**GNPEC Enrollment Agreement Template**

In accordance with Minimum Standard Criteria: Standard 4, a signed enrollment agreement between the institution and the student must provide, at minimum, the following (and be documented in the student file):

* Name and contact information of the institution;
* program name, length and schedule of sessions (days/hours);
* program start date and anticipated end date;
* student name, date of birth, contact information;
* tuition, application fee, other fees listed, total cost of program and method of payment;
* externship, clinical, or other field experience, if required;
* career services available, attendance and GNPEC-approved refund policies;
* complaint/grievance procedure (institutional and GNPEC contact information [address, phone number, website] should a satisfactory resolution not be reached on the institutional level)
* and relevant disclosures.
	+ GNPEC Student Disclosure Form must be provided, signed and documented in the student file of every student enrolling in an unaccredited institution.
	+ If licensure or certification is a requirement for employment or the institution does not meet the requirements to qualify its graduates for licensure or certification, a disclosure regarding such information must be provided to enrolling students.

The agreement must be signed by both the student and an institution representative.

The following is an outline of an enrollment agreement, also referred to as a student contract, of how this document may be structured for your institution.

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Institution Name

Institution Address

Institution Phone Number

Institution Website

**Enrollment Agreement**

**Student Information**

Student Name: DOB:

Address:

City/State/ZIP:

Phone Number:

Emergency Contact:

Relationship: Phone Number:

**Program Information**

Program Name: Program Level:

Program Start Date: Scheduled End Date:

Full Time/Part Time: Day/Evening:

Class Days: (circle) M T W Th F Sa Su

 Schedule Notes:

Number of Weeks: Total Clock Hours:

Externship Requirement (Hours/Description):

**Tuition & Fee Information**

 Application Fee: Tuition: Other Costs:

**Total Cost:**

Method of Payment:

**Refund Policy**

*(Insert Institutional Refund Policy)*

**Attendance Policy**

*(Insert Institutional Attendance Policy)*

**Career Services**

*(Insert Description of Career Services)*

**Complaint Policy**

*(Institutional and GNPEC contact information [address, phone number, website] should a satisfactory resolution not be reached on the institutional level)*

**Disclosures**

*(Attach GNPEC Student Disclosure Form and/or vocational licensure information, if applicable)*

**Signatures**

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 Student Signature Institutional Representative Signature

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 Date Date