



Contractors License Courses

576 B Street, Suite 2-B; Santa Rosa, CA 95401

Tel: (707) 578-8877 • Fax: (707) 578-0607

Email: staff@contractorslicensecourses.org

ENROLLMENT AGREEMENT

NAME: _____ **DATE:** _____ **COURSE:** _____

1.) I am enrolling for the course listed above. I understand that each course consists of a manual I may keep, a set of practice exams, and recorded lectures as may be provided by the Contractors License Courses ("School"). I understand that the instructional CDs, DVDs, Online Exams, and texts offered by the School ("Instructional Materials") are protected by copyright. I agree not to reproduce Instructional Materials in whole or in part by any means or for any purpose, and I agree not to release them to any other person. I agree to pay the balance of fees, if any, no later than the start of the trade course, or within two (2) months from the date of enrollment, whichever occurs sooner. I agree to pay a fee of \$35 for all dishonored checks.

2.) School agrees that, if the State will not allow me to take my exam (s) due to lack of qualifying experience, or if the State waives my exam after I have submitted my application, School will refund all funds paid to it on my behalf except for the cost of Instructional Materials. I understand that I am separately responsible for all fees due to the Registrar of Contractors, for all bond fees and fingerprinting costs, and for the truthfulness of all information provided to the School.

3.) If I fail one or both of the State exams, School agrees that I may continue studies at this School without additional fees due to the School. School agrees that I am not subject to a time limit for studying at the School. However, if I have delayed studying long enough for the School to have substantially revised its manuals/CDs/DVDs, I agree to reimburse the School for the cost of replacement Instructional Materials at a cost not to exceed \$175 per trade or law set if I request an updated set. The same fee applies to replacement of lost Instructional Materials. I understand that I am responsible for all reapplication and/or rescheduling fees payable to the Registrar of Contractors.

NOTE: To qualify for the contractor's license exam(s), an applicant must have acquired at least four (4) years of journeyman level experience in his/her trade within the past ten (10) years. Certain college credits and apprenticeship training may be counted toward this requirement, no matter when they were acquired. By checking this box, I confirm that I meet the experience requirement to qualify for the contractor's license exam.

PLEASE CONTACT OUR OFFICE PRIOR TO YOUR EXAM TO RECEIVE UPDATES

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Superintendent of Public Instruction, State Department of Education, 1430 N Street, Sacramento, CA 95814. Phone: (916) 319-0800.

Student Signature

Contractors License Courses Signature

Mailing Address

City

State

Zip

Telephone

Email Address

For School Use Only

TUITION: \$ _____ **PAID: \$** _____ **BY** _____ **BALANCE: \$** _____



Contractors License Courses

576 B Street, Suite 2-B; Santa Rosa, CA 95401

Tel: (707) 578-8877 • Fax: (707) 578-0607

Email: staff@contractorslicensecourses.org

REFUND POLICY

Upon written cancellation of enrollment delivered to the School in person or by certified mail within three (3) working days after signing the enrollment agreement, and prior to the date the enrollee is scheduled to start classes, the student shall be refunded all monies paid. The refund to be allowed more than three (3) days after enrollment shall be determined by the following formula:

PERCENT OF ATTENDANCE TIME TO TOTAL TIME OF COURSE	AMOUNT OF REFUND
Up to 10% or 2 hours	90%
Up to 25% or 5 hours	75%
Up to 50% or 10 hours	50%
Over 50% or 11 hours	No refund

The refund shall be made upon return of all Instructional Materials in usable condition. If Instructional Materials are returned in unusable condition, their cost will be retained by the School. "Total Time of Course" means sixteen (16) weeks following date of enrollment or twenty (20) hours of instruction at School.

"Attendance Time" is the time between the student's enrollment date and the date on which the student formally cancels enrollment, whether or not the student actually takes instruction at the School premises.

STATE OF CALIFORNIA **STUDENT TUITION RECOVERY FUND**

California Law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94923 et seq.). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records that will allow the percentage of the course that has been completed. Such records will substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within sixty (60) days following school closure. For further information or instructions, contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (888) 370-7589 · Email STRF@dca.ca.gov · www.bppe.ca.gov