

Enrollment Agreement

(Enrollment Agreement for Online Instruction)

Student Information

Student ID	_____	Email	_____
Full Name	_____	Phone	_____
Address	_____	Birthday	_____
Program Start Date	_____	Scheduled Completion Date	_____

Period Covered by the Enrollment Agreement

Start Date	_____	Scheduled Completion Date	_____
------------	-------	---------------------------	-------

The Master of Arts in Business Administration (MBA) program requires 36 semester credits. (540 credit hours)
Upon successful completion of the program, you will be awarded the following degree from Community Business College: Master of Business Administration.

I understand that this is a legally binding contract when signed by the student and accepted by the institution

STUDENT’S RIGHT TO CANCEL

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. 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. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 19489 Bear Creek Rd., Los Gatos, CA 95033 or by email to danielyao.edu@gmail.com. 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. Our programs are offered via distance education.

Notice Regarding the Transmission of Distance Educational Materials

The school will transmit your first lesson and other materials to you within seven days after your admission. Our programs are offered via distance education. This institution will transmit all of the lessons and other materials to you if (A) you have fully paid for the educational program; and (B) if after having received the first lesson and initial materials, you request in writing that all of the materials be sent. If this institution transmits the balance of the materials per your request, this institution shall remain obligated to provide other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you. This institution shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

Distance Education Programs:

The student shall have the right to cancel the 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.

Student Tuition Recovery Fund Disclosures

“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.”

Enrollment Agreement

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 examination passage rates, and salary or wage information included in the School Performance Fact sheet, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at the Community Business College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree you earn in Master of Business Administration (MBA) program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution is 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 the Community Business College to determine if your credit or degree will transfer."

"NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS"

This institution is, provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program•

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by August/17/2023 ,and full accreditation by August/17/2026.

If this institution stops pursuing accreditation, it must:
Stop all enrollment in its degree programs, and
Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended

Student Initials: _____ Date: ___/___/_____

Institutional Representative Initials: _____ Date: ___/___/_____

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. You must exercise your right to cancel or withdraw on or before this date: ___/___/_____

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. 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. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Enrollment Agreement

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 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 980818, www.bppe.ca.gov., (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 toll free (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."

"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

A student or any member of the public may file a complaint about the 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 at www. bppe.ca.gov.

FEES

Total Program Tuition	\$ _____
Registration Fee (non refundable)	\$ _____
Library Fee (non refundable)	\$ _____
STRF Fee (non refundable)	\$ _____ (\$.50 cents per \$1,000 of institutional charges)

Some other fees that students may incur are:

- \$30 returned payment or insufficient funds fee.
- \$75 commencement fee.
- \$25 late payment fee
- \$195 Transcript Eval.Fee (if applicable)(non refundable)

Please, note that tuition and fees are subject to change at the discretion of Community Business College. Textbooks and other study materials that are required for course completion are not provided within the tuition and students are required to purchase them separately.

<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	_____
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	_____
<u>TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT</u>	_____

Students are financially responsible for purchasing textbooks for each of the courses as needed.

If a 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. (94911(f).

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:

- 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.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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.

Student's Signature _____ Date Signed ____/____/____

School Official's Signature _____ Date Signed ____/____/____