



**Community Care College**  
[www.communitycarecollege.edu](http://www.communitycarecollege.edu)  
 4242 South Sheridan  
 Tulsa, Oklahoma 74145  
 918-610-0027

**Clary Sage College**  
[www.clarysagecollege.com](http://www.clarysagecollege.com)  
 3131 South Sheridan  
 Tulsa, Oklahoma 74145  
 918-298-8200

**Oklahoma Technical College**  
[www.oklahomatechnicalcollege.com](http://www.oklahomatechnicalcollege.com)  
 4444 South Sheridan  
 Tulsa, Oklahoma 74145  
 918-895-7500

**ENROLLMENT AGREEMENT – RESIDENT AND ONLINE**

**STUDENT INFORMATION**

Name of Student			Date of Birth / /		
Address			SSN Number - -		
City	State	Zip	Home Telephone - -		
Email Address:			Cell/Message - -		
START DATE / /		END DATE / /		Work Telephone - -	

**PROGRAM OF STUDY**

Associate of Occupational Science:  Diploma:

Tuition per Credit Hour: \$ \_\_\_\_\_

Clock Hours: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Weeks: \_\_\_\_\_

Program Cost and Items of Extra Expense:	
Total Tuition:	\$ _____
Application Fee:	\$ _____
Liability Insurance:	\$ _____
Books:	\$ _____
Fees: **	\$ _____
Kit and Uniform:	\$ _____
Total Cost:	\$ _____
Transfer Credit Adjustments:	\$ ( _____ )
Deposit:	\$ ( _____ )
Scholarship:	\$ ( _____ )
Total Due:	\$ _____

Course Schedule:			
Core Schedule		General Education Schedule	
Mon - Thursday		Mon-Thursday	
Mon - Friday		Mon - Friday	
Mon-Tuesday		Online Courses	
Wednesday			
Saturday			
Online Courses			

Payment Options:

- Cash payment of tuition in full by the student
- Cash payment plan agreement
- Title IV Funding
- Government Agency
- Third-party private funding institutions on behalf of the student

This enrollment contract between student and college reflects a legal written agreement between each party. Student will receive instruction in the above indicated Program. A diploma or Associate of Occupational Science degree will be awarded upon successful completion of required hours which may include an externship/internship at an approved facility and tuition paid in full.

Account balances are to be paid in full upon graduation or withdrawal from the program. Per our collection agency standards delinquent balances accrue interest at 6% annually beginning when the student is late or overdue on their payment plan agreement. Students are responsible for all associated collection costs and fees.

**Additional recommended expense:**

1. Additional Uniform (\$25\*)
2. Hepatitis Vaccine (\$150\*)
3. Smart Phone (\$99\*)
4. Sneakers or work shoes (\$35\*)
5. Watch with second hand (\$15\*)
6. National certification or registry fee (\$175\*)
7. Internet Access (\$79\*)
8. General school supplies — pen, pencil, paper, notebook, etc—(\$15\*)
9. State Board exam (\$35\*)

\*Approximations

\*\*Fees include the following: Mobile device, consumables, scrubs or uniform shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, manuals and other copied materials. A one time registration fee for the certification exams for Dental Assistant (Two components of the CDA, Infection Control and Radiation and Safety Protection), a onetime fee for the Oklahoma State Radiation Health and Safety Course and a onetime fee for the Oklahoma Dental Assisting Permit, Fitness and Health Trainer (NASM), Residential Medical Assistant (CMA) CMA must be completed within one year after student graduation date, Online Medical Assistant (RMA), Pharmacy Technician (PTCB), A onetime fee for the certification exam for Surgical Technology (CST) is included in the individual program's fees. Surgical Technology fees also include a student membership with AST.

After the first week:

- Refunds will be made for books, kit items, and uniforms not received by the student
- All other items of extra expense (liability insurance, and \*\*fees) are not returnable or refundable

If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, tuition will be pro-rated at a cost per credit hour for the retaking or repeating of courses. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.

Although employment assistance is given, post school employment is the sole responsibility of the graduate.

**INSTITUTIONAL CANCELLATION/ REFUND POLICY**

Three-day cancellation: All monies paid by an applicant will be refunded within three days of signing an enrollment agreement and making an initial payment. Student subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 10% of the total contract price, not to exceed \$100. Students terminating training after starting the program, but within the first week, shall be responsible for 10% of the total contract price of the program plus \$150, but in no event will more than \$350 be retained by the College. After one week, but within the first 25% of the program, the tuition retained by the school shall be 25% of the total contract price plus \$150. After a student completes over 25%, but within 50% of the program, the tuition retained by the school shall be 50% of the total contract price, plus \$150. A student completing more than 50% of the program is not entitled to any tuition refund. Any refund due shall be paid within 60 days after cancellation or termination, unless the refund is payable directly to the applicant or student, in which case it shall be paid within 30 days after cancellation or termination.

Special Cases: In case a student has a prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both.

Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Rejection: An applicant rejected by the school shall be entitled to a refund of all monies paid.

Official Withdrawal: Any student wishing to withdraw from a program may initiate the process by way of telephone, writing, email, facsimile or in person in which he/she informs the College of his/her intentions. The withdrawal policy also applies when a student is terminated by the College for a documented reason.

The Office of the Registrar is the specific department that processes and completes a withdrawal form. If the student is unable to personally make the notification, a notification can be provided on behalf of the student.

Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.

Items of extra expense are not returnable or refundable.

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 amounts paid by the debtor hereunder.

By signing this contract, student acknowledges that he or she has read, understands and accepts all of the provisions of this enrollment contract and that he or she has received an executed copy, and that the student has read and received a copy of the Course Catalog and agrees to the school's policies published in the catalog.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 School Official Date

\_\_\_\_\_  
 Parent Signature (if applicable)

\_\_\_\_\_  
 Address, City, State, Zip

\_\_\_\_\_  
 SSN DOB DL#/State

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

This enrollment agreement is not valid until all required enrollment documents have been collected, such as the high school diploma or GED, and the student has been deemed eligible to enroll. This enrollment agreement has been printed on October 17, 2017 and is effective on October 18, 2017 for Catalog 46.