

ENROLLMENT AGREEMENT DISCLOSURE CHECKLIST

# Introduction

This Enrollment Agreement Disclosures Checklist is intended to be used and submitted with institutions’ Self-Evaluation Report to assure compliance with DEAC enrollment agreement requirements. Institutions should select either yes, no, or not applicable next to the following disclosures.

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| **Enrollment Agreement Disclosures** | **Elements** | **Page Number** | **Yes** | **No**  | **N/A** |
| Heading | Statement indicating document is an enrollment agreement or similar contractual document. | Page Number |[ ] [ ] [ ]
| Institution Name and Address | Institution full street address, telephone number, and website address. | Page Number |[ ] [ ] [ ]
| Student’s Information | Student’s full name, address, and any other applicable contact information. | Page Number |[ ] [ ] [ ]
| Name of Course/Program | Name of course/program.  | Page Number |[ ] [ ] [ ]
| Institution’s Obligations | Summary of education and services provided under the enrollment agreement (e.g., tuition, fees, services, instruction). | Page Number |[ ] [ ] [ ]
| Student’s Rights, Responsibilities, and Obligations | Expectations of students. | Page Number |[ ] [ ] [ ]
| Term Length of Agreement  | Indication of the enrollment agreement’s term length via termination date and conditions for extending or reinstating agreement or statement of maximum program length. Maximum program length can be no more than 1.5 times the typically required time to complete course and not less than one year.  | Page Number |[ ] [ ] [ ]
| Student’s Signature and Date | Students must sign and date the enrollment agreement or similar contractual document. | Page Number |[ ] [ ] [ ]
| Page Numbers | Each page must be numbered. | Page Number |[ ] [ ] [ ]
| Complaint/Grievance Policy | Student complaint/grievance policy, including DEAC contact information | Page Number |[ ] [ ] [ ]
| If Guarantor is Required | If the student is borrowing money, the guarantor’s signature and statement of guarantor’s obligations are required.  | Page Number |[ ] [ ]  [ ]   |
| Institution’s Acceptance | Institution must indicate acceptance of enrollment agreement or similar contractual document (e.g., signature and date block or stamp). | Page Number |[ ] [ ] [ ]
| DEAC Accreditation | If mentioned, institution provides DEAC’s contact information (website address or mailing address and telephone number). | Page Number |[ ] [ ] [ ]
| Acceptance of Transfer Credit Disclosure Statement | Disclosure that the acceptance of transfer credit is determined by the receiving institution. | Page Number |[ ] [ ] [ ]
| Tuition/Fees | Complete listing of all tuition and associated fees, including in-residence costs and textbooks, for the entire program covered by the enrollment agreement. | Page Number |[ ] [ ] [ ]
| Cancellation | Cancellation method(s) description, initial cancellation period and refund information, cancellation before starting program and refund information, receipt of materials upon cancellation, and promissory notes as applicable. | Page Number |[ ] [ ] [ ]
| Refund Policy | Refund policy, refund within 30 days, sample refund calculation.  | Page Number |[ ] [ ] [ ]
| Financial Assistance and Payment Plans  | Financial Student Assistance Title IV disclosures per state and federal requirements, institutional scholarships, and institutional (non-Title IV) financial assistance. Any payment plan programs offered, if contract is separate from enrollment agreement, must be referenced in enrollment agreement.  | Page Number |[ ] [ ] [ ]
| Discounts | Well-defined groups, discounted price, non-discounted price, offering discounts, refunds on discounts. | Page Number |[ ] [ ] [ ]
| Collections | Collection procedures reflect ethical business practices. | Page Number |[ ] [ ] [ ]
| Truth-in-Lending (TILA) Disclosures, as applicable | List all applicable Truth-in-Lending Disclosures as required by state and federal regulation. Note: Allowing students to pay tuition and fees in four or more installments, charging fees for late payments, charging interest on deferred payments, and providing discounts for payments made in large installments are all grounds for an institution to be potentially subject to Truth-in-Lending Act requirements. | Page Number |[ ] [ ] [ ]