



Entry-Level Culinary Arts Program Enrollment Agreement

Personal Information

Legal Name: Last/Family First Middle/Maiden			Social Security Number: ____ - ____ - _____
Permanent Mailing Address: (include street & number, city, state, and zip) Correspondence will be mailed to this address.			
Home Phone:	Work Phone:	Cell Phone:	Email Address:
Date of birth: ____/____/____ Month Day Year	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nation of Citizenship: <input type="checkbox"/> United States <input type="checkbox"/> Other: _____	Immigration Status: <input type="checkbox"/> Permanent Resident Alien (copy required) <input type="checkbox"/> Refugee (copy required) <input type="checkbox"/> Visa Type (copy required) _____
Voluntary response is requested for federal regulation. This information will not be utilized in a discriminatory manner. (please check one only) <input type="checkbox"/> American Indian or Native Alaskan <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black (non-Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> White (non-Hispanic)			
Indicate Session You are Applying For (including anticipated ending dates):			
<input type="checkbox"/> Session I (Jan 17, 2017 – May 5, 2017)	<input type="checkbox"/> Session II (Feb 13, 2017 – June 2, 2017)		
<input type="checkbox"/> Session III (March 6, 2017 – June 30, 2017)	<input type="checkbox"/> Session IV (April 10, 2017 – July 28, 2017)		
<input type="checkbox"/> Session V (May 8, 2017 – Sept 1, 2017)	<input type="checkbox"/> Session VI (June 19, 2017 – Sept. 29, 2017)		
<input type="checkbox"/> Session VII (July 10, 2017 – October 27, 2017)	<input type="checkbox"/> Session VIII (Aug. 7, 2017 – Nov. 22, 2017)		
<input type="checkbox"/> Session IX (Sept 11, 2017 – Jan. 12, 2018)	<input type="checkbox"/> Session X (Oct 16, 2017 – Feb. 16, 2018)		
<input type="checkbox"/> Session XI (Nov 13, 2018 – March 16, 2018)			

Enrollment Period: The enrollment period for the program is sixteen (16) weeks. The sixteen (16) week course period begins on the course start date. In the event of cancellation or termination from the program, the enrollee is entitled to a refund based upon the approved Refund Policy.

Upon successful completion of the program's 420 clock hours over sixteen (16) weeks, the student will be awarded a Certificate for the Entry-Level Culinary Arts program.

Employment Assistance: Assistance with job placement and employability skills development occurs through Arc Works, a division of Arc Broward. However, we do not guarantee employment at this time.

Classes begin promptly at 8:00 a.m. and run until 3:00 p.m., Monday through Friday. A morning break of 30 minutes and lunch break of one half hour is provided.

All classes take place at:
Arc Broward
10250 NW 53rd Street
Sunrise, Florida 33351

Course Tuition: \$4,500 (including all materials and uniforms)

Methods of Payment include Cash, Check, Credit/Debit Card (Please mark below)

- Submission of signed enrollment agreement with balance paid upon acceptance.
- Submission of signed enrollment agreement with balance paid prior to graduation by a payment plan (invoices to be attached).
- Submission of signed enrollment agreement with other funding source: _____

NOTE: For School offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. **(N/A, if not applicable or line through)**

ANNUAL PERCENTAGE RATE %	FINANCE CHARGE \$	Amount Financed The dollar amount the credit provided to you or on your behalf. \$	Total of Payment The amount you will have paid after you have made all payments as scheduled. \$	Total Sales Price The total cost of your purchase on credit including your down payment of \$
YOUR PAYMENT SCHEDULE WILL BE:				
Number of Payments	Amount of each payment \$	When payments are due Beginning on ___/___/___ and on the same day each (check one) ___ weekly or ___ bi-weekly thereafter		

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

Financial Assistance

Students are responsible for payment of the full amount of tuition and fees charged by Arc Educates. Financial assistance and flexible payment plans are available to students who are eligible and qualify. Our admissions staff can assist you in determining your eligibility and which types of financial assistance or payment plans may be available to you.

Arc Educates, at its sole discretion, may approve a monthly payment plan. With this agreement on file, students will be required to make an initial payment by the registration payment deadline and will have the option of paying the balance in additional consecutive monthly payments. Current and subsequent schedule of payments shall be binding on the student and made part of this agreement. Monthly payments are due on or before scheduled due dates or in full upon receipt of financial assistance, whichever comes first.

Program Withdrawal and Cancellation

Students who wish to cancel or withdraw may do so in person, verbally by phone, or via written means to the attention of the Arc Educates Director. The date of withdrawal will be the date that we receive the student’s request to withdraw. A reasonable amount of time will be permitted before determining that a student has withdrawn from the program of at least fifteen (15) program days.

For students on a payment plan, monies will be refunded according to the Cancellation and Refund Policy. Please note, these students may still have financial obligations depending on the time of program cancellation or withdrawal.

Refunds and Cancellations

In accordance with paragraph 6E-1.0032(60(i)), F.A.C., and other applicable federal and state requirements as well as ACCET guidelines, the refund policy and procedures are as follows:

CANCELLATION AND REFUND POLICY

Arc Educates has established a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations.

This program is licensed by the State of Florida which mandates a cancellation and refund policy. This policy ensures that we demonstrate compliance with that policy as well as with any unique requirements of ACCET's policy. As such, we compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student. The Enrollment Agreement includes language related to this and informs students that a comparison will be made and the policy that is most beneficial to the student will be used.

Students must verify and attest in writing that they understand the content of the enrollment documents (including enrollment agreements and catalogs, as applicable) are to be provided in a language students understand. Arc Educates does not require written notification of cancellation or withdrawal. In addition, we do not require notification of cancellation or withdrawal in person as a condition for making refunds, nor charge any penalty for failure to notify the institution in writing.

This implementation of Arc Broward's Refund policy ensures that we demonstrate compliance with both ACCET and state guidelines. As such, we compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

Arc Educates treat students fairly and equitably relative to tuition, other charges, and refunds. In no event shall a student be treated differently with respect to charges and refunds based on the source of funding or the timing of disbursements or payments.

In accordance with ACCET's Cancellation and Refund Policy, Document 30:

- a. Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
- d. After fifty percent (50%) of the period of financial obligation is completed by the student, Arc Educates may retain the full tuition for that period.

In accordance with the State of Florida’s Licensure Refund Regulations, paragraph 6E-1.0032(60(i), F.A.C., the refund policy is as follows:

- a. Cancellation after attendance has begun, but prior to fifty percent (50%) completion of the program, will result in a Pro Rata refund computed and based upon the number of hours completed to the total program hours. The number of hours completed will be based upon the last day of program attendance (LDA).
- b. Cancellation after completing fifty percent (50%) of the program will result in no refund. In calculating the refund due to a student, the last date of actual attendance (LDA) by the student is used in the calculation unless earlier written notice is received.

Refunds Due to Extenuating Circumstances

When a student is required to withdraw from all courses because of documented circumstances determined by the Arc Educates staff to be exceptional and beyond the control of the student, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations.

By signing below, you acknowledge that you have read, understood, completed, and received a copy of this Enrollment Agreement which becomes legal and binding once signed by both parties.

Signature of Enrollee

Date

Signature of Authorized Arc Educates Representative

Date Received

**Entry-Level Culinary Arts
Acknowledgement of Receipt of Student Handbook**

Arc Educates' Entry-Level Culinary Arts Student Handbook contains important information about Arc Educates and the Entry-Level Culinary Arts Certificate program. I understand that I should consult the Director of Arc Educates regarding any questions not answered in the handbook.

Since the information, policies, and other academic and fee payment activities described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of Arc Educates' Entry-Level Culinary Arts Certificate Program Student Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Arc Educates representative. I understand that this form will be retained in my student file.

Signature of Student

Date

Student's Name – Printed

School Copy

**Entry-Level Culinary Arts
Acknowledgement of Receipt of Student Handbook**

Arc Educates' Entry-Level Culinary Arts Student Handbook contains important information about Arc Educates and the Entry-Level Culinary Arts Certificate program. I understand that I should consult the Director of Arc Educates regarding any questions not answered in the handbook.

Since the information, policies, and other academic and fee payment activities described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of Arc Educates' Entry-Level Culinary Arts Certificate Program Student Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Arc Educates representative. I understand that this form will be retained in my student file.

Signature of Student

Date

Student's Name – Printed

Student Copy