



1850 Mission Street San Francisco, California 94103-3599 www.arribajuntos.org
Telephone (415) 487-3240 Fax (415) 863-9314 E-Mail info@arribajuntos.org

ENROLLMENT AGREEMENT

If English is not your primary language and you are unable to understand the terms and conditions of this enrollment agreement, you shall have the right to obtain a clear explanation of the terms and all conditions and all cancellation and refund policies in your primary language. Recruitment leading to enrollment is not conducted in a language other than English.

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- A.** SCHOOL NAME : Arriba Juntos
ADDRESS WHERE THE INSTRUCTION WILL BE PROVIDED: 1850 Mission Street, San Francisco, CA 94103

Note: This institution does not participate in federal student financial aid funds.

B. STUDENT INFORMATION:

Student's First and Last Name (Please Print)

Student's Address

City, State, and Zip Code

Home Phone Number

Alternate Phone Number (PGR, VM, Cell)

C. THIS AGREEMENT IS FOR THE COURSE OR EDUCATIONAL SERVICE:

Automated Office Skills Training

Total Hours Required for Program Completion: 400 Hours

Start Day: _____ Scheduled Day of Completion: _____

Time period covered by this enrollment agreement is as follows: _____

D. STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount retained for the registration fee is zero dollars (\$0.00). To cancel this agreement, you may use the cancellation form provided or give written notice to Dalila Ahumada, Executive Director; Arriba Juntos; 1850 Mission Street, San Francisco, CA 94103. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

REFUND INFORMATION:

The student has a right to a full refund of all charges for the amount of \$0 for a registration fee if he/she cancels this agreement by the first class session, or the seventh day after enrollment, whichever is later. In

addition, the student may withdraw from a course after instructions have started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only the 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300.00 x	(60 Clock Hours/	90 Clock Hours) =	\$200.00
Amount Paid	Instruction Paid for but not Received	Instruction for which the Student has Paid	Refund Amount

The school will also refund money collected for sending to a third party on the student's behalf such as for license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

You must issue your cancellation in writing to your case manager in order to be eligible for refund. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

The date by which the student must exercise his or her right to cancel or withdraw is: _____

E. FEES AND CHARGES:

The student is responsible for the following fees and charges:

Registration Fee (Non-Refundable)	\$ <u>0</u>
Tuition	\$ <u>5,000.00</u>
Equipment	\$ <u>0</u>
Textbooks	\$ <u>0</u>
Other Institutional Charges or Fees	\$ <u>0</u>
Student Tuition Recovery Fund (<i>Nonrefundable</i>)	\$ <u>0</u>

Disclaimer: Students are not obligated to pay fees. Student fees are funded and paid for by the local and state government agencies such as the Human Services Agency and Office of Economic and Workforce Development (OEWD).

F. 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 educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student Initials: _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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 Initials: _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$ _____
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

This enrollment agreement is legally binding when signed by the student and is accepted by Arriba Juntos. 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.

Students Name Printed

Signature of Student

Date

This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour or attends the first class or session of instruction.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

G. SCHOOL ASSURANCE:

I certify that Arriba Juntos has met the disclosure requirement.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

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

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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, telephone number (888) 370-7589 or (916) 263-1897 or by fax (916) 263-1897.

"Notice Concerning Transferability of Credits and Credentials Earned at Our Institution"

The Transferability of credits you earn at Arriba Juntos is at the complete discretions of an institution to which you may seek to transfer.

Acceptance of the certificate you earn in our Automated Office Skills Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 you educational goals. This may include contacting an institution to which you may seek to transfer after attending Arriba Juntos to determine if your certificate will transfer.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL THE CLAIMS AND DEFENSE, WHICH THE DEBTOR COULD ASSET AGAINST THE SELLER OR GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH PROCEEDS HEREOF, RECOVER BY THE DEBTOR SHALL NOT EXCEED AMOUNT PAID BY THE DEBTOR HEREUNDER.



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- A.** SCHOOL NAME : Arriba Juntos
ADDRESS WHERE THE INSTRUCTION WILL BE PROVIDED: 1850 Mission Street, San Francisco, CA 94103

Note: This institution does not participate in federal student financial aid funds.

B. STUDENT INFORMATION:

Student's First and Last Name (Please Print)

Student's Address

City, State, and Zip Code

Home Phone Number

Alternate Phone Number (PGR, VM, Cell)

C. THIS AGREEMENT IS FOR THE COURSE OR EDUCATIONAL SERVICE:

Home Health Aide Training

Total Hours Required for Program Completion: 40 Hours

Start Day: _____ Scheduled Day of Completion: _____

Time period covered by this enrollment agreement is as follows: _____

D. STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount retained for the registration fee is zero dollars (\$0.00). To cancel this agreement, you may use the cancellation form provided or give written notice to Dalila Ahumada, Executive Director; Arriba Juntos; 1850 Mission Street, San Francisco, CA 94103. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

REFUND INFORMATION:

The student has a right to a full refund of all charges for the amount of \$0 for a registration fee if he/she cancels this agreement by the first class session, or the seventh day after enrollment, whichever is later. In

addition, the student may withdraw from a course after instructions have started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only the 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300.00 x	(60 Clock Hours/	90 Clock Hours) =	\$200.00
Amount Paid	Instruction Paid for but not Received	Instruction for which the Student has Paid	Refund Amount

The school will also refund money collected for sending to a third party on the student's behalf such as for license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

You must issue your cancellation in writing to your case manager in order to be eligible for refund. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

The date by which the student must exercise his or her right to cancel or withdraw is: _____

E. FEES AND CHARGES:

The student is responsible for the following fees and charges:

Registration Fee (Non-Refundable)	\$ <u>0</u>
Tuition	\$ <u>1,000.00</u>
Equipment	\$ <u>0</u>
Textbooks	\$ <u>0</u>
Other Institutional Charges or Fees	\$ <u>0</u>
Student Tuition Recovery Fund (Nonrefundable)	\$ <u>0</u>

Disclaimer: Students are not obligated to pay fees. Student fees are funded and paid for by the local and state government agencies such as the Human Services Agency and Office of Economic and Workforce Development (OEWD).

F. 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 educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

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Student Initials: _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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 Initials: _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$ _____
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

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Students Name Printed

Signature of Student

Date

This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour or attends the first class or session of instruction.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

G. SCHOOL ASSURANCE:

I certify that Arriba Juntos has met the disclosure requirement.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

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

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"Notice Concerning Transferability of Credits and Credentials Earned at Our Institution"

The Transferability of credits you earn at Arriba Juntos is at the complete discretions of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our Home Health Aide Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 you educational goals. This may include contacting an institution to which you may seek to transfer after attending Arriba Juntos to determine if your certificate will transfer.

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-
- A.** SCHOOL NAME : Arriba Juntos
ADDRESS WHERE THE INSTRUCTION WILL BE PROVIDED: 1850 Mission Street, San Francisco, CA 94103

Note: This institution does not participate in federal student financial aid funds.

B. STUDENT INFORMATION:

Student's First and Last Name (Please Print)

Student's Address

City, State, and Zip Code

Home Phone Number

Alternate Phone Number (PGR, VM, Cell)

C. THIS AGREEMENT IS FOR THE COURSE OR EDUCATIONAL SERVICE:

ESL-VESL Training

Total Hours Required for Program Completion: 360 Hours

Start Day: _____ Scheduled Day of Completion: _____

Time period covered by this enrollment agreement is as follows: _____

D. STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount retained for the registration fee is zero dollars (\$0.00). To cancel this agreement, you may use the cancellation form provided or give written notice to Dalila Ahumada, Executive Director; Arriba Juntos; 1850 Mission Street, San Francisco, CA 94103. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

REFUND INFORMATION:

The student has a right to a full refund of all charges for the amount of \$0 for a registration fee if he/she cancels this agreement by the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may withdraw from a course after instructions have started and receive a pro-rata refund

for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only the 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300.00 x	(60 Clock Hours/	90 Clock Hours) =	\$200.00
Amount Paid	Instruction Paid for but not Received	Instruction for which the Student has Paid	Refund Amount

The school will also refund money collected for sending to a third party on the student's behalf such as for license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

You must issue your cancellation in writing to your case manager in order to be eligible for refund. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

The date by which the student must exercise his or her right to cancel or withdraw is: _____

E. FEES AND CHARGES:

The student is responsible for the following fees and charges:

Registration Fee (Non-Refundable)	\$0
Tuition	\$ 4,000.00
Equipment	\$0
Textbooks	\$0
Other Institutional Charges or Fees	\$0
Student Tuition Recovery Fund (<i>Nonrefundable</i>)	\$0

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F. 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 educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour or attends the first class or session of instruction.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

G. SCHOOL ASSURANCE:

I certify that Arriba Juntos has met the disclosure requirement.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

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B. STUDENT INFORMATION:

Student's First and Last Name (Please Print)

Student's Address

City, State, and Zip Code

Home Phone Number

Alternate Phone Number (PGR, VM, Cell)

C. THIS AGREEMENT IS FOR THE COURSE OR EDUCATIONAL SERVICE:

Homecare Training

Total Hours Required for Program Completion: 52 Hours

Start Day: _____ Scheduled Day of Completion: _____

Time period covered by this enrollment agreement is as follows: _____

D. STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount retained for the registration fee is zero dollars (\$0.00). To cancel this agreement, you may use the cancellation form provided or give written notice to Dalila Ahumada, Executive Director; Arriba Juntos; 1850 Mission Street, San Francisco, CA 94103. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

REFUND INFORMATION:

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addition, the student may withdraw from a course after instructions have started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only the 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300.00 x	(60 Clock Hours/	90 Clock Hours) =	\$200.00
Amount Paid	Instruction Paid for but not Received	Instruction for which the Student has Paid	Refund Amount

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You must issue your cancellation in writing to your case manager in order to be eligible for refund. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

The date by which the student must exercise his or her right to cancel or withdraw is: _____

E. FEES AND CHARGES:

The student is responsible for the following fees and charges:

Registration Fee (Non-Refundable)	\$ <u>0</u>
Tuition	\$ <u>800.00</u>
Equipment	\$ <u>0</u>
Textbooks	\$ <u>0</u>
Other Institutional Charges or Fees	\$ <u>0</u>
Student Tuition Recovery Fund (<i>Nonrefundable</i>)	\$ <u>0</u>

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F. Student Tuition Recovery Fund (STRF)

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1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. Student Initials: _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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 Initials: _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$ _____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

This enrollment agreement is legally binding when signed by the student and is accepted by Arriba Juntos. 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.

Students Name Printed

Signature of Student

Date

This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour or attends the first class or session of instruction.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

G. SCHOOL ASSURANCE:

I certify that Arriba Juntos has met the disclosure requirement.

AJ Official's Name Printed _____ AJ Official's Signature: _____ Date: _____

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

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"Notice Concerning Transferability of Credits and Credentials Earned at Our Institution"

The Transferability of credits you earn at Arriba Juntos is at the complete discretions of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our Homecare Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 you educational goals. This may include contacting an institution to which you may seek to transfer after attending Arriba Juntos to determine if your certificate will transfer.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL THE CLAIMS AND DEFENSE, WHICH THE DEBTOR COULD ASSET AGAINST THE SELLER OR GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH PROCEEDS HEREOF, RECOVER BY THE DEBTOR SHALL NOT EXCEED AMOUNT PAID BY THE DEBTOR HEREUNDER.



1850 Mission Street San Francisco, California 94103-3599 www.arribajuntos.org
Telephone (415) 487-3240 Fax (415) 863-9314 E-Mail info@arribajuntos.org

ENROLLMENT AGREEMENT

If English is not your primary language and you are unable to understand the terms and conditions of this enrollment agreement, you shall have the right to obtain a clear explanation of the terms and all conditions and all cancellation and refund policies in your primary language. Recruitment leading to enrollment is not conducted in a language other than English.

-
- A.** School Name: Arriba Juntos
Address where the instruction will be provided: 1850 Mission Street, San Francisco, CA 94103

Note: This institution does not participate in federal student financial aid funds.

-
- B.** Student Information:

Student's First and Last Name (Please Print)

Student's Address

City, State, and Zip Code

Home Phone Number

Alternate Phone Number (PGR, VM, Cell)

-
- C.**

This agreement is for the course or educational service:

Nursing Assistant Training

Total Hours Required for Program Completion: 170 Hours

Start Day: _____ Scheduled Day of Completion: _____

Time period covered by this enrollment agreement is as follows: _____

-
- D. STUDENT'S RIGHT TO CANCEL:**

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount retained for the registration fee is zero dollars (\$0.00). To cancel this agreement, you may use the cancellation form provided or give written notice to Dalila Ahumada, Executive Director; Arriba Juntos; 1850 Mission Street, San Francisco, CA 94103. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

Refund Information:

The student has a right to a full refund of all charges for the amount of \$0 for a registration fee if he/she cancels this agreement by the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may withdraw from a course after instructions have started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only the 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300.00 x	(60 Clock Hours/	90 Clock Hours) =	\$200.00
Amount Paid	Instruction Paid for but not Received	Instruction for which the Student has Paid	Refund Amount

The school will also refund money collected for sending to a third party on the student’s behalf such as for license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

You must issue your cancellation in writing to your case manager in order to be eligible for refund. If you fail to return equipment or materials issued by the course, their value will be deducted from your refund. All refunds will be made within thirty days.

The date by which the student must exercise his or her right to cancel or withdraw is: _____

E.

Fees and Charges:

The student is responsible for the following fees and charges:

Registration Fee (Non-Refundable)	\$0
Tuition	\$ 4,500.00
Equipment	\$0
Textbooks	\$0
Other Institutional Charges or Fees	\$0
Student Tuition Recovery Fund (<i>Nonrefundable</i>)	\$0

Disclaimer: Students are not obligated to pay fees. Student fees are funded and paid for by the local and state government agencies such as the Human Services Agency and Office of Economic and Workforce Development (OEWD).

F.

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 educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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.
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