

ENROLLMENT AGREEMENT DISCLOSURE CHECKLIST

# Introduction

This Enrollment Agreement Disclosures Checklist is intended to be used and submitted with institutions’ Self-Evaluation Report to verify compliance with DEAC enrollment agreement requirements. Institutions should select either yes, no, or not applicable next to the following disclosures.

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| **Enrollment Agreement Disclosures** | **Elements** | **Page Number** | **Yes** | **No**  | **N/A** |
| Language of Instruction | Enrollment Agreement is provided to students in the language(s) of instruction  | Response |[ ] [ ] [ ]
| Heading | Statement indicating document is an enrollment agreement or similar contractual document | Page Number |[ ] [ ] [ ]
| Institution Name and Address | Institution full street address, telephone number, and website address | Page Number |[ ] [ ] [ ]
| Student’s Information | Student’s full name, address, and any other applicable contact information | Page Number |[ ] [ ] [ ]
| Name of Educational Offering | Full name of course/program | Page Number |[ ] [ ] [ ]
| Name of Credential Awarded | Full name of the credential awarded upon course/program completion | Page Number |[ ] [ ] [ ]
| Institution’s Obligations | Summary of education and services provided under the enrollment agreement (e.g., tuition, fees, services, instruction) | Page Number |[ ] [ ] [ ]
| Student’s Rights, Responsibilities, and Obligations | Expectations of students | Page Number |[ ] [ ] [ ]
| Term Length of Agreement  | Indication of the enrollment agreement’s term length via termination date and conditions for extending or reinstating agreement or statement of maximum program length. Maximum program length can be no more than 1.5 times the typically required time to complete the program and not less than one year.  | Page Number |[ ] [ ] [ ]
| Student’s Signature and Date | Students must sign and date the enrollment agreement or similar contractual document | Page Number |[ ] [ ] [ ]
| Complaint/Grievance Policy | Student complaint/grievance policy, including DEAC contact information (if accredited) | Page Number |[ ] [ ] [ ]
| If Guarantor is Required | If the student is borrowing money, the guarantor’s signature and statement of guarantor’s obligations are required | Page Number |[ ] [ ]  [ ]   |
| Institution’s Acceptance | Institution must indicate acceptance of enrollment agreement or similar contractual document (e.g., signature and date block or stamp) | Page Number |[ ] [ ] [ ]
| DEAC Accreditation | If mentioned, institution provides DEAC’s contact information (mailing address, telephone number, and web address) | Page Number |[ ] [ ] [ ]
| Acceptance of Transfer Credit Disclosure Statement | Disclosure that the transfer of institutional credits to other institutions is at the discretion of the other institution | Page Number |[ ] [ ] [ ]
| Tuition/Fees | Complete listing of all tuition and associated fees, including textbooks and in-residence program component costs (if applicable), for the entire program covered by the enrollment agreement | Page Number |[ ] [ ] [ ]
| Cancellation | Notification of cancellation requirements, cancellation period, cancellation before starting program, and receipt of materials upon cancellation | Page Number |[ ] [ ] [ ]
| Refund Policy | Refund policy, refund within 30 days, sample refund calculation.  | Page Number |[ ] [ ] [ ]
| Financial Assistance and Payment Plans  | State or federal financial student assistance including Title IV disclosures.Any payment plans offered, if contract is separate from enrollment agreement, must be referenced in enrollment agreement.  | Page Number |[ ] [ ] [ ]
| Scholarships | If awarded at the time of Agreement completion, scholarship type, total amount, and the actual reduction in the costs that would have otherwise been charged | Page Number |[ ] [ ] [ ]
| Discounts | Well-defined groups, discounted price, non-discounted price, offering discounts, refunds on discounts | Page Number |[ ] [ ] [ ]
| Collections | Collection procedures reflect sound and ethical business practices. | Page Number |[ ] [ ] [ ]
| Truth-in-Lending (TILA) Disclosures, as applicable | List all applicable Truth-in-Lending (TILA) Disclosures as required by state and federal regulation. Note: The following factors are grounds for an institution to be potentially subject to TILA requirements:* Allowing students to pay tuition and fees in more than four installments during the length of the agreement,
* Payments are subject to finance charges (late payment fees, interest, per-payment fees), or
* Students are provided discounts for payments made in large installments.

In addition, if none of the factors are applicable, an institution may still be subject to TILA requirements if the total cost of the agreement exceeds the [TILA Regulation Z exemption threshold](https://www.consumerfinance.gov/rules-policy/final-rules/truth-lending-regulation-z-threshold-adjustments/), or if the institution offers payment plans to 25 or more students per year. | Page Number |[ ] [ ] [ ]