



**ENROLLMENT AGREEMENT FOR BASIC POLYGRAPH EXAMINER COURSE  
MARSTON POLYGRAPH ACADEMY**

**390 ORANGE SHOW LANE SAN BERNARDINO, CALIFORNIA 92408**

**THIS AGREEMENT IS MADE (DATE) BETWEEN MARSTON POLYGRAPH ACADEMY AND**

|                          |                                   |                         |   |                           |                              |
|--------------------------|-----------------------------------|-------------------------|---|---------------------------|------------------------------|
| <i>Legal Last Name</i>   |                                   | <i>Legal First Name</i> |   | <i>M</i>                  | <i>Student's Soc. Sec. #</i> |
| <i>Student's Address</i> |                                   | <i>City</i>             |   | <i>State</i>              | <i>Zip</i>                   |
| <i>Home Phone</i>        | <i>Cell Phone</i>                 | <i>Date of Birth</i>    | <i>Driver License #</i>   | <i>State of License</i>   |                              |
| <b>PROGRAM TITLE</b>     | <b>BASIC POLYGRAPH EXAMINER**</b> |                         |   |                           |                              |
| <b>Total Clock Hours</b> | <b>400 clock hours</b>            |                         | <i>Scheduled Start Date</i>   | <i>Scheduled End Date</i> |                              |
| <i>Registration Fee:</i> | \$                                | <b>100.00</b>           | <b>Fee for registration. This fee is non-refundable.</b>                  |                           |                              |
| <i>STRF Fee</i>          | \$                                | <b>N/A</b>              | <b>Fee for Student Tuition Recovery Fund. This fee is non-refundable.</b> |                           |                              |
| <i>Tuition Fee</i>       | \$                                | <b>4895.00</b>          | <b>Total tuition charged for the program. This fee is refundable.</b>     |                           |                              |
| <b>* Total Charges</b>   | \$                                | <b>4995.00</b>          | <b>Total cost you will be charged for your course of study.</b>           |                           |                              |

**\*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

**STUDENT TUITION RECOVERY FUND**

*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 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 programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau 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.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Marston Polygraph Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Polygraph Examiner 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your courses work 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 Marston Polygraph Academy to determine if the certificate you earn in Polygraph Examiner will transfer.

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, California, 95833. Mailing address: P. O. Box 980818 West Sacramento, CA 95798-0818. Toll free number: 1 (888) 370-7589 or Phone number: 1 (916) 431-6959 or Fax Number 1 (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 toll free 1 (888) 370-7589 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).

*Please note that English is the only language in which recruitment is conducted.*

**STUDENTS RIGHT TO CANCEL**

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the 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 occurs when you give written notice of cancellation at the institution’s address. You can do this by mail, in person, by fax or telegram. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, the academy will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 30 days after receipt of the notice.

**WITHDRAWAL & REFUND RIGHTS:**

You have the right to withdraw from academy at any time. If you withdraw from the course after the cancellation period described above, the academy will remit a refund less a registration fee of \$100.00 within 45 days following your withdrawal. The institutional refund policy for student who has completed 60 percent or less of the course of instruction shall be a prorated refund. You are obligated to pay only for the educational services rendered. The amount owed equals the hourly charge for the program multiplied by the number of hours of instruction for which you were scheduled to attend prior to withdrawal. If the amount you have paid is more than the amount you owe, then a refund will be made within 45 days of your withdrawal date. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

**Enrollment:** Is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student’s last day of physical attendance in the academy.

**Location of training:** The location of the training will be at Marston Polygraph Academy, 390 Orange show Lane, San Bernardino, CA. 92408. Except for a laptop computer, all equipment and supplies are provided during the class. The Marston Polygraph Academy provides no in-resident housing.

**Tutoring:** Extra help is available from the Marston instructors when requested. Additional work may be assigned.

**Training and equipment:** The Marston Polygraph Academy provides training only. There are four polygraph manufactures. Students buy directly from the manufactures. The school is not involved in selling or the collection of sales tax on products such as polygraph instruments.

**Other charges paid to an entity:** There is no licensing law in the State of California and no charge by any other entity to be a polygraph examiner in the state. However, graduates are encouraged to join polygraph organizations that provide continuing education which is needed within the profession.

**HYPOTHETICAL EXAMPLE:** You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- a) Deduct a registration fee (\$100.00) from the total tuition charge.
- b) Divide this figure by the number of days in the program.
- c) The quotient is the daily charge for the program.
- d) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- e) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- f) The refund amount shall be adjusted for equipment, if applicable.

If you receive federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you 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 against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

|   |  |
|---|--|
| <b><u>THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS</u></b>         |  |
| <b><u>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS</u></b> |  |
| <b><u>THE TOTAL CHARGES THE STUDENT IS DUE UPON ENROLLMENT IS</u></b>           |  |

*I certify that I have received the current course catalog, School Performance Fact Sheet, which includes information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and I have signed, initialed, and dated the information provided in the School Performance Fact Sheet. **Please initial here** \_\_\_\_\_.*

*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.*

---

**(Signature of Student)**

**(Date)**

---

**(Signature and Title of School Official)**

**(Date)**

**THIS AGREEMENT IS LEGAL AND BINDING ONLY IF SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.**