to determine if you Certificate of Completion will transfer.

REJECTION – AN APPLICANT REJECTED BY THE SCHOOL IS ENTITLED TO A REFUND OF ALL MONIES PAID.

STUDENT'S RIGHT TO CANCEL:

1. The Student shall have 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. Start Date: _____ Date that is the seventh business day following the day of the first class: _____.
2. Cancellation shall occur when the student gives written notice of cancellation to the School at the address specified in this Agreement. A notice of cancellation should be submitted to Director.
3. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.

4. The written notice of cancellation need not take a particular form. However expressed, it must indicate the Student's desire not to be bound by the Agreement.
5. If the Student cancels the Agreement, the Student shall have no liability except as provided in Paragraph 6, and the School shall refund any consideration paid by the Student within 30 days after the School receives notice of cancellation.
6. If the School gave the Student any equipment, the Student shall return the equipment within 10 days following the date of the notice of cancellation. If the Student fails to return the equipment within this 10 day period, the School may retain that portion of the consideration paid by the Student equal to the documented cost of the equipment itemized in the agreement, and shall refund the portion of the consideration exceeding the price of the equipment. The Student may retain the equipment without further liability.
7. 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.

REFUND POLICY: WITHDRAWAL

1. The Student has the right to withdraw from a course of instruction at any time.
2. If the Student withdraws from a course of instruction after midnight of the seventh day after the day on which the student attended the first class of the course of instruction, the School will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the \$55.00 registration fee and the cost of any equipment the School provided the Student which was not returned within 10 days following the date of the student's withdrawal.

$$(\text{Cost} - \text{Registration Fee}) \times \frac{\text{Total hours paid not received}}{\text{Total hours paid}} - \text{Equipment} = \text{Refund}$$

Example: Assume a 650 hour program costing \$5,300.00 for tuition and \$50.00 for registration, and books, and supplies of \$225.00. The Student withdraws after 200 hours and takes no school equipment and had paid the entire amount up front. The refund calculation would be:

$$(\$5,300.00 - \$50.00) \times \frac{450 \text{ hours paid not received}}{650 \text{ total hours paid}} - 0 = \$3,634.62$$

3. For the purpose of determining a refund, the Student shall be deemed to have withdrawn from a course of instruction when any of the following occur:
 - a. The Student notifies the School of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later.
 - b. The School terminates the Student's enrollment as provided in the Agreement.
 - c. The Student has failed to attend classes for a one-week period. For the purpose of this paragraph, the date of the student's withdrawal shall be deemed the last day of recorded attendance.

The Student acknowledges that he/she has been provided a thorough tour of the School facilities; that this Agreement has been signed at the School; and that he/she has read and understands the terms and conditions therein; including the refund policy, and further acknowledges receipt of copy of both this Agreement and the School's catalog.

Initial Date

ITEMIZED TOOLS AND EDUCATIONAL MEDIA COST					
Impression Plate	34.77	4 Locksets	148.64	Total Tool Cost:	628.64
Mini Pin Kit	101.92	Aerosol Lube Spray	6.72		
Plug Spinner Tool	39.83	General Probe/Scribe	3.72	Educational Media	
Key Decoder	23.24	Safety Glasses	5.65	Locksmith Manual	86.70
Follower	22.61	Pin Tweezers	16.31	Key Blank Catalog	22.42
Pocket Screwdriver	5.95	Pick Set	26.53	Lock Picking Book	49.55
Impressioning Tool	16.28	Toolbox	19.95	Tax:	12.69
Spanner Wrench	1.60	6" Round File w/ Handle	35.07	Total Educational Media Cost:	171.36
Tru-Arc Pliers	35.75	Key Extractor Set	25.90		
Cylinder Removal Tool	1.37	6-in-One Screwdriver	7.88	Total Cost:	\$800.00
Cylinder Shims	2.38	Tax:	46.57		

Enrollment Agreement Attachment

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The STRF assessment fee paid _____
Student Signature Date