

# California College

## of Early Childhood Education

2333 S. El Camino Real, P.O. Box 7030

San Mateo, CA 94403

Phone: (650) 345-1555 ~ Fax: (650) 573-5741

[www.californiacollegeofece.com](http://www.californiacollegeofece.com) ~ Email: [information@californiacollegeofece.com](mailto:information@californiacollegeofece.com)

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## Enrollment Agreement

This is a contract to provide education service. To enroll, complete this contract and return to the school for processing.

**Early Childhood Education Certificate**

– 24 units, all 8 modules, and 495 hours.

**English as a Second Language** – California College of Early Childhood Education offers classes in English only. No English as a Second Language courses are available.

**Our classes are held at 2333 S. El Camino Real, San Mateo, CA 94403.**

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at California College of Early Childhood Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Early Childhood Education is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 California College of Early Childhood Education to determine if your credits will transfer.

**CALIFORNIA COLLEGE OF EARLY CHILDHOOD EDUCATION OFFERS ONE COURSE OF STUDY. THE TOTAL COST FOR THE TWENTY-FOUR SEMESTER UNIT (495 CLOCK HOURS) CERTIFICATE PROGRAM IS \$2,901.50 (FACE TO FACE) or \$3,201.20 (ONLINE), INCLUDES TUITION/SUPPLIES/TECH FEE, \$100 NONFUNDABLE REGISTRATION FEE, AND NONFUNDABLE STUDENT TUITION RECOVERY FUND. STUDENT MAY ENROLL FOR ONLY CERTAIN CLASSES RATHER THAN THE ENTIRE PROGRAM. THIS IS TO MEET INDIVIDUAL NEEDS FOR EMPLOYMENT UNDER TITLE 22.**

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 2535 Capital Oaks Dr. #400 Sacramento, CA 95833, [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) 370-7589 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).

### **STUDENTS RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. This institution shall make a refund within 45 days after the student's return of the materials. \_\_\_\_\_ DATE BY WHICH STUDENT MUST EXERCISE HISOR HIS/HER RIGHT TO CANCEL OR WITHDRAW.

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Student Signature / Dated

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School Representative / Dated

**The transmission of the first lesson and any materials to any student within seven days after the institution accepts the student for admission. As a distance education provider, the institution shall allow no more than seven days to lapse between the institution's receipt of student lessons or projects, and the institution's mailing of its response or evaluation.**

**Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction.**

**General Criteria for admission are:**

- Student must have a high school, or earned a GED and be at least 18 years of age.
- No ability to benefit students will be admitted into the intuition.
- Student must pay all related fees, as stated in the current fee schedule when submitting a signed enrollment contract or make other arrangements suitable to the institution.
- This institution has not entered into an articulation or transfer agreement with any other college or university.

**STUDENT TUITION RECOVERY FUND (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an education program, who is California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational program who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureaus for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**I have read and acknowledge the information above.** \_\_\_\_\_

**Student's Signature / Dated**

**TUITION REFUND POLICY**

The institution shall refund the unused portion of tuition fees and other charges if the student does not register for the period of attendance or withdraws there from at any time prior to completion of the course, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

1. Deduct a registration fee.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purpose of calculation a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

**TUITION REFUNDS; TIME FOR PAYMENT**

The institution shall pay refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student’s withdrawal has been determined.

**STATEMENT OF CALULATIONS REGARDING REFUND POLICY**

Registration: \$100	<b>NONREFUNDABLE.</b>
Student Recover Fund (STRF): \$0.50 per \$1000	<b>NONREFUNDABLE.</b>
Tuition Fee: \$116.67 per unit	Refundable for students who have completed 60 percent or less of the course of instruction at the rate of \$7.78 per lecture hour if the student decides to withdraw.

For example, if a student decides to withdraw from a theory class (45 hours) after attending 10 hours, the refund would be 35 hours times the rate of \$7.78 per hour = \$272.30. If a student decides to withdraw at any time prior to completion from a field training course, the entire tuition will be refunded.

The student has the right to cancel the enrollment agreement and obtain a refund by sending written notice to Mr. Billy Lee Campbell, California College of Early Childhood Education at PO Box 7030, San Mateo, CA 94403.

Mailed notification will be calculated for refund beginning on the date post marked. Please provide a self-addressed, stamped envelope for the college to send your refund check to you.

**This institution does not provide State or Federal financial aid.**

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- 2) The student may not be eligible to any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**I have read and acknowledge the information above.** \_\_\_\_\_  
**Student’s Signature / Dated**

**Complete the following:**

**Have you ever been convicted of a crime?**       **Yes**                       **No**

If you check yes, please speak to the register prior to finishing enrollment. Being convicted of a crime may preclude you from being hired as a childcare worker.

Period covered by the enrollment agreement: \_\_\_\_\_

Start Date of First Class: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

Student's First & Last Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Contact Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

Driver License / ID #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ITEMIZATION OF ALL CHARGES AND FEES AS APPLICABLE.**

**(✓) Check which module(s) you are enrolling in:**

Lecture Module (3 units each module)	Face to Face	Online/Distance (includes tech fee)
Registration Fee – NONREFUNDABLE	( ) \$100.00	( ) \$100.00
Student Recover Fund (STRF) \$0.50 per \$1,000 – NONREFUNDABLE	( ) \$1.50	( ) \$1.50
ECE 101 Intro. to ECE Curriculum – REFUNDABLE	( ) \$350.00	( ) \$399.95
ECE 102 Child, Family & Community – REFUNDABLE	( ) \$350.00	( ) \$359.95
ECE 103 Child Development – REFUNDABLE	( ) \$350.00	( ) \$399.95
ECE 104 Hands-on-Curriculum – REFUNDABLE	( ) \$350.00	( ) \$399.95
ECE 105 Infant/Toddler Development – REFUNDABLE	( ) \$350.00	( ) \$399.95
ECE 106 Child Care Center Supervision & Administration – REFUNDABLE	( ) \$350.00	( ) \$399.95
<b>Field Module (3 units each module)</b>		
ECE 107 Intro. to ECE Environment – REFUNDABLE	( ) \$350.00	( ) \$350.00
ECE 108 Children Provider Practicum – REFUNDABLE	( ) \$350.00	( ) \$350.00
<b>ESTIMATE TOTAL CHARGES FOR ENTIRE EDUCATION PROGRAM</b>	<b>\$2,901.50</b>	<b>\$3,201.20</b>
<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u></b>		
<b><u>TOTAL CHARGES THE STUDENT IS OBLIGATION TO PAY UPON ENROLLMENT</u></b>		

**Students will not be able to enroll if they have a pending balance from the previous modules.**

**I have read and acknowledge the information above.** \_\_\_\_\_

**Student's Signature / Dated**

**Method of Payment:**             Cash             Check

- If any check is returned for insufficient funds, the student will be charged a \$25 service fee per check. All further payments will be accepted in cash, money order or cashier's check.
- Payment plan is issued upon approval.
- I understand that my transcript and/or certificate will not be issued until my tuition is paid in full.

**Employer** (complete information below)

Employer's Name:
Address:
Employer Paying: <input type="checkbox"/> Full Tuition <input type="checkbox"/> Partial Tuition
If Partial, Amount Employer Paying:

**THIS CONTRACT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.**

**I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.**

**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.**

**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 Signature**

\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**Representative for California College of Early Childhood Education**

\_\_\_\_\_  
**Dated**