



BROOKLINE COLLEGE

ENROLLMENT AGREEMENT

Student Information

First Name	Last Name	Middle Initial	D.O.B. mm/dd/yyyy
Present Street Address	City	State	Zip
Permanent Street Address	City	State	Zip
Email Address	Home Phone	Work Phone	Cell Phone

Program Information

Program	Session	Semester Credit Hours	Length	Start Date	Expected Grad Date
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Tuition

The length of an academic term (also known as a payment period) can vary depending on the academic credential to be earned and/or session attending. Billing is processed and the student is obligated per payment period. Diploma programs consist of two (2) payment periods with the exception of the Surgical Technology program, which consists of four (4) payment periods. Associate Degree programs consist of four (4) payment periods (excluding the Allied Health program, which consists of two (2) payment periods and the Physical Therapist Assistant program, which consists of five (5) payment periods). Bachelor Degree programs consist of eight (8) payment periods. Master Degree programs consist of three (3) payment periods.

The total cost for this Program:

Tuition:

Gross Receipt Tax:

Technology Fee:

Total Program Cost:

Periods of enrollment are defined as payment periods. Payment periods are the period of time for which a student is obligated. Billing is processed according to each payment period.

Tuition includes tuition, textbooks, uniforms, and background checks. Total program cost excludes the cost for the retake of failed courses and/or replacement textbooks or materials. (Textbooks may be comprised of loaner books or e-books but no electronic device will be included).

Retakes are assessed at the rate as published in the college catalog and tuition and fees supplement. Replacement textbooks or materials may be charged to the student, if necessary. (Depending upon class scheduling and availability, some students may be required to take certain courses online)

Payment

Tuition and fees will be paid at the time of registration unless the student is eligible for financial aid and clearance has been given by the Financial Aid Office or other financial arrangements have been made with the Business Office. Students are responsible for any financial obligation incurred while attending Brookline College (the "College") regardless of any anticipated financial aid.

Cancellation and Refund Policy

Rejected Applicants: If an applicant for enrollment is rejected by the College, all monies paid to the College will be refunded.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement, making their initial payment or first visiting the institution, whichever is the latest act to occur, is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the College shall provide the 100% refund.

Other Cancellations: A student has the option to withdraw from the College at any time by giving notice of their intent to terminate enrollment preferably in writing. In the absence of the student giving written notification, the student may be dismissed from the College after 14 consecutive calendar days from the last day of attendance, or upon the failure to return from an approved Leave of Absence.

The Return of Title IV Funds Policy of the U.S. Department of Education entitles recipients of Title IV aid to retain aid on pro-rata schedule up through completion of 60% of the payment period. After the 60% point in the payment period, the recipient is entitled to 100% of the scheduled aid. A student who terminates prior to the 60% point of the payment period may be obligated to pay Brookline College a portion of charges incurred and/or a repayment to the Title IV programs. The technology fee and retake fee are non-refundable. All refunds are made within 45 days after the date of the institution's determination that the student has withdrawn.

Institutional Refund Policy

Tuition is charged on a payment period basis. All fees are non refundable. For purposes of determining refunds for credit hour programs, the number of days enrolled is calculated from the start date to the last date of attendance in the payment period. For purposes of determining refunds for clock hour programs, the number of clock hours scheduled to have been completed from the start date to the last date of attendance in the payment period is calculated. Class days missed due to absences are included. Time out of class due to an approved Leave of Absence, schedule conflict, termination and re-enrollment, or school closure is excluded.

The Institutional Refund Policy generally allows the College to earn 100% of the institutional charges from students who complete 50% or more of the payment period. The student's withdrawal date is the date the institution determined the student was no longer attending. The institution may take up to 14 days from the last date of attendance to make the determination that the student was no longer attending. The last date of attendance is defined as the last date that a student had an academically related activity, which may include physical attendance in a classroom, projects, clinical experience, or an examination.

Last date of attendance as % of the payment period for which the student was obligated

Portion of tuition and fees obligated and paid that are eligible to be retained by the institution

1st week of class(if submitted in writing) -----	0%
After 1st day but still within 10% (if written withdrawal not submitted 1st wk of class) -----	10%
After 10% but still within 25%-----	50%
After 25% but still within 50% -----	75%
50% or thereafter -----	100%

Although the staff cannot advise students on when to withdraw from their program the students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions. Upon request, the institution will make readily available to enrolled and prospective students copies of this Institutional Refund Policy. In cases where the refund policy of a state differs from the Institutional Refund Policy, students receive the more favorable refund.

Holder In Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

Student Acknowledgments

I hereby acknowledge receipt of the current College catalog and supplement (Effective Date _____) and/or access to the most current copy of the College catalog online at www.brooklinecollege.edu, and a copy of this enrollment agreement. I understand that the terms within the catalog are incorporated as part of this enrollment agreement. I agree to abide by all terms and understand that my enrollment may be terminated if I fail to comply with the rules, regulations, and financial requirements. I understand that by providing my mailing address, e-mail address, and telephone and/or cell phone numbers, I consent to receive communications sent by, or on behalf of, the College (and its subsidiaries, affiliates, and/or agents) via regular mail, e-mail, telephone, cell phone, and/or SMS text message. The College provides job placement assistance to graduates in good standing for as long as the graduate seeks assistance. The College cannot and does not guarantee employment upon graduation. The College does not guarantee a salary a graduate will obtain from the training received at the College. The College does not determine nor imply that any credits will transfer. Transferability of credits is at the discretion of the receiving institution. The College reserves the right to modify its courses, schedule, curricula, policies, and/or procedures as deemed necessary to continue to improve the educational offerings. The student understands that if there is a finance charge or in the event tuition is paid in installments, a Disclosure Statement (Promissory Note) must be executed and become part of this contract. The promissory notes or contracts for tuition may be subject to credit approval and require obtaining a consumer credit report. It is understood the promissory notes or contracts for tuition may be sold or discounted to third parties. In such cases, the refund policy continues to apply. The College's grievance procedure is followed in the manner outlined in the catalog. If the student complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with:

Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314 N.
Falls Church, VA 22043
Phone: 703-917-9503
Website: www.abhes.org

Arizona State Board for Private Postsecondary Education

1740 West Adams, 3rd Floor
Phoenix, AZ 85007
Phone: 602-542-5709
Website: www.azppe.gov

New Mexico Higher Education Department

2048 Galisteo Street
Santa Fe, NM 87505
Phone: 505-476-8418
Website: <http://www.hed.state.nm.us/>

Commission on Accreditation in Physical Therapy Education

1111 North Fairfax Street
Alexandria, Virginia 22314
Phone: 703-706-3245
Website: www.capteonline.org

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Road, Suite 720 Rosemont,
IL 60018
Phone: 773-714-8880
Website: www.naacls.org

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Brookline College's Phoenix, Tucson, Tempe, and Albuquerque campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

The Brookline College – Albuquerque baccalaureate nursing programs have been granted accreditation by the Accreditation Commission for Education in Nursing (ACEN).

The Brookline College – Phoenix Campus Medical Laboratory Technician and Medical Laboratory Science programs have been granted accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Bachelor of Science in Nursing degree at Brookline College, Phoenix, is accredited by the Commission on Collegiate Nursing Education, (<http://www.aacn.nche.edu/ccne-accreditation>).

The Bachelor of Science in Nursing degree at Brookline College, Albuquerque, is accredited by the Commission on Collegiate Nursing Education, (<http://www.aacn.nche.edu/ccne-accreditation>).

The Bachelor of Science in Nursing RN to BSN program at Brookline College, is accredited by the Commission on Collegiate Nursing Education, (<http://www.aacn.nche.edu/ccne-accreditation>).

The Bachelor of Science in Nursing for Baccalaureate Degree Graduates program at Brookline College, Phoenix, is accredited by the Commission on Collegiate Nursing Education, (<http://www.aacn.nche.edu/ccne-accreditation>).

The Bachelor of Science in Nursing for Baccalaureate Degree Graduates program at Brookline College, Albuquerque, is accredited by the Commission on Collegiate Nursing Education, (<http://www.aacn.nche.edu/ccne-accreditation>).

The Master of Science in Nursing at Brookline College is accredited by the Commission on Collegiate Nursing Education, (<http://www.aacn.nche.edu/ccne-accreditation>).

Brookline College has been approved by Arizona to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. For more information, visit: <http://nc-sara.org/>

Submitting this document constitutes your express written consent to be called and/or texted by Brookline College at the number(s) you provided, regarding furthering your education. You understand that these calls may be generated using an automated technology.

Arbitration

This Agreement shall be subject to the College ARBITRATION AND JURY TRIAL Waiver agreement ("Arbitration Agreement"). Student acknowledges that s/he has received and signed the Arbitration Agreement as part of their enrollment in the College, and hereby agrees to the terms of the Arbitration Agreement that are fully incorporated herein.

Severability

Each provision of this enrollment agreement, and any portion thereof, shall be considered severable. Should any provision of this enrollment agreement, or the application thereof, be determined invalid, unenforceable, or contrary to or in conflict with any applicable present or future law or regulation, the remaining provisions hereof shall continue in full force and effect without regard to the invalid or unenforceable provision.

Withdrawal

A student may be withdrawn from school or placed on a disciplinary probation period through administrative action for the following:

1. Excessive absences.
2. Conduct detrimental to the faculty, staff, or other members of the student body's class.
3. Actions that bring discredit upon Brookline College.
4. Drug or alcohol abuse.
5. Sexual harassment of faculty, staff, students, visitors, and/or vendors.
6. Unsatisfactory academic progress.
7. Any breach of Brookline College's Code of Conduct.
8. Failure to pass a retake course or module.
9. Failure to return from an approved leave of absence or non-scheduled time off.

Contract Acceptance

I have read and understand all provisions of this enrollment agreement and I acknowledge having received an exact copy of this enrollment agreement.

Signature of Applicant

~Please Note~

If you experience technical issues creating your digital signature, you may also print and manually sign your application.

Parent/Guardian Signature (For Students Under 18 Years of Age)

As the College official, I certify that in my judgment the applicant meets all the applicable standards for admission to the College.

Signature of College Official

Printed Name of College Official

To submit this application, please save this document to your computer and email the completed form as an attachment to