

Enrollment Agreement Checklist

Texas Workforce Commission – Career Schools and Colleges

- 1. Full and correct name of the school (*Title 40, Texas Administrative Code, Section 807.194(e)(1)*)
- 2. Street address of the school. (**P.O. Box not acceptable.**)
- 3. Program title.
- 4. Date training is to begin.
- 5. Program length.
- 6. Name and address of student
- 7. Tuition.
- 8. Fees.
- 9. Cost of books and supplies.
- 10. Other expenses.
- 11. Total cost of the program.
- 12. Items subject to cost change.
- 13. Method of payment and payment schedule.
- 14. Disclosure statement (if interest is charged or more than three payments.) If no interest is charged, so state.
- 15. Detachable notice of cancellation. (Required if students are enrolled off the school premises, and/or a form CSC-001V, On Campus Enrollment Affidavit, has not been submitted.)
- 16. FTC statement. (Holder in due course.) **"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."**
- 17. Statement that the student has received a copy of the school enrollment agreement and catalog.
- 18. Complete refund policy:
 - Sample policy language for vocational programs greater than 40 contact hours in length, is shown in the Enrollment Agreement Sample, CSC-023R, Cancellation and Refund Policy for Residence Schools - Vocational Programs.
 - For seminars, see CSC-023S, Refund Policy for Seminars
 - For vocational programs of 40 or fewer contact hours, see CSC-023P, Refund Policy for Programs of 40 Hours or Less.
 - Schools *may* use another policy that results in a cancellation period or refund that exceeds the minimum. If a school chooses to do this, it must still calculate and provide documentation for the calculation of refunds demonstrating compliance with the minimum policy standards outlined in this form and using the statutory method shown in the Sample Refund Calculation Worksheet (CSC-1040R). The school must also print this statement with the school's cancellation and refund policy: "In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N."
- 19. Statement: **"APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS."**
- 20. Identifying data, including revision date of enrollment agreement.
- 21. Signature lines should be provided for Registered Representative or Director and Student or Guardian.

REMINDER: Except for students enrolled in seminars, single subjects, and small school programs of 40 clock hours or less, each student shall complete the CSC-005, Receipt of Enrollment Policies and CSC-010, Record of Previous Education and Training at the time they are enrolled.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.
