

ENROLLMENT AGREEMENT CHECKLIST

Wis. Stats. 38.50 (7) (f)
Form EAB 1.06 (Rev. 11/15)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD
431 CHARMANY DRIVE, SUITE 102
MADISON, WI 53719
(608) 266-1996

Under Wis. Admin. Code EAB 6.01, the following information must be included in an enrollment agreement for those schools that choose to use an enrollment agreement. This information must be submitted to the EAB and approved prior to use.

I. GENERAL INFORMATION

Name of School:

- Name and address of the school, as approved by the EAB.
- Name of the student.
- Approved title of the program or titles of the subjects.
- A description of the program or subject, or a reference to a specific page in the school catalog (identified by publication date) where the student may find such a description.

II. PROGRAM LENGTH

- A statement of how the program is measured (select one):
 - The number of hours.
 - The number of credits (identified as quarter or semester credits).
- The date the program is to begin and end.

III. TOTAL COST

- The total cost of the program, term or subject depending on how the student is enrolling.
- Any other charges other than tuition including application fees, registration fees, books, materials, supplies, plus any other charges the school requires the student to pay as a result of enrollment.

Will the school require or allow payment of tuition and fees in installments? If yes, attach copies of all documentation that the school uses as evidence of installment payment arrangements.

- No
- Yes

IV. EMPLOYMENT SERVICES

- A statement indicating the type of employment services the school intends to offer:
 - None.
 - Employment Advisory Services (refer to Wis. Adm. Code EAB 9.05 for definition of these services).
 - Placement Services (refer to Wis. Adm. Code EAB 9.02 for the minimum requirements which must be met to offer these services).
- A statement describing the nature and extent of services offered.
- A statement that the school does not guarantee employment.
- A statement that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

XIII. CANCELLATION AND REFUNDS

- Explanation of withdrawal/cancellation policy that includes the following:
- A description of the three-business-day cancellation.
 - A statement notifying students who utilize the cancellation privilege that a full refund will be made in 10 business days.
- A statement the agreement is legally binding.

- The refund policy the school will follow under EAB rules (check one):
- Wis. Adm. Code EAB 8.04 (no refund – fixed class schedule for program shorter than six days and costing less than \$150).
- Wis. Adm. Code EAB 8.05 (partial refund).

- Disclosure of appropriate provisions regarding when a student is deemed to have provided constructive notice of withdrawal. It is also required that there be:
- No language requiring or implying that the student must provide a written notice of withdrawal.
 - No language requiring or implying that the student must ask the school to issue a refund.

- Wis. Adm. Code EAB 8.05(3) a statement notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal.

FOR EAB USE ONLY

Name of Reviewing Consultant:

Complying

Non-Complying/Needs Revision

Date of Review

Notes/Comments: