



Office for Career and Technical Schools Enrollment Agreement Requirements

The purpose of this document is to provide institutions with a tool to ensure compliance with the Policy and Procedures of OCTS to meet enrollment agreement requirements.

- **Upload the enrollment agreement including the following:**
 - Title: The binding document shall be identified by title as a “Contract”, “Agreement”, “Application” or similar title and clearly indicate that it will constitute a bind agreement upon acceptance by the institution and the student.
 - Name of the Institution:
 - Physical address
 - Institution’s phone number
 - Title of Program: Program title as identified in the catalog that student is enrolling in.
 - Time Required: Number of program hours, include the number of days, weeks or months.
 - Credential for satisfactory completion.
 - Costs: All costs shall be clearly stated:
 - Tuition: The total tuition for the program must be listed by the total length of the program, the tuition cost per program hour, term or academic year.
 - Fees: All refundable and non-refundable fees payable by the student.
 - Books and supplies: This item may be omitted if the binding document states that the cost for books and supplies are included in the tuition charges as stated in the document.
 - Any other costs: Any other costs required to be paid by the student, whether purchased from the school. These costs may be stated as a listing of goods or services not included in the tuition.
 - Terms of Payment: The method of payment of all costs shall be clearly stated in the binding document and shall comply with federal and state laws.
 - Class start date.
 - Program Completion Date.
 - Class schedule: Schedule of class attendance must be clearly defined. (Day, evening or weekend)

- Termination or cancellation by the institution or student. The procedures or grounds for the institution or student to cancel the binding document must be clearly defined.
- Refund Policy: Institutions need to include the OCTS refund policy verbatim as part of the binding document.
- Statement that all signers have received and read a copy of the binding document and catalog.
- Signatures and Acceptance: The binding document includes the date and signatures of the applicant and, if the applicant is under the age of eighteen (18), the applicant's parent or guardian, as well as the acceptance date and signature of the relevant institution official.
- Format: Each side of the binding document must clearly and conspicuously refer to the terms on the other side as being a part of the document. Each page must be numbered if more than one (1) page is utilized, such as page 1 of ____page, 2 of ____, etc.



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