



2017 STUDENT ENROLLMENT CONTRACT

First Name: _____ Last Name: _____

Street Address: _____

City, State and Zip: _____

Phone #: _____

Email: _____

This enrollment contract states my intent to participate in a program of study at Maselle Career College. I understand that my continuous enrollment in this program and maintenance of a 70% (or equivalent) grade average is required to uphold this contract.

This contract references tuition cost, withdrawal and refund policies, completion percentage, percentage of student mastery of program study goals, percentage of graduates employed in their field of study within six (6) months after completion of their program of study. Our school catalog contains the following policies and information:

- Admission requirements (p. 8)
- Recruiting policies (p. 12)
- Academic calendar (p. 37)
- Grading system (p. 17-18)
- Graduation/Completion Policy (p. 18-19)
- Programs of study lengths (p. 21)
- Program objectives (pp. 22-35)
- Licensing requirements for jobs (p. 12)
- Student support services (p. 11-12)
- Campus security policy (p. 16)
- School refund policy (p. 10-11)
- Withdrawal procedure (p. 10)

Please ensure that you read and understand this information, as well as the refund policy prior to enrolling. Should you have any questions, you can contact us at 601-724-8550 or at support@masellecollege.com

INSTITUTION DISCLOSURE OF INFORMATION FORM (CPSCR FORM 14)

During the past two years (2014-2016), **86%** of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.

During the past two years, **95%** of our students were employed in their field of study or a related field within (6) months after completion of or graduation from their program of study.

During the past two years, **90%** of our students mastered institutionally designed or nationally required exams for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from our institution: N/A

The following program(s) of study are offered online at the indicated cost:

Program of Study	Course Cost* All courses online
Principles of Real Estate course-60 Hours	\$195
Post License Sales Agent course – 30 Hours	\$155
Real Estate Continuing Education courses 2-16 Hours (bundled)	2-Hr: \$29.00 8-Hr (elective): \$30.00 8-Hr (required): \$75.00

Withdrawal and Refund Policies

The registration fee will be refunded to any applicant who has paid such a fee and is not admitted a course or program for any reason. Any registration fee charged will be refunded to any applicant who cancels his/her enrollment agreement within five (5) calendar days after the date of signing the enrollment agreement. A student who begins classes and then withdraws prior to the end of any course will be granted a refund according to the policy of the Mississippi Commission on Proprietary Schools.

The Mississippi Propriety School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 57-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

75-60-18. When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students who Withdraw on or before the first day of class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students AFTER Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending propriety institutions who incur financial obligations for a period of (12) months are less shall be as follows:

(i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;

(ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;

(iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and

(iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

The student acknowledges by signature that this information has been provided and that the student fully understands all material provided.

X _____
Signature of Prospective Student

Date: _____

X _____
Signature of School Official

Date: _____

X _____
Title of School Official

Date: _____