



Last	First	Middle	S.S.	Birth Date
Address / Street	Apt/Suite	City	State	Zip
Phone	Cell Phone		Email Address	

**(Office Use Only)**

Start Date	Scheduled Completion Date	Enrollment Agreement Cancellation Date (See Student's Right to Cancel Pg 2.)
Period Covered by the Enrollment Agreement	Start Date ___/___/___	End Date ___/___/___

<b>1. PROGRAM(S) TITLE(S)</b>	
<b>Preschool Administration &amp; Management (Hybrid)</b>	
<b>MODE OF DELIVERY OF INSTRUCTION:</b> ( ) CLASSROOM (✓) HYBRID	<b>CLOCK HOURS: 90 Hours</b>
<b>SCHEDULE OF CLASSES</b>	Saturday 9:00am-4:30pm & Sunday 9:00am-4:30pm
<b>CLASSROOM ADDRESS</b>	260 South Garey Avenue/Pomona, CA 91766

**UPON SUCCESSFUL COMPLETION OF THE PROGRAM YOU WILL RECEIVE A TRANSCRIPT OF COMPLETION**

<b>2. TOTAL FEES, CHARGES, AND EXPENSES</b>		
Registration Fee Per Program: \$125.00	\$125.00	Registration Fee non-refundable
Tuition:	\$225.00	Total tuition charged for the program
Books/Equipment/Supplies/Uniforms	Included	Books, kit, supplies required for program Uniforms (includes sales tax)
STRF	\$0.00	STRF fee non-refundable (\$.00 cents per \$1,000 of institutional charges)
Other:	\$	Any other institutional charges or fees
Subtotal	\$350.00	
Adjustment	<\$ >	
Total	\$	Total of all charges

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

**TOTAL CHARGES DUE FOR THE CURRENT PERIOD OF INSTRUCTION:**

**ESTIMATED CHARGES FOR THE ENTIRE PROGRAM:**

**IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT DEBTOR (STUDENT) COULD ASSERT AGAINST SELLER (SCHOOL) SERVICES OBTAINED HEREUNDER. RECOVERY HEREUNDER BY THE DEBTOR (STUDENT) SHALL NOT EXCEED THE AMOUNT PAID BY THE DEBTOR (STUDENT) HEREUNDER.**

I have read this Agreement, fully understand it, have received a signed and executed copy of it and the School's catalog with course descriptions, refund policies, student services, placement assistance, equipment, supplies and the Notice of Student Rights; and Performance Fact Sheet. Do not sign this Agreement until you have read both sides of it or if it contains any blank spaces. I understand that both sides of this document contain terms to this 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 Date Received: \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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. Student's initials Date Received: \_\_\_\_\_

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agree 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 Co-Signer (If required) Date

Signature of School Official Title of School Official Date

**This agreement is legal and binding only if signed by the Student and School Official.**

I HAVE READ AND UNDERSTOOD THIS AGREEMENT. I UNDERSTAND THAT THIS IS PART OF MY CONTRACT WITH THE SCHOOL.

**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.**

1. **STUDENT'S RIGHT TO CANCEL:** You have the right to cancel this Agreement for educational service, any equipment or other goods and services if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b) Class day means, except for home study or correspondence, a day on which students were scheduled to attend a class session. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, email, FAX, or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the Agreement. You will be given a notice of cancellation form on the first day of class, but you can use any written notice that you wish. If you cancel this Agreement, School will refund any money that you paid, less an application/registration fee not to exceed \$250, within 45 days after your notice is received. If the Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid.
2. **WITHDRAWAL:** You have the right to withdraw from the School at any time. If you withdraw from the course of instruction after the cancellation period outlined in paragraph 1, the School will remit a refund less an application/registration fee not to exceed \$250 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered until you have completed 60% of the course or enrollment period. After 60% completion, there is no refund. You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the School of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

**IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.**

3. **SCHOOL EQUIPMENT AND TEXTBOOK REFUND POLICY:** If the School has given you any equipment (including books, kits, or other materials), you shall return it to the School within 30 days following the date of your notice of cancellation. If returned, the School will refund the total amount collected for the re-saleable materials; once used, equipment is not returnable. **NOTE:** Once used, kits are not returnable or refundable due to sanitary considerations. If you fail to return this equipment in good condition within the 30-day period, School shall return that portion of payment paid by you and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.
4. **REFUND CALCULATION:** 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: (1) The amount owed equal 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 the student attended, or was scheduled to attend, prior to withdrawal. 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.

Once the Student begins classes, the registration fee is non-refundable, and the following refund policy applies:

- a. During the first 10% of the period of financial obligation, the School shall refund at least 90% of tuition.
- b. After 10%, but within 20%, of the period of financial obligation, the School shall refund at least 80% of tuition.
- c. After 20%, but within 30%, of the period of financial obligation, the School shall refund at least 70% of tuition.
- d. After 30%, but within 40%, of the period of financial obligation, the School shall refund at least 60% of tuition.
- e. After 40%, but within 50%, of the period of financial obligation, the School shall refund at least 50% of tuition.
- f. After 50%, but within 60%, of the period of financial obligation, the School shall refund at least 40% of tuition.
- g. After 60% of the period of financial obligation, the School shall retain 100% of tuition.

**For purposes of an EXAMPLE, pro-rated refunds are shown below:**

Course	Tuition	10% of course completed	25% of course completed	50% of course completed	Over 60% of course completed
Nurse Assistant	\$1,347.50	\$1,212.75	\$1,010.63	\$673.75	No refund

5. **THIRD PARTY PAYERS:** In accordance with California State law, for students receiving tuition assistance, any tuition refunds will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other funding sources accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the Student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the hours completed over the total time in that payment period. The Student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual. Student's initials/date:
6. 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.

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I HAVE READ AND UNDERSTOOD THIS AGREEMENT. I UNDERSTAND THAT THIS IS PART OF MY CONTRACT WITH THE SCHOOL.

7. **REFUND TIME LIMITS:** In accordance with California State law, all refunds will be made within 45 days from the date of cancellation or withdrawal. If a Student does not return from an approved leave of absence period as stated in the School catalog, refunds will be made within 30 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days.) Within ten days of any refund, the Student will receive a Notice of Refund stating the amount of the refund and to whom refund was made. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall make a settlement, which is reasonable and fair to both parties.
8. **INTERRUPTION OF PROGRAM:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall make a settlement, which is reasonable and fair to both parties.
9. **DISCONTINUATION OF PROGRAM:** A full refund of tuition and fees will be made in the event the School discontinues a program and this prevents the Student from completing.
10. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION** The transferability of credits you earn at Laguna Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Laguna Technical College is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are 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 Laguna Technical College to determine if your certificate will transfer." §94909(a)(15)
11. **STUDENT TUITION RECOVERY FUND:**
12. "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.
13. 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."

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,**

[www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (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 (888) 370-089 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

14. 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.

**94906.**

- (a) *An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language*
- (b) *If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.*

Signature of Student

Date

I have interviewed the applicant and certify that in my judgment the applicant meets all the requirements of the School and the course selected. I recommend the applicant for acceptance as a student. I have made no verbal statements or promises contrary to the terms of this Agreement or State Law.

Signature of School Official

Title of School Official

Date

**This agreement is legal and binding only if signed by the Student and School Official.**

I HAVE READ AND UNDERSTOOD THIS AGREEMENT. I UNDERSTAND THAT THIS IS PART OF MY CONTRACT WITH THE SCHOOL.



## School Performance Fact Sheet 2021-2022 Calendar Year

(Includes data for the two calendar years prior to reporting)

### Preschool Administration & Management (Hybrid) (90 Hours)

#### On-Time Completion Rates

Calendar Year	Number of Students Who Began the Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2021	62	62	62	100%
2022	89	89	89	100%

**Initial only after you have had sufficient time to read and understand the information.**

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Job Placement Rates

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	62	62	62	59	95%
2022	89	89	89	83	93%

\*Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list of the employment positions determined to be within the field for the calculation of job placement rate can be found at the Department of Labor website (<http://www.bls.gov>).

Gainfully Employed Categories (includes data to the two calendar years prior to reporting)

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2021	4	53	59
2022	5	77	83



Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	59	0	59
2022	83	0	83

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed, Who are Self, Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	59
2022	0	83

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2021	0	59
2022	0	83

Initial only after you have had sufficient time to read and understand the information.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Includes data for the two calendar years prior to reporting)



### License Examination Passage Rates

Calendar Year	Number of Students Taking License Exam <sup>10</sup>	Exam Date	Number Who Passed First License Exam Taken	Number Who Failed First License Exam Taken	Passage Rates
2021	*	*	*	*	*
2022	*	*	*	*	*

\* THERE IS NO LICENSING EXAM FOR THE ABOVE PROGRAMS.

**Initial only after you have had sufficient time to read and understand the information.**

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Salary and Wage Information (Includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$10,000	\$15,001	\$20,001	\$25,001	\$30,001	\$35,001
			- \$15,000	- \$20,000	- \$25,000	- \$30,000	- \$35,000	- \$40,000
2021	62	59	3	3	2	10	15	10
2022	89	83	0	1	1	7	19	24

Calendar Year	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	\$65,001	\$70,001	No Salary Information Reported
	- \$45,000	- \$50,000	- \$55,000	- \$60,000	- \$65,000	- \$70,000	- \$75,000	
2021	7	2	1	1	3	1	0	3
2022	13	7	3	1	0	4	1	6

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

**Initial only after you have had sufficient time to read and understand the information.**

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Laguna Technical College  
 260 South Garey Ave., Pomona, CA 91766  
 Tel. 909/623-6800, Fax 909/623/6114  
<http://www.LagunaTechCollege.com>

Preschool Administration & Management (Hybrid)

Cost of Educational Program:

**Preschool Administration & Management (Hybrid)**

Total Charges for the program for students completing on-time in 2021: \$ 400.00  
 Total charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2022: \$ 400.00  
 Total charges may be higher for students that do not complete on-time.

**Initial only after you have had sufficient time to read and understand the information.**

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student Loan Information

LAGUNA TECHNICAL COLLEGE DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:  
 Students at Laguna Technical College are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
**Student Name - Print**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



## Definitions

- "Number of Student Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all the students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-Time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-Time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates employed in the field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment."





### **Definitions**

- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.”

“First Available Exam Date” is the date for the first available exam after a student completes a program.

- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **STUDENT'S RIGHT TO CANCEL**

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel this Agreement for educational service, any equipment or other goods and services if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. §94920(b) Class Day means, except for home study or correspondence, a day on which students were scheduled to attend a class session. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Agreement. You can do this by mail, email, FAX, or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the Agreement. You will be given a notice of cancellation form on the first day of class, but you can use any written notice that you wish. If you cancel this Agreement, School will refund any money that you paid, less an application/registration fee not to exceed \$250, within 45 days after your notice is received. If the Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid.