

STUDENT ENROLLMENT AGREEMENT



Welcome...this is your official Penn Foster Enrollment Agreement. Please verify and as necessary correct and complete the information that you provided to us below. Then sign, date, and return all pages of this agreement in the enclosed postage-paid envelope. You can also fax all pages of this Enrollment Agreement to 570-961-4030.

48110105 FINANCIAL ACCOUNTING, (1-5 LESSONS)
08430799 23724446 BA 10184 500 001 001 20220804 Q419212 650 TT107

Student Name
12345 Street
City, WV 25678-

Please review and correct or complete the required information below.

1. STUDENT INFORMATION FOR PENN FOSTER COLLEGE PROGRAM:

Based upon the information you provided, our records show that your birth date is 08/11/2000, your phone number is () - and your email address is STUDENTNAME@PENNFOSTER.EDU.

You also stated that you have a High School Diploma or GED. Please complete the following:

Your name as it appears on diploma or GED: _____ Date achieved: _____
Name/Address of High School (if applicable): _____

You were also informed that the College Program is offered online only and that communications relating to the Program will typically be made via email, text, or telephone (including autodialing) and you confirmed that you have the telephone, high speed internet access, and technology requirements on the website and in the student catalog necessary to participate in and complete the Program and receive Program communications.

Please note that you may be eligible to receive transfer credits for college courses you have already completed. Penn Foster reduces tuition by \$79.00 for each full credit college course approved by Penn Foster for transfer credit. Please see the next page for rules and instructions on how to apply.

2. PAYMENT PLAN:

You chose our Full Pay Plan. Total Program Price: \$399.00 (Tuition: \$399.00). Please see the next page for further details on your payment plan and Program Price.

3. METHOD OF PAYMENT:

\$399.00 has been charged to your VISA. Thank you.

Credit Card Information: Your credit card number is XXXXXXXXXXXX3528 and 04/24 is the expiration date that appears on your card.

4. YOUR SIGNATURE (AND SIGNATURE OF GUARANTOR IF YOU ARE UNDER THE LEGAL AGE WHERE YOU LIVE):

This Enrollment Agreement includes the terms set forth above and the additional terms on the back side of this page. By signing the Enrollment Agreement, as a student or as a guarantor (as applicable), you are confirming that you (a) have read both pages of this Enrollment Agreement, the Student Catalog located at www.pennfoster.edu/college and the Program Description located at www.Courses.PennFosterCollege.edu, (b) understand that you will be responsible for the payment of the Program Price for your first Semester as set forth above and any other fees you may incur (such as late fees) as described on the next page, (c) reviewed the state education professional licensing requirements where you live (go to <https://www.pennfoster.edu/college/wiki/state-licensing> for useful state licensing board information), and (d) read the technology requirements for this program on the website and in the student catalog. This Agreement is not valid until it has been accepted by Penn Foster. Once accepted, you will be emailed your Student Login number that will allow you to get started in the Program and access a printable copy of this Agreement for your records. Penn Foster College or any of its agents may contact me, as student or guarantor, regarding any matter using the land line, mobile phone (either by calling or texting) or email address that I have provided; standard text messaging rates may apply. Penn Foster or any of its agents may contact me, as student or guarantor, regarding any matter using the land line, mobile phone (either by calling or texting) or email address that I have provided; standard text messaging rates may apply.

Student Signature X Social Security Number _____ Date _____

If you are under the legal age in your state when you enroll in the Program, your parent, legal guardian, or other responsible person over age 21 must sign below and must agree to be responsible for your payment obligations for the Program.

Guarantor Statement: To induce Penn Foster to accept the enrollment of the student identified above, I guarantee prompt and full payment of all tuition and fees outlined in this Enrollment Agreement and agree to be bound by its terms and conditions. I further understand that if the student identified above is legally authorized to enter into a binding legal contract, a guarantor is not required. I nonetheless voluntarily commit to provide the guaranty set forth above, confirm that I have read the **Notice to Guarantor** on the next page, and agree to be bound by the terms of the guaranty.

Signature of Guarantor: _____ Print Name: _____ Date of Birth: _____

Address: _____ Social Security Number: _____

Email Address: _____ Telephone Number(s): _____

For Registrar's Use Only: _____

14300 N. Northsight Blvd., Suite 125, Scottsdale, AZ 85260

Course Description:

A full description of the Penn Foster College course identified on the front of this Enrollment Agreement (the "Program") and the Student Catalog can be found at www.pennfoster.edu/college. A proctored exam and/or prerequisite course(s) may be required for completion of this course. Penn Foster reserves the right to update or substitute any content or component as appropriate. You will have 6 months to complete the course but may request one six month extension; the fee for each such extension is \$125 (subject to change). Upon successful completion of the course academic requirements and fulfillment of your financial obligations, you will be provided with an official transcript reflecting your performance in the course. Penn Foster reserves the right to academically cancel any student who fails to demonstrate satisfactory progress in the course. Cheating or other violations of the Student Catalog may also result in disciplinary action up to and including the termination of your enrollment.

Course Price:

The Course Price identified on the front of this Enrollment Agreement includes (a) all instructional content, online licensed course materials (for term of license), academic and service support, and examinations (collectively, "Tuition"), and (b) applicable enrollment fees ("Fees") for the course in which you have enrolled. You will also be (a) solely responsible for any costs associated with a required externship, and (b) charged for any replacement printed course material you may require as a result of loss, damage or theft to the original. If your enrollment is terminated because you have violated the terms of this Enrollment Agreement, you will remain responsible for payment of any outstanding balance you may have for Course Tuition and Fees as well as any fees you may incur by reason of lateness or otherwise.

Job Placement: Other Requirements:

Penn Foster College is licensed by the Arizona State Board for Private Post-Secondary Education and is nationally accredited by the Distance Education Accrediting Commission. However, job placement, and/or transferability of College course credits are not guaranteed to graduates of the Course. If you are planning to continue your education with another school, you should check with that school regarding credit transfer policies. Penn Foster will not provide a refund or be liable for any losses that you may incur as a result of your inability to gain employment or admission to any institution, or failure of course credits to transfer to another institution.

Privacy:

Your enrollment and academic records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA).

Cancellation Policy:

You can cancel your enrollment via telephone, email or first class mail to the address or number listed in the "contact us" section of Penn Foster's student portal. Cancellation by telephone within the first 6 days after enrollment must be confirmed by email or first class mail. If you cancel or withdraw from the Course, you will receive a tuition refund, as follows:

- 1) If you cancel after enrolling but before submitting a completed Course assignment, you will receive a refund of all monies paid to Penn Foster;
- 2) If you cancel after completing at least one Course assignment but less than 50% of the Course assignments, you will remain responsible for paying Penn Foster for the following:

- a) 10% of the tuition if you cancel after having completed up to and

including 10% of the Course assignments;

- b) 25% of the tuition if you cancel after having completed more than 10% and up to and including 25% of the Course assignments; and

- c) 50% of the tuition if you cancel after having completed more than 25% and up to and including 50% of the Course assignments.

3) You are responsible for paying and Penn Foster shall be entitled to receive the entire Course Tuition if you cancel (a) more than 6 months after your enrollment, or (b) after completing more than 50% of the Course assignments. All refunds will be issued within 30 days of Penn Foster's receipt of your notice of cancellation. For refund examples go to www.pennfoster.edu/admissions/refund-policy.

Course Materials Copyright Notice:

Penn Foster or its vendors hold all ownership rights in the Course materials. You are strictly prohibited from copying and/or providing to any third party all or any part of the Course materials that Penn Foster provides to you without Penn Foster's prior written consent. If you violate this prohibition, you may be subject to criminal and civil penalties and fines, as well as disciplinary action up to and including expulsion from your course.

Entire Agreement: These terms constitute the entire agreement between Penn Foster and you regarding your enrollment in your Penn Foster course and may be amended only by written agreement between us. These terms shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.

NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery by the debtor shall not exceed amounts paid by the debtor hereunder.

NOTICE TO GUARANTOR:

You have been asked to guarantee payment to Penn Foster for the tuition and fees of the student borrower identified on the front page of this Enrollment Agreement. Think carefully before you do so. If the borrower doesn't pay the full amount of the debt, you will have to pay the unpaid amount. You may also have to pay late fees and collection costs, which increase this amount. Be sure you can afford to pay if you have to, and that you want to accept this responsibility. Penn Foster can collect this debt from you without first trying to collect from the borrower and may use the same collection methods against you that can be used against the borrower. If this debt is ever in default, that fact may become a part of your credit record. You should carefully read all of the provisions of this Enrollment Agreement before you sign it as a guarantor.

COMPLAINTS:

Any questions or problems not satisfactorily answered by the Student Care Department or the Head of Academic Services at Penn Foster College (570-342-7701) should be directed to (i) the State Board for Private Post-Secondary Education, AZ Department of Education, 1740 W. Adams Street, Suite 3008, Phoenix, AZ 85007; phone: 602-542-5709; website address: www.azppse.gov; or (ii) the Distance Education Accrediting Commission: website: <http://www.deac.org>; phone: 202-234-5100. As an AZ SARA approved institution, students who have not resolved their complaint through either the institution or these two agencies, may file non-instructional complaints via the AZ SARA portal. See the grievance policy in the catalog for specific instructions.