INDIANA WORKFORCE DEVELOPMENT
AND ITS WorkOne CENTERS

Office for Career and Technical Schools
Enrollment Agreement Checklist

The purpose of this checklist is to provide institutions with a method to ensure compliance with the Policy and Procedures of OCTS and to provide a tool for staff when evaluating enrollment agreements.

Instructions:

1) This form must be submitted each time an enrollment agreement is submitted to OCTS.
2) After each section, enter "Y" if the item is included in the enrollment agreement, "N" if it is not included in the enrollment agreement, or "N/A" if the section is not applicable.

Use this checklist before submitting your application:

Institution Name:_____

Internal use only
Identification #: _____

Section	Included Y, N or N/A
Title. The binding document shall be identified by title as a "Contract", "Agreement", "Application" or similar title and clearly indicate that it will constitute a binding agreement upon acceptance by the institution and the student;	select
Name of the Institution. Name, physical address and phone number of the institution;	select
Title of Program. Program title as identified in the catalog that student is enrolling in;	select
Time Required. Number of clock hours , including the number of weeks or months;	select
Credential for Satisfactory Completion;	select
Costs. All costs shall be clearly stated: 1) Tuition. The total tuition for the program must be listed by the total length of the program, the tuition cost per clock hour, tem or academic year. 2) Fees. All refundable and non-refundable fees payable by the student. 3) Books and supplies. The cost for books and supplies may be estimated if necessary. This item may be omitted if the binding document states that the costs for books and supplies are included in the tuition charges as stated in the document. 4) Any other costs. Any other costs required to be paid by the student, whether or not purchased from the school. These costs may be stated as a listing of goods or services not included in the tuition;	select
Terms of Payment. The method of payment of all costs shall be clearly stated in the binding document and shall comply with federal and state laws;	select
Class Start Date;	select

Enrollment Agreement Checklist (cont.)

Section	Included Y, N or N/A
Anticipated Program Completion Date;	select
Class Schedule. The day, evening or other schedule of class attendance must be clearly stated;	select
Termination or Cancellation by the institution or Student. Grounds or procedures for cancellation of the binding document by the institution or student shall be clearly stated;	select
Refund Policy. Institutions shall list the Resident Refund policy verbatim as part of the binding document;	select
Statement that all signers have received and read a copy of the binding document and catalog;	select
Signatures and Acceptance. The binding document shall contain the date and signature of the applicant and parent or guardian, if the applicant is under eighteen (18) years of age and the acceptance date and signature of the appropriate official at the institution;	select
Format. If the binding document is not completed on one (1) side of a single sheet of paper, each side must clearly and conspicuously refer to the conditions on the other side as being part of the document. If more than one (1) page is used, each page must be numbered page 1 of __pages, page 2 of __pages, etc.	select

If any of the above sections are N/A, please explain: