



ENROLLMENT AGREEMENT

This **Enrollment Agreement** is made between **California Trinity School of Business**, hereinafter **School**, and
Last Name: _____ First Name/Middle Name _____, hereinafter **Student**.
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email: _____

ENROLLMENT AGREEMENT COVERAGE PERIOD

This Enrollment Agreement covers the period taken for the program completion time, i.e. beginning from the date the student signs the agreement until the student graduates or is being terminated from the program or upon his or her cancellation of the program.

PROGRAM SELECTED: MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) is a 52 quarter units or 572 hours program. California Trinity School of Business awards academic units based on quarter credit hours. One unit of credit for each 50-minute class session per week. For each credit in the graduate program, the student is expected to complete a minimum of two hours of academic work outside of class each week. A quarter typically consists of 10 weeks excluding final exam week. Successful graduates of the program will be awarded a degree in Master of Business Administration.

The School reserves the right to refuse any applicant for not meeting the admission requirements of the MBA program.

SCHEDULED COMPLETION DATE

Assuming a full-time continuous enrollment and no transfer of credit the anticipated graduation date is 24 months or 8 quarters from commencement of program. Transfer of credit, enrollment below full-time status and breaks in continuous enrollment will affect the anticipated graduation date. Program Start Date: _____, and scheduled Completion Date: _____.

CLASS LOCATION

All classes will be conducted at 2333 Beverly Boulevard, Los Angeles, CA 90057.

PROGRAM HOURS AND COURSE SCHEDULE

Class hours will be from:

Monday to Friday: 2:00 PM - 6:00 PM
6:00 PM - 10:00 PM
Saturdays: 10:00 AM - 2:00 PM
2:00 PM - 6:00 PM

All course schedules are subject to change during the start and completion dates. The student will be duly notified and offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be provided. The School reserves the right to withdraw a scheduled program if enrollment is insufficient to make up a class. All monies paid will be refunded less the application fee.

The School reserves the right to postpone training in the event of a national disaster, acts of God, such as fire, flood, earthquake and/or labor disputes, equipment failure, for a maximum of 30 days. The student will be duly notified and compensated if applicable.

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization, as necessary, with approval of the Bureau for Private Postsecondary Education (BPPE); if required. Such changes may be required to keep pace with technological advances, and/or to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for currently attending students.

DISCLAIMER OF EMPLOYMENT GUARANTEE

The School does not offer job placement services and provides no guarantee of employment to students of the program.

GROUND FOR CANCELLATION/TERMINATION BY SCHOOL

The student's enrollment may be terminated at the request of the Chief Academic Officer, if the student's academic progress, behavior, absences, tardiness do not conform to the requirements, rules and regulations of the School, as stated in the School Catalog, the extent of the Student's tuition obligation will be in accordance with the School's Refund Policy.

STUDENT TUITION RECOVERY FUND DISCLOSURES

(a) A qualifying institution shall include the following statement on both its enrollment agreement and School Catalog:

“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.”

Effective **April 1, 2022**, the non-refundable Student Tuition Recovery Fund (STRF) assessment rate has been changed to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges for each quarter.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT’S RIGHT TO CANCEL. The student has the right to cancel the enrollment agreement and obtain a refund of all charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later.

Last date to Cancel/Withdraw for full refund: _____ **Student Initial:** _____ **Date:** _____

The student has the right to withdraw at any time from the course of instruction after the cancellation period and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if student reaches 60% completion or less of the period of attendance. The amount of the refund is determined by deducting the application fee from the total tuition charge, then dividing the remainder by the number of hours in the period of attendance to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, including the non-refundable application fee.

A student should send either through postal mail, hand deliver or fax a written notice of cancellation or withdrawal addressed to the School Registrar at California Trinity School of Business 2333 Beverly Blvd, Los Angeles, CA 90057. The cancellation or withdrawal will take effect by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

Any refunds due will be made by the School within 30 calendar days from the effective date of cancellation or withdrawal.

In order to ensure that students are fully informed of their rights and procedures for recovering tuition refunds, a copy of the School’s Cancellation/Withdrawal Policy is provided to each student upon registration. In compliance with the applicable California Education Code (Section 94919), the School’s cancellation/withdrawal and refund policy is also fully disclosed in the enrollment agreement.

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.

LOANS NOTICE

California Trinity School of Business does not offer any state or federal loan guarantees; no loans of any kind are offered at this school. 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.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Trinity School of Business is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Business Administration program is also at the complete discretion of the institution to which you may seek to transfer. If the degree 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 California Trinity School of Business to determine if your degree will transfer.

RECEIPT OF DOCUMENTS

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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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 Signature: _____ Date: _____

LANGUAGE

If English is not your primary language, and you are unable to understand the terms and conditions of the enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation, withdrawal and refund policies in your primary language. Please contact the Admissions Office for this service: (213) 484-4440 or admin@catu.edu

FEES AND CHARGES

The student is responsible for the following fees and charges pertaining to the program's required course of study completed during the designated enrollment period. The School reserves the right to change tuition and students will receive advanced notice of any changes in fees/tuition one quarter prior any tuition changes will take effect. The following fees are estimates and are subject to change. Students will receive advance notification of any changes.

Admission Fee	
Application Fee (Non-Refundable)	200.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$ 200.00
Estimated Charges per Quarter	
Tuition (\$200 per quarter unit x 8 quarter units)	1,600.00
Student Tuition Recovery Fund (STRF) Fee (Non-Refundable)	5.00
Books	150.00
Supplies	50.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (QUARTER)	\$ 1,805.00
Estimated Total Charges for the Entire MBA Program	
Application Fee (Non-Refundable)	200.00
Tuition (\$200 per quarter unit x 52 quarter units)	10,400.00
STRF Fee (Non-Refundable)	30.00
Books	975.00
Supplies	325.00
Student ID	20.00
Graduation Fee/Diploma	300.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 12,250.00

PAYMENT TERMS FOR TUITION AND FEES

Payment may be made by cash, credit card (Visa, Mastercard, Discover, American Express), check or money order unless other arrangements are made. Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign a separate tuition payment arrangement plan per quarter specifying monthly installment amounts and due dates.

RENEWAL

I understand and agree that this agreement is executed at the time of my initial enrollment at California Trinity School of Business and that my enrollment in subsequent quarters shall constitute a renewal of the terms of this Agreement, except for tuition and fees which may be subject to change.

LEGALLY BINDING CONTRACT

The agreement is a legally binding instrument when signed by the student and accepted by the School. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the School's cancellation, withdrawal and refund policy; (b) a School Catalog that includes a description of the educational services, including all material facts concerning the School and the program, which are like to affect your decision to enroll.

ACKNOWLEDGEMENT

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

I ACKNOWLEDGE THAT:

1. I HAVE READ AND RECEIVED A COPY OF THE ENROLLMENT AGREEMENT;
2. I HAVE READ AND RECEIVED A COPY OF THE SCHOOL CATALOG AND UNDERSTOOD AND AGREE TO THE SCHOOL'S ACADEMIC AND ADMINISTRATIVE POLICIES PUBLISHED IN THE CATALOG.
3. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY AND ALL CHARGES INCURRED NO MATTER WHICH PAYMENT OPTION I HAVE CHOSEN;

Signature of Applicant

Date

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution's cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements of the California Education Code.

This agreement is accepted by:

School Admissions Officer

Date

This School has not had any pending petition in bankruptcy and has not filed a petition within the preceding five years nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

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 (BPPE) by mail at PO BOX 980818, W. Sacramento, CA, 95798-0818 or Physical Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, website: www.bppe.ca.gov, Telephone: (916) 574-8900 or (888) 370-7589, 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.