

GNPEC Enrollment Agreement Template

An enrollment agreement between the institution and the student must provide complete student information, program information, all costs including tuition and fees, and the institution's refund policy. The agreement must be signed by both the student and an institution representative. Following is a sample enrollment agreement, often referred to as a student contract, of how you might structure this document for your institution.

Student Information

Student Name: _____ ID #: _____
Address: _____
City/State/ZIP: _____
Phone Number: _____
Emergency Contact: _____
Relationship: _____ Phone Number: _____

Program Information

Program Name: _____ Program Level: _____
Program Objectives: _____
Program Start Date: _____ Scheduled End Date: _____
Full Time/Part Time: _____ Day/Evening: _____
Days Class Meets: (circle) M T W Th F Sa Su
Schedule Notes: _____
Number of Weeks: _____ Total Clock/Credit Hours: _____

Tuition & Fee Information

Application Fee: _____ Tuition: _____
Fees: _____ Other Costs: _____
Total Cost: _____

Refund Policy

(Insert Institutional Refund Policy)

Attendance Policy

(Insert Institutional Attendance Policy)

Signatures

Student Signature	Date	Institutional Representative Signature	Date
-------------------	------	--	------

*Note to Institutions- Please be aware that as of August 1, 2016 students enrolling in unaccredited institutions must also be provided with and complete the GNPEC Student Disclosure Form.