



# Broker College

EDUCATING LIFE'S ADVISORS™

## ENROLLMENT AGREEMENT

Broker College • 11152 Huron Street #207,  
Northglenn, CO 80234 • (303) 451-9888

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board

### General Information

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

### Program/Course Date

Program/Course \_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Total Hours \_\_\_\_\_

Start Date \_\_\_\_\_ Completion \_\_\_\_\_

### Type of Instruction

Classroom \_\_\_\_\_ Correspondence \_\_\_\_\_ On-line \_\_\_\_\_

### Tuition & Fees

Tuition \$ \_\_\_\_\_ Fees \$ \_\_\_\_\_ Books/Supplies/Equipment \$ \_\_\_\_\_  
*Subject to cost change and non-refundable*

Total Cost of Program \$ \_\_\_\_\_

### Schedule of Payments

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

By signing below, the student agrees to pay (Broker College, hereafter referred to as the school) the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of Catalog No. \_\_\_\_\_ Volume \_\_\_\_\_ Dated \_\_\_\_\_ ("the catalog"). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the \_\_\_\_\_ (Educational Document) to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the school or the student requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the schools' refund policy and all applicable laws and rules concerning the Private occupational Education Act of 1981.

### Refund Policy

Students not accepted to the school and students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$100.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the last date of recorded attendance.

### Refund Table

Student is Entitled to Upon Withdrawal/Termination	Time Enrolled	Refund
Within first 10% of program	One Week	90% less cancel charge
After 10% but within first 25% of program	One Week to 3 ½ Weeks	75% less cancel charge
After 25% but within first 50% of program	3 ½ weeks to 7 weeks	50% less cancel charge
After 50% but within first 75% of program	7 weeks to 10 ½ weeks	25% less cancel charge
After 75%	After 10 ½ weeks	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher education, 1380 Lawrence St., Suite 1200, Denver, CO 80204, (303) 894-2960.

**There is a two-year limitation on the Division taking action on student complaints.**

5. The policy for granting credit for previous training shall not impact the refund policy.

**I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School's Licensed Agent

\_\_\_\_\_  
Date