

## ENROLLMENT AGREEMENT

**Student's Name ("Student")** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
Street City State Zip

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Are you at least 18 years of age?**  Yes  No **Social Security Number** \_\_\_\_\_

**Distance Education Program (Online):** (check one)

**Student Enrollment Status:** (check one)

- Culinary Arts – Certificate (36 weeks/745 hours/52 quarter credits/274 lessons)  Full-Time  Non-Degree Seeking  
 Baking and Pastry – Certificate (36 weeks/745 hours/52 quarter credits/274 lessons)

**Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

*The time frames provided are based on full-time student status for a normally progressing student. The actual time frame for completion can vary depending on the individual.*

**Program Costs:** The cost for this program at Escoffier Online International Culinary Academy (the "School") is as follows, subject to the terms and policies as stated in this Enrollment Agreement ("Agreement").

TUITION AND FEES		
Tuition	\$	
Application Fee (non-refundable)	\$	
<b>TOTAL PROGRAM COSTS</b>		\$

**Payment Method:** Student will pay by [please check those that apply]:

- Cash  Credit Card  Third Party (e.g. VA/Employer)

The tuition costs listed are for the entire program and inclusive of the books and supplies issued by the School. The Application Fee is a one-time fee paid at the time of enrollment. Estimated additional costs for required equipment that must be supplied by the Student in order to complete a program is approximately \$475 for the Culinary Arts Program and \$550 for Baking and Pastry Program if purchasing new equipment.

I understand that I will be charged tuition and fees at rates established by the School and published in an addendum to the catalog and that I am fully responsible for the payment of the tuition and fees charged by the School. The total program costs stated above will not change provided that I start classes as scheduled and continue without interruption. Tuition rates may also vary depending on my enrollment status. Tuition is billed on a quarterly basis where a quarter is equal to 12-weeks of coursework. The total program cost listed does not include other program costs, including, but not limited to supplies and equipment not issued by the School but purchased by the student for the selected program of study. I understand that these additional costs are my obligation and not the obligation of the School.

I understand that it is my sole responsibility to ensure that all tuition and fees for each term are paid by me, which may include a cash payment agreement with the School, prior to beginning that term. For a detailed breakdown of my payment plan, I must refer to my cash payment agreements. The School complies with Federal Truth-in-Lending requirements (Regulation Z) if applicable; please refer to the cash payment agreement for more details. If I leave school for any reason (other than an approved leave of absence) and return at a later date, I will be charged tuition at the rate in effect at the time of my return as well as any applicable reinstatement fee. I understand that I am not released from any of my obligations or commitments to the School if I leave the school for any reason or if I am not satisfied with the services provided. I also understand that if I am in default of my obligations under this Agreement and my account is referred to a collection agency or an outside attorney to collect the outstanding balance, I will pay the costs of collection, including reasonable attorney's fees, to the extent permitted by state law.

**Cancellation Policy:**

A full refund of all institutional charges will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed (does not apply to Seminars). Refunds due to the student within this cancellation period will be returned to the student in within 30 days of the cancellation notice.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement will indicate the new start date and whether the postponement was for the convenience of the school or the student.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

**Refund Policy:**

1. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - An enrollee does not sign an enrollment agreement;
  - An enrollee is not accepted by the school;
  - A student cancels the enrollment contract within 5 calendar days of signing the enrollment contract;
  - If service is discontinued by the school and this prevents the student from completing the course or program
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 5-day cancellation privilege the student does not enter school, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.
3. If a student enters a program and withdraws or is otherwise terminated, the school or college may retain not more than \$50 in nonrefundable fees for the entire program. The minimum refund of the remaining tuition will be calculated using the following time-based refund schedule:

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75%	NO Refund

\* Refundable tuition is the total course tuition minus the application fee

4. A student should review the requirements and process for withdrawing as posted in the catalog in the official vs. unofficial withdraw to follow the required process for withdrawing from the program.
5. The effective date of the termination for refund purposes will be the earliest of the following:
  - a) The date of receipt of written notice from the student or the date the institution is made aware that the student is no longer attending;
  - b) Fourteen consecutive calendar days following the last date of attendance; or
  - c) The last day of attendance, if the student fails to return from an excused leave of absence;
6. Leaves of absence, suspensions, and published school holidays will not be counted as part of the scheduled class attendance. Students will receive a full refund for any future courses billed but not attended.
7. Any student who withdraws from the program due to active duty or active service will receive a full refund for any module not completed as a result of the call to duty.
8. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are opened, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as the student has not cancelled during the cancellation period, they were necessary for the portion of the program attended, and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
9. The policy for granting credit for previous training does not impact the refund policy.
10. Any refund will be made within 30 days from the date of termination.

**Additional Policies and Disclosures:**

**Schedule:** Though the course may be accessed at any time once a student is registered, each student is required to complete the academic activities that are scheduled for the course. The type, amount, and duration of these activities may vary by course and will be disclosed within the course page of the Online Campus and in the course syllabus. The participation in these activities every week signifies attendance in the course. A student is expected to commit to a minimum of 20 hours per week to their studies during each scheduled module and is expected to complete 150 hours of supervised experience at an approved foodservice location during a six-week externship course at the end of the program. \_\_\_\_\_ *(Initial)*

**Transfer Credits:** Students interested in transferring coursework from another institution must supply an official college transcript from the institution from which they are seeking credit. Transcripts will be reviewed by the Registrar regarding transferability of credit. Considerations include, but are not limited to, the transferred course(s) having the same clock or credit hours and the content covering the same competencies. Transferred coursework must have been taken within the last five years. Only coursework with a grade equivalent to a “C” or better will be accepted. Acceptance of transfer credit is at the sole discretion of Escoffier Online International Culinary Academy. Transfer credit to Escoffier Online is not guaranteed unless by written agreement. Escoffier Online does not guarantee the transferability of its credits to any other institution. Students may request assistance with transfer of credit to other institutions in writing. School assistance may include, but is not limited to, providing guidance and providing official transcript or course outlines. \_\_\_\_\_ (*Initial*)

**Grievances:** Grievances are initially handled in an informal and confidential manner. Feedback, inquiries, or concerns should first be directed to [support@escoffieronline.com](mailto:support@escoffieronline.com). Formal complaints may also be directed, by letter, to the Campus President. If a grievance is not satisfied, the student may appeal in writing to the Advisory Board, which will rule on the issue at their biannual meeting. The programs are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. The Student may file complaints with the Division of Private Occupational Schools, Colorado Department of Higher Education located at 1560 Broadway, Suite 1600, Denver, CO 80202. Complaints may also be filed online with the Division at [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos). The phone number is 303-866-4189. However, the Department will not consider any claim filed more than two years after the date the Student discontinues training in the Program. A person claiming pecuniary loss as a result of a deceptive trade or sales practice by the School or its agents shall first exhaust all complaint and appeals processes available at the School. If the person's complaint is not resolved to the person's satisfaction, the person may file with the DPOS Board a written complaint against the School or its agents.

Illinois residents may register complaints in writing with the Board of Higher Education at the following address:  
 Illinois Board of Higher Education  
 Division of Private Business and Vocational Schools  
 431 East Adams, Second Floor  
 Springfield, Illinois 62701-1404

Information regarding reporting complaints may be obtained through the IBHE website ([www.ibhe.org](http://www.ibhe.org)) or by calling (217) 782-2551.

**Placement Assistance:** The School offers placement assistance to the Student. The School, however, in no way guarantees the Student employment or salary now or at any time in the future. Self-employment may be the Student’s vocational objective. If this is the Student’s objective, the Student agrees to sign a statement upon graduation acknowledging that the Student is seeking self-employment and expects that it will fulfill the Student’s vocational and remunerative objectives. Thirty (30) days after graduation the Student will be contacted by the School and agrees to sign a second statement stating that self-employment continues to fulfill the Student’s vocational and remunerative objectives. The Student agrees to sign similar written statements if the Student is seeking temporary, full-time or part-time employment, or chooses to waive placement assistance. \_\_\_\_\_ (*Initial*)

The Student has received a copy, read, understands, accepts and agrees to abide by the terms and conditions set forth in this Enrollment Agreement. The Student acknowledges that he/she has received a copy of the current Escoffier Online International Culinary Academy catalog, Volume \_\_\_\_\_ and Dated \_\_\_\_\_, has read and understands the entire document, and has had his/her questions answered to his/her satisfaction.

This Enrollment Agreement is legally binding upon the Student and the School.

<b>Signature of Student</b>	<b>Printed Name</b>	<b>Date</b>
<b>Signature of Parent or Guardian</b> (required if Student is under the age of 18)	<b>Printed Name</b>	<b>Date</b>
<b>Admissions Representative</b>	<b>Printed Name</b>	<b>Date</b>

**ACCEPTED BY ESCOFFIER ONLINE INTERNATIONAL CULINARY ACADEMY**

<b>Signature of Authorized School Representative</b>	<b>Printed Name and Title of Authorized School Representative</b>	<b>Date</b>
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