AMERICAN WEST COLLEGE-4

213 South Hobart Blvd., Suite 300, Los Angeles, CA 90004
Tel (213) 905-8258, Fax (213) 302-2791
email: awc9191@gmail.com, Website: www.americanwestuniversity.com

STUDENT ENROLLMENT AGREEMENT

This Enrollment Agreement is made between **American West College,** hereafter called **the College**,
CIP #: Check One Program 〔 〕 MA(51.0801) 〔 〕 MT(51.3501) 〔 〕 NA(51.3902)
MA: Medical Assistant, MT: Massage Therapy, NA: Nursing Assistant

And **Student** ID #_____, Student's Birth Date:_____.

Student Legal/Last Name:_____, First Name:_____Middle/ Initial_____

Student Street Address:_____,

City:_____, State:_____Zip-Code:_____.

Phone Number:_____; Email Address:_____.

Last Year School Attended:_____, Graduation Date:_____.

Information Concerning Cosigner, if applicable:

Legal Last Name:_____, First/Middle Name:_____.

Current Address:_____, City:_____, State:_____ Zip Code:_____.

Phone Number:_____, Birth Date:_____.

This Enrollment Agreement is valid for programs offered from_____until_____. **Item 5 (b).**

American West College is located at 213 S. Hobart Blvd., Suite 300, Los Angeles, California 90004. This is the same address where instruction will be provided. **Item 5 (a).**

An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language (Korean version available).

"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 1747 North Market Blvd., Suite No. 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818. Web Site Address: www.bppe.ca.gov, Toll-free Telephone Number (888) 370-7589 or by fax (916) 263-1897." **Item 14**.

Program: _____
Start Semester/Quarter_____Months_____# of Units _____
Date of Birth _____ Social Security #_____ Driver's License or DMV ID#: _____
hereinafter called Student. The student requests enrollment in a course/program whose title and objective is described in the College catalog as: _____, consisting of: _____ Weeks/Months;___Hours per Week/Month for a total of _____Hours and _____Credit Hours.-4

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PROGRAM HOURS & COURSE SCHEDULE: Item 4
The course is scheduled to start_____ each M Tu W Th F (circle days)
From ____ Item 5 (c) ____ AM/PM to _____ AM/PM; and is scheduled to complete on _____ Item 5 (c).

Successful graduates of the course will receive a Certificate/Diploma/Degree, upon the student's performance from the following programs (circle one):

a)	**Medical Assistant:**	**A Diploma/Certificate of Completion**
b)	**Massage Therapy:**	**A Diploma/Certificate of Completion**
c)	**Nursing Assistant:**	**A Diploma/Certificate of Completion**

A Diploma / Certificate of Completion is issued upon successful completion of program. Classroom and lab instruction are both tested. Students must achieve a passing grade (as stated in the College Catalog) to be considered a successful graduate. The student will be permitted to retest (as stated in the catalog) for any grade below passing.

The College does offer placement services to students in the programs offered at American West College.
All course schedules are subject to change in starting and completing dates. The student will be duly notified. The student will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undo hardship, a refund will be provided. The College reserves the right to cancel, withdraw and refund a scheduled program if enrollment is insufficient to make up a class. All monies paid will be refunded, including the registration fee as required by CEC 71800(a), 94927.

The College has not had any pending petition in bankruptcy, and has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

*_____"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov." **Item 14**

The College reserves the right to postpone training in the event of a national disaster, acts of God, such as fire, flood, earthquake and/or labor disputes, equipment failure, for a maximum of 30-days. The student will be duly notified and compensated if applicable.

The College reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization, as necessary, with approval of the Bureau for Private Postsecondary Education (BPPE); if required. Such changes may be required to keep pace with technological advances, and/or to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for currently attending Students.

The College reserves the right to refuse any applicant for admission not meeting the requirements for the program selected. The student's enrollment may be terminated at the request of the College Director if the student's academic progress, behavior, absences, tardiness or dress does not conform to the requirements, rules and regulations of the College, as stated in the College Catalog. The extent of the student's tuition obligations will be in accordance with the College's refund policy.

***_____STUDENT TUITION RECOVERY FUND Disclosures Item 9**

"The state of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was

enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program".

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95798-0818
Toll-free Telephone (888) 370-7589 or by Fax (916) 263-1897
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institutional location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Item 9

***Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate had been changed to zero dollar(0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR Section 76120)**

AWC
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*_____"**STUDENT'S RIGHT TO CANCEL AND OBTAIN A REFUND" Item 5 (d)**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Item 10 (1) item 10 (3)

Cancellation of this agreement can occur up to:_____Date_____.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: AmericanWest College, 520 Lafayette PK PL, #226 Los Angeles, California 90057. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid, less a registration or administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM. **Item 10 (3)**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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. **Item 10 (2)**

The College will refund money collected from a third party on the student's behalf, such as Veteran's Benefits, Title II, III, IV, and/or WIA funds, if the College cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds.

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Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount will be paid to the student. **Item 11**

The College will provide all supplies for the program selected at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the student. The cost of medical or other examinations, if required, is to be paid for by the student.

*_____**LOANS NOTICE**
The College does not offer any state or federal loan guarantees; no loans of any kind are offered at the College. 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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action againstthe student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or othergovernment financial assistance until the loan is repaid. **Item 12 (1**) **Item 12 (2)**

*___ NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION" **Item 13**
"The transferability of credits you earn at American West College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in our Bachelor of Science in Business Administration, Massage Therapy/MedicalAssistant/Nursing Assistant programs also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree / diploma / 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 your educational goals. This may include contacting American West College to which you may seek to transfer after attending American West College to determine if your credits or degree / diploma / certificate will transfer.
If the institution offers more than one educational program, only the program in which the student is enrolling must be listed."
"AWC may allow make-up students use distance or online, Moudle, ZOOM, TEAMS or recorded video classes with the designated instructors" (Catalog, 29).
"Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School PerformanceFact 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." **Item 15 (1)**

*____ "**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-yearcohort 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." **Item 15 (2)**

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TUITION FEES and POLICIES: Item 6 (1)
Fees are payable in U.S. dollars **prior to class start, unless other arrangements are made.**
Registration Fee: $ 100.00 **Nonrefundable fee**/one-time only fee Item **6 (11)**
*STRF Fee: $ _____ ***Nonrefundable, see page 2-3 for *STRF Disclosures.**
Tuition Fee: $ _____
Books & Basic Supplies:$ _____
Equipment Fees $ _____
Lab/Other Fees: $ _____
Uniforms Fees: $ _____
Course challenge exam Fee:$ _____
*Others: $_____(concrete note.)

Item 8

A $ THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE,
B $ THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM,
C $ THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

6. Cumulative Total: $_____
7.
8. ***STRF Disclosures: Each qualifying institution shall collect an assessment of zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollar ($0).**
9. *Note: AWC's Housing: N/A(only support of info); Tutoring: N/A; and Any Other Charge: N/A but if any, concrete note needed.

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution or A student or any member of the public may file a complaint about this institution, may be directed to the Bureau for Private Postsecondary Education at www.bppe.ca.gov
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College has received $_____

The student (and Cosigner, if applicable) is bound by all of the terms and conditions of this agreement. Failure to comply with the terms set forth within this Enrollment Agreement is considered a breach of this agreement.

*_____The enrollment agreement is **legally binding** when signed by the student and accepted by the institution. **Item17**
*_____"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." **Item 18**
*_____"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 SPFS, and have signed, initialed, and dated the information provided in the SPFS."

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Signature of Applicant: _____ **Date:** _____
Item 16

Signature of Cosigner: _____ **Date:** _____

My signature below certifies that I am an authorized representative of this College and that I have personally explained the institution's cancellation and refund policies to the student. I certify that the College has met all disclosure requirements of the California Education Code and for the administration of State and/or Federal Student Assistance Program under Title IV. The institution's and students' rights and duties have to be kept under 5, CCR §71716(a)(b)(c)(d)

_____ _____
American West College Admission's Officer **Date**