



## ENROLLMENT AGREEMENT

This agreement is legally binding when signed by the student and accepted by the institution (CCSC). If English is not your primary language and you cannot easily understand this agreement, disclosures or other statements, please contact your program coordinator for assistance. A translated copy of this document is available in Chinese upon request.

This enrollment agreement is valid until \_\_\_\_\_ . \_\_\_\_\_  
Student's initial

Name: \_\_\_\_\_  
Last First Middle name

### Program Information

Please check the program that you will enroll into:

Program	Total Clock Hours*	Time to Completion
<input type="checkbox"/> Chinese Cooking (CCC)	540 (360 Kitchen + 180 VESL)	18 Weeks
<input type="checkbox"/> Western Cooking (WCC)	360	18 Weeks
<input type="checkbox"/> Japanese Cooking (JCC)	80	10 Weeks
<input type="checkbox"/> Bartending/Barista Training (BTC)	110	11 Weeks

Please check the session that you will enroll into:

Session	Program	Session Start Date – Completion Date
<input type="checkbox"/> Fall 2021	Chinese Cooking (CCC)	/ /2021 - / /2021
	Western Cooking (WCC)	/ /2021 - / /2021
	Japanese Cooking (JCC)	/ /2021 - / /2021
	Bartending/Barista Training (BTC)	/ /2021 - / /2021



<input type="checkbox"/> Spring 2022	Chinese Cooking (CCC)	/ /2022 - / /2022
	Western Cooking (WCC)	/ /2022 - / /2022
	Japanese Cooking (JCC)	/ /2022 - / /2022
	Bartending/Barista Training (BTC)	/ /2022 - / /2022

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### Fees, Charges & Expenses

The total charge for the CCC or WCC program is **\$5,500**. This amount covers the full period of attendance (**18 weeks for CCC and for WCC**).

<b>Breakdown of Student Costs for CCC or WCC program</b>		
<b>Fees</b>	<b>Amount</b>	<b>Note</b>
Tuition	\$3,000	
Registration fee	\$100	<i>Non-refundable</i>
Equipment	\$600	
Supplies/Kits	\$1,500	
Textbooks and Handouts	\$200	
Uniform	\$100	<i>Non-refundable if used</i>
Student Tuition Recovery Fund fee	\$0.50 per \$1,000 of institutional charges	<i>Non-refundable</i>
<b><u>TOTAL</u></b>	<b>\$5,500</b>	

The total charge for the JCC program is **\$3,100**. This total charge covers the full period of attendance (**10 weeks**).

<b>Breakdown of Student Costs for JCC program</b>		
<b>Fees</b>	<b>Amount</b>	<b>Note</b>
Tuition	\$1,500	
Registration fee	\$100	<i>Non-refundable</i>
Equipment	\$300	
Supplies/Kits	\$1,000	
Textbooks and Handouts	\$100	
Uniform	\$100	<i>Non-refundable if used</i>
Student Tuition Recovery Fund fee	\$0.50 per \$1,000 of institutional charges	<i>Non-refundable</i>
<b><u>TOTAL</u></b>	<b>\$3,100</b>	



### **Fees, Charges & Expenses *continued***

The total charge for the BTC program is **\$2,800**. This amount covers the full period of attendance (**11 weeks**).

<b>Breakdown of Student Costs for BTC program</b>		
<b>Fees</b>	<b>Amount</b>	<b>Note</b>
Tuition	\$1,800	
Registration fee	\$100	<i>Non-refundable</i>
Equipment	\$200	
Supplies/Kits	\$500	
Textbooks and Handouts	\$100	
Uniform	\$100	<i>Non-refundable if used</i>
Student Tuition Recovery Fund fee	\$0.50 per \$1,000 of institutional charges	<i>Non-refundable</i>
<b><u>TOTAL</u></b>	<b>\$2,800</b>	

### **Notice Concerning Program Funding**

CCSC is a proud service provider for the San Francisco Office of Economic and Workforce Development (OEWD). If the applicant meets the eligibility criteria set forth by OEWD, the program fees listed above will be subsidized by OEWD. Eligible participants may only be responsible for the \$100 registration fee, \$25 for the uniform, and at maximum, 35% of the Supplies/Kits cost, subject to the availability of funds in the fiscal year. Discuss your eligibility with the Program Coordinator before signing this Enrollment Agreement.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of the credits you earn at CCSC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 is 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 CCSC course(s) to determine if your certificate will transfer.



### **Location of Instruction**

*CCC, WCC and JCC Kitchens: 731-735 Commercial Street, San Francisco CA 94108*

*BTC Bar Training: 735 Commercial Street, San Francisco CA 94108*

*Lecture Room for All Programs: 731 Commercial Street, San Francisco CA 94108*

*Job Readiness Training and Other Program Support: 747 Commercial Street, San Francisco CA 94108*

### **Distance Learning Education**

The student will receive the first lesson and any materials within seven days of enrolling in a distance education course. All lessons and materials for the course will be transmitted to the student if the student has fully paid for the educational program and, after receipt of the first lesson and initial materials, requests in writing that all of the materials be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date a 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.

### **Right to Contact the Bureau for Private Postsecondary Education**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by CCSC may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or (916) 574-8900 or by 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](http://www.bppe.ca.gov).

### **Student Tuition Recovery Fund**

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.



### **Course Catalog and School Performance Fact Sheets**

Prior to signing this enrollment agreement, you must be given a course 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.

Please initial this statement.

\_\_\_\_\_

I certify that I have received the course 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'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. CCSC will refund 100 percent of the amount paid for institutional charges, less the \$100.00 non-refundable registration fee, if a notice of cancellation is submitted to the Program Director prior to close of business on Monday of the second week of the session

In addition, the student may withdraw from the training after instruction has started by submitting a Notice of Cancellation and receive a prorated refund for the unused portion of the tuition and other refundable charges if the student has completed 75% or less of the instruction.

If the student receives federal student aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds only.

Costs and fees paid by the San Francisco Office of Economic and Workforce Development or other federal student financial aid program funds will be refunded back to the agency - the student is not entitled to a refund of these monies.

Date by which student must exercise his or her right to cancel or withdraw: \_\_\_\_\_.

## **Loan Agreement**

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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. 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; or
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.



## RECAP OF TOTAL CHARGES

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ \_\_\_\_\_

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ \_\_\_\_\_

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ \_\_\_\_\_

## AGREEMENT & SIGNATURES

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.

This agreement is accepted by:

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**Student Signature**

Printed Name

Date

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**Authorized CCSC Official**

Printed Name

Date