

# TEXAS WORKFORCE COMMISSION

## Career Schools and Colleges

### Enrollment Agreement Checklist

---

---

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 PS-001V, Affidavit of On Campus Enrollment, 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 (*Texas Education Code, Section, 132.061-0611 and Title 40, Texas Administrative Code, Section 807.261-264*)
  - a. Provides a full refund if the school does not accept student.
  - b. Provides a full refund if educational service is discontinued by the school, preventing the student from completing.
  - c. Provides a full refund if the owner or representatives of the school procured the enrollment as a result of any misrepresentation in advertising, promotional materials of the school, or representations.
  - d. Provides a 3-day cancellation right after signing and after receiving a tour of the facilities and equipment.
  - e. Identifies the penalty fee consistent with statute after the 3-day cancellation periods expire.
  - f. Identifies the method of determining the official date of termination.
  - g. The refund formula, including cancellation, is consistent with statute.
  - h. Provides the refund within 60 days of termination.
  - i. The policy is easily understood and clearly visible to the student.
  - j. Identifies the basis for the refund, i.e., time based or lesson based.
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 Authorized School Official 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 Receipt of Enrollment Policies and Record of Previous Education and Training, as formatted on the TWC forms (PS-005 and PS-010), at the time s/he 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](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

---