

California College of Early Childhood Education

1670 South Amphlett Blvd, Suite 214-38, San Mateo, CA 94402

Phone: (650) 345-1555 | www.californiacollegeofece.com Email: admin@californiacollegeofece.com

Enrollment Agreement

This is a contract to provide education service. To enroll, complete this contract and return to the school for processing.

Early Childhood Education Certificate – 24 units, all 8 modules, and 495 hours.

English as a Foreign Language – California College of Early Childhood Education offers classes in English only. All of our recruitment and paperwork is done in English. All classes and class materials are taught in English. No English as a Second Language courses are available. We do not provide ESL or translation services. The College requires English as a Foreign Language students to take the TOEFL iBT test. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the Enrollment Agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

Our classes are offered at 1670 South Amphlett Blvd, San Mateo, CA 94402. All online classes are done through a real-time, virtual interactive classroom. The student must attend online for all 45 hours.

General Criteria for admission are:

- Student must have a high school diploma/GED, or associate degree (or higher) and be at least 18 years of age.
- Photo ID
- The College requires English as a foreign language students to take the TOEFL iBT test.
- No ability-to-benefit students will be admitted into the institution.
- Student must pay all related fees as stated in the current fee schedule when submitting a signed enrollment contract or make other arrangements suitable to the institution.
- This institution has not entered into an articulation or transfer agreement with any other college or university.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at California College of Early Childhood Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Early Childhood Education is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which may seek to transfer after attending California College of Early Childhood Education to determine if your credits will transfer.

California College of Early Childhood Education offers one course of study. The total cost for the twenty-four semester unit (495 clock hours) certificate program is \$4001.70, which includes tuition/supplies/Administrative Fees, \$100 NON-REFUNDABLE Registration Fee, and NON-REFUNDABLE Student Tuition Recovery Fund. Students may enroll for specific courses rather than the entire program, in order to meet individual needs for employment under California Title 22 Licensing requirements. **UNITS ARE NOT APPLICABLE TOWARDS ANY CHILD DEVELOPMENT PERMITS ISSUED BY THE CALIFORNIA COMMISSION ON TEACHER CREDENTIALING.**

This Enrollment Agreement is legally binding when signed by a student and a school representative.

Student Signature / Dated

California College of ECE Representative / Dated

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-8900 or (888) 370-7589 (toll-free), or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

TUITION REFUNDS

The institution shall pay refunds due on a reasonable or timely basis, not to exceed 30 days following the date upon which the student's withdrawal has been determined. The student has the right to cancel the enrollment agreement and obtain a refund by sending written notice to Ethel Alandy, California College of Early Childhood Education at 1670 So. Amphlett Blvd, Suite 214-38, San Mateo, CA 94402. Mailed notification will be calculated for refund beginning on the date post marked. Students must provide a self-addressed, stamped envelope for the college to mail their refund check.

ABOUT THE COLLEGE

Courses meet the State of California, Department of Social Services, Community Care Licensing Division requirements under Title 22 Regulations for preschool/day care center teachers and directors. Units are not applicable for teacher permits required by the California Department of Education. *Notice concerning transferability of units* – Clock Hours that have been equated to unit credit in most cases will probably not be transferable to any other college or university.

OUR CLASSES PREPARE YOU FOR THESE EMPLOYMENT POSITIONS:

SIX UNITS:

- 6 Units = Substitute preschool teacher
- 6 units + continuing enrollment = Provisional preschool teacher
- 6 units in Infant/Toddler Dev. and Child Dev. + continuing enrollment = Provisional infant teacher

TWELVE UNITS with 6 months experience:

- 12 units including core classes = Preschool or school-age (child care) teacher
- 12 units in core classes with Infant development = Infant teacher

FIFTEEN UNITS with 4 years experience:

- 15 units as above plus Supervision & Administration = Center Director
- 15 units as above with Supervision & Administration AND Infant Dev. = Infant Center Director

I have read and acknowledge the information above. _____

Student Signature / Dated

TUITION REFUND POLICY

The institution shall refund the unused portion of tuition fees and other charges if the student does not register for the period of attendance or withdraws there from at any time prior to completion of the course, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro-rated refund.

The refund shall be calculated as follows:

1. Deduct a registration fee
2. If applicable deduct the STRF
3. Divide this figure by the number of hours in the program.
4. The quotient is the hourly charge for the program.
5. The amount owed by the student for the purpose of calculation a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee.
6. The refund shall be any amount in excess of the figure derived that was paid by the student.

This institution does not provide State or Federal financial aid.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. In addition, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds.

If the student defaults on a federal or state loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Complete the following:

<p>Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you check yes, please speak to the registrar prior to finishing enrollment. Being convicted of a crime may preclude you from being hired as a childcare worker.</p>

Period covered by the enrollment agreement: Start Date: ___/___/___ - End Date: ___/___/___

Start Date of First Class: ___/___/___ Estimated Date of Completion: ___/___/___

Student's First & Last Name: _____

Social Security #: _____ - _____ - _____ Contact Phone Number: () _____ - _____

Driver License / ID #: _____ Expiration Date: _____

Mailing Address: _____

Home Address: _____

Email Address: _____

I have read and acknowledge the information above. _____
Student Signature / Dated

Are you currently working in a licensed childcare facility? YES NO

If yes, facility name: _____ City: _____

How many hours per week? More than 32 hours a week. Less than 32 hours a week.

Employer is paying (complete information below)

Employer's Name:
Address:
Email:
Employer Paying: <input type="checkbox"/> Full Tuition <input type="checkbox"/> Partial Tuition
If Partial, Amount Employer Paying:

ITEMIZATION OF ALL CHARGES AND FEES AS APPLICABLE (✓) Check which module(s) you are enrolling in:

Lecture Modules (3 units each module)	On Campus	Online/Distance	Book Price
Registration Fee – NONREFUNDABLE	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	N/A
Student Recover Fund (STRF)– NONREFUNDABLE	<input type="checkbox"/> \$2.50 per \$1000.00	<input type="checkbox"/> \$2.50 per \$1000.00	N/A
Admin Fee (\$49.95 per course) – NONREFUNDABLE	<input type="checkbox"/> \$299.70	<input type="checkbox"/> \$299.70	N/A
ECE 101 Intro. to ECE Curriculum – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$45.00
ECE 102 Child, Family & Community – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$65.00
ECE 103 Child Development – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$182.87
ECE 104 Curriculum Planning– REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$105.00
ECE 105 Infant/Toddler Development – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$69.00
*ECE 106 ECE Supervision & Administration – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$105.00
Field Training Modules (3 units each module)			
ECE 107 Intro. to ECE Environment – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$21.86
ECE 108 Children Provider Practicum – REFUNDABLE	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	\$183.59
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	\$4001.70	\$4001.70	Total of all books =
Total shipping for books (book rate \$4.50 per book back and forth) plus book cost	N/A + \$775.32	\$72.00 + \$775.32	\$775.32
ESTIMATE TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM W/BOOKS	\$4777.02	\$4849.02	
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE			
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT			

* Indicates course has prerequisites

Students can purchase textbooks from alternate sources or borrow textbooks from the College library at no cost (if available). Students may request to have the textbooks shipped to them but must pay for shipping and handling. Students are responsible for returning the textbook to the College.

Students will not be able to enroll if they have an outstanding balance from the previous modules.

Method of Payment: Check Money Order Credit Card

- If any check is returned for insufficient funds, the student will be charged a \$25 service fee per check. All further payments will be accepted in money order, cashier's check, or credit card.
- Payment must be received in full at least a week before the first day of the course.
- I understand that my transcript and/or certificate will not be issued until my tuition is paid in full.

I have read and acknowledge the information above. _____

Student Signature / Dated

STUDENT’S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. This institution shall make a refund within 30 days after the student’s return of the materials. If materials are not returned, they will be deducted from the refund.

____/____/____ **DATE BY WHICH STUDENT MUST EXERCISE HIS/HER RIGHT TO CANCEL OR WITHDRAW.**

PRIOR TO SIGNING THIS ENROLLMENT AGREEMENT, YOU MUST BE GIVEN A CATALOG OR BROCHURE AND A SCHOOL PERFORMANCE FACT SHEET, WHICH YOU ARE ENCOURAGED TO REVIEW PRIOR TO SIGNING THIS AGREEMENT. THESE DOCUMENTS CONTAIN IMPORTANT POLICIES AND PERFORMANCE DATA FOR THIS INSTITUTION. THIS INSTITUTION IS REQUIRED TO HAVE YOU SIGN AND DATE THE INFORMATION INCLUDED IN THE SCHOOL PERFORMANCE FACT SHEET RELATING TO COMPLETION RATES, PLACEMENT RATES, LICENSE EXAMINATION PASSAGE RATES, SALARIES OR WAGES, AND THE MOST RECENT THREE-YEAR COHORT DEFAULT RATE, IF APPLICABLE, PRIOR TO SIGNING THIS AGREEMENT.

STUDENT’S INITIALS_____

I CERTIFY THAT I HAVE RECEIVED THE CATALOG, SCHOOL PERFORMANCE FACT SHEET, AND INFORMATION REGARDING COMPLETION RATES, PLACEMENT RATES, LICENSE EXAMINATION PASSAGE RATES, SALARY OR WAGE INFORMATION, AND THE MOST RECENT THREE-YEAR COHORT DEFAULT RATE, IF APPLICABLE, INCLUDED IN THE SCHOOL PERFORMANCE FACT SHEET, AND HAVE SIGNED, INITIALED, AND DATED THE INFORMATION PROVIDED IN THE SCHOOL PERFORMANCE FACT SHEET.

THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

STUDENT’S INITIALS_____

I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION’S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

Student’s Signature

Dated

Representative for California College of Early Childhood Education

Dated