

**CCS Learning Academy**  
**13475 Danielson Street, Suite 220 Poway, CA 92064**  
 (828) 208-4131  
 (Classroom instruction is provided online and at the above address)

**Enrollment Agreement**

Student Name \_\_\_\_\_ Student Identification Number \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Country \_\_\_\_\_

Program/s Being Enrolled In (indicate by checking the leftmost box below)

<input checked="" type="checkbox"/>	Program Name	Clock hours	Fees
<input type="checkbox"/>	Microsoft Business Intelligence Services and Tableau - Comprehensive	320	\$12,495.00
<input type="checkbox"/>	Data Warehouse (OLAP) Design Techniques	25	\$860.00
<input type="checkbox"/>	ETL Design Techniques	25	\$860.00
<input type="checkbox"/>	SQL Server Integration Services (SSIS)	100	\$3,290.00
<input type="checkbox"/>	SQL Server Analysis Services (SSAS)	40	\$1,346.00
<input type="checkbox"/>	SQL Server Reporting Services (SSRS)	40	\$1,346.00
<input type="checkbox"/>	Power BI	20	\$698.00
<input type="checkbox"/>	Data Visualization using Tableau	70	\$2,318.00
<input type="checkbox"/>	Microsoft SQL Server Programming and Administration - Comprehensive	240	\$10,495.00
<input type="checkbox"/>	Database (OLTP) Design Techniques	30	\$1,298.00
<input type="checkbox"/>	SQL Server Programming, Basic	100	\$4,210.00
<input type="checkbox"/>	SQL Server Programming, Advanced	70	\$2,962.00
<input type="checkbox"/>	SQL Server Administration	40	\$1,714.00

Program Start Date \_\_\_\_\_ Program Scheduled Completion Date \_\_\_\_\_

**Period Covered by the Enrollment Agreement**

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

**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. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 13475 Danielson Street, Suite 220 Poway, CA 92064 or by email to [training@ccslearningacademy.com](mailto:training@ccslearningacademy.com). If the

student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Distance Education Programs:**

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

The student must exercise his or right to cancel or withdraw by \_\_\_\_\_

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

**Notice Regarding Distance Educational Programs – 10 Day Response Policy**

The school will transmit your first lesson and other materials to you within seven days after your admission. This institution will transmit all of the lessons and other materials to you if (A) you have fully paid for the educational program; and (B) if after having received the first lesson and initial materials, you request in writing that all of the materials be sent. If this institution transmits the balance of the materials per your request, this institution shall remain obligated to provide other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you. This institution shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

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."

**Student Tuition Recovery Fund Disclosures.**

"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."

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at CCS Learning Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the \_\_\_\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 you may seek to transfer after attending CCS Learning Academy to determine if your certificate will transfer.”

**Notice:**

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau’s Internet Website at www. bppe.ca.gov. 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

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Web Site: www.bppe.ca.gov  
Telephone and Fax: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

**Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

If an institution has collected money from a student for transmittal on the student’s behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student’s withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student’s withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student’s account within 45 days after the date of the student’s completion of, or withdrawal from, the educational program in which the student was enrolled.

**FEES**

Total Program Tuition	\$ _____
Textbooks & Materials (non refundable)	\$ _____
Registration Fee (non refundable)	\$ _____
STRF Fee (non refundable)	\$ _____ (\$0 cents per \$1,000 of institutional charges)

\*Transcript Fee: \$25 (2 copies)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \_\_\_\_\_  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \_\_\_\_\_  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \_\_\_\_\_

If a 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.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the 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.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

The terms and conditions of this agreement are not subject to amendment or modification by oral agreement. I, the undersigned, purchaser of the program of training, have read, understand and agree to the terms and conditions contained herein and with my signature, I certify having received an exact copy of this agreement, a copy of the school catalog and school performance fact sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this agreement. This enrollment agreement is a legally binding instrument when signed by the student and accepted by the school. **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.

X Student's Signature \_\_\_\_\_ Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_

School Official's Signature \_\_\_\_\_ Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_