

**OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS
ENROLLMENT AGREEMENT CHECKLIST**

Applies to: Original and Change Submissions	Fee: None
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Select One: New School

Changing the existing Enrollment Agreement on file and already-approved by the OBPVS.

School Name: _____

INSTRUCTIONS

The following (13) items, at a minimum, **must** be part of the Enrollment Agreement. On this Form, indicate the Enrollment Agreement's page and paragraph number for each item. **On a copy of the Enrollment Agreement DRAFT, cross-reference the item number and highlight or underline the location.**

For changes only, include an attached sheet with a brief, narrative description of the nature of each change and whether the change is to REVISE, ADD, or DELETE information.

	<u>Item Included in Paragraph # on Page Number(s)</u>	<u>Check if Changed</u>
1.	Name and address of school. _____	<input type="checkbox"/>
2.	Effective date of Enrollment Agreement (month, day, year) _____	<input type="checkbox"/>
3.	Student's name and address. _____	<input type="checkbox"/>
4.	Starting date of course or program. _____	<input type="checkbox"/>
5.	Student's signature. _____	<input type="checkbox"/>
6.	Signature of school official. _____	<input type="checkbox"/>
7.	Title of course or program. _____	<input type="checkbox"/>
8.	Total number of hours in the course or program. _____	<input type="checkbox"/>
9.	Total cost of the course or program. _____	<input type="checkbox"/>
10.	Payment schedule. _____	<input type="checkbox"/>
11.	Refund Policy (to comply with OAC 565:10-11-3), including the Three-day Cancellation Policy. _____	<input type="checkbox"/>
12.	Statement that student read and understands the agreement. _____	<input type="checkbox"/>
13.	Holder in Due Course Rule. _____	<input type="checkbox"/>

I certify that the attached Enrollment Agreement contains all information required by **OAC 565:10-11-4(a)(1)(A)** through **(J)** and that all statements and policies are true and correct and in compliance with the Rules in **OAC 565:1, et seq.** and **OAC 565:10, et seq.** I understand that submitting false, misleading, or incomplete information may result in a fine and/or revocation or denial of the school's license. **I understand that any future change(s) made to the Enrollment Agreement must be shall be submitted to the OBPVS prior to use, for advance approval.**

Signature of Authorized Administrative Official

Date

Type or clearly print Name and School Title