



Penn Foster College
1-800-471-6666
3133 W. Frye Road
Suite 215

Chandler, Arizona 85226

ENROLLMENT AGREEMENT

Welcome **AdminAssist-Diploma-Sample**. Congratulations on your enrollment! This is your official Penn Foster College Enrollment Agreement. The information you provided to us is reflected below.

Student Information

Name

AdminAssist-Diploma-Sample 021025-1447

Enrollment Date

10 Feb 2025 (UTC)

Address

3133 West Frye Road
Suite 215

Student Number

250210E1Q8

Chandler, AZ 85226
United States

Email

mwheaton+021025-1447@pennfoster.edu

Enrollment Number

250210159C [null]

Date Of Birth

01/01/2001

Program Name

Administrative Assistant

Degree Type

Career Diploma

Below are terms of agreement, which constitute the entire agreement between Education Holdings 1, LLC (hereinafter "Penn Foster College") and you regarding your Enrollment in your Administrative Assistant Career Diploma and may be amended only by written agreement between us.

1. PROGRAM INFORMATION

You are enrolling to receive a Career Diploma in the Administrative Assistant Program (the "Program"). You will have 12 months to complete your program. You have the right to request 6-month extension(s) across the full term of the Program provided the Program is completed within 30 months. The fee for each such extension is \$125.

Based on information you have provided, your highest level of education is High School Diploma/GED.

2. PAYMENT SCHEDULE

Your total cost is \$799, which includes Tuition Charge \$666, Registration Fee \$133 and Finance Charge (as described in the Truth in

Lending Act Private Educational Loan Approval Disclosure below). Books and Supplies are included in the cost of Tuition.

You chose our **Monthly manual** payment schedule. Under this plan, you agreed to pay \$43.12 as your initial payment by card and \$75 each month for 10 months plus a final payment of \$9 towards your total price of \$799. Depending on where you live, you may be charged additional taxes.

3. TRUTH IN LENDING ACT PRIVATE EDUCATION LOAN APPROVAL DISCLOSURE

BORROWER	CREDITOR	RIGHT TO CANCEL
AdminAssist-Diploma-Sample 021025-1447 3133 West Frye Road Suite 215 Chandler, AZ 85226	Penn Foster College 3133 W. Frye Road Suite 215 Chandler, Arizona 85226	You have right to cancel this transaction, without penalty, within 6 days after midnight of the day you enroll. You may cancel by calling us at 1-800-471-6666

Loan Rates & Estimated Total Costs (Administrative Assistant)

*INITIAL PAYMENT	AMOUNT FINANCED	FINANCE CHARGE	ANNUAL PERCENTAGE RATE	TOTAL OF PAYMENTS
The amount you pay upfront	The amount of credit provided to you or on your behalf	The dollar amount the credit will cost you	The cost of your credit as a yearly rate	The amount you will have paid after all payments are made as scheduled including your down payment of \$40. Depending on where you live, you may be charged additional taxes.
\$ 43.12	\$ 759	\$ 0	0 %	\$ 799

**Depending on where you live, your initial payment may include sales tax.*

ITEMIZATION OF AMOUNT FINANCED (Monthly manual)

Amount paid to you	\$ 0
Amount paid to Penn Foster College on your Behalf	\$ 799
Amount Financed (Program Price paid under Full Pay payment option)	\$ 799
Finance Charge (Amount Paid under Monthly manual option in excess of Full Pay Program Price)	\$ 0

ABOUT YOUR INTEREST RATE: Your interest rate is 0% and will not vary during the life of the loan that you receive from Penn Foster College.

FEES: You will incur a late fee of \$12, if a monthly payment is 10 or more days late. These fees are subject to change.

YOUR ANNUAL PERCENTAGE RATE (APR) is 0%. The APR is different than the Interest Rate since it considers financing fees and reflects the cost of your loan as a yearly rate.

Repayment Schedule & Terms

PAYMENT PLAN OPTION

LOAN TERM

PAYMENT SCHEDULE (0% INTEREST)

*TOTAL PAYMENT AMOUNT

Monthly manual

12 monthly payments beginning on date of Enrollment.

First Payment: \$ 43.12 (due on Enrollment)

Payments #2 - #11: \$ 75

- Amount \$ 75.
This is the maximum monthly payment you will be required to pay based on the maximum interest rate of 0%.
- Depending on where you live, you may be charged additional taxes.
- Each monthly payment due on the same day or the next closest business day in each following month.

\$ 799

Final Payment #12: \$ 9 one month after payment #11.

**Depending on where you live, you may be charged additional taxes.*

Federal Loan Alternatives

Penn Foster College does not participate in the federal student loan programs, which consist of: Perkins Loans for Students (if in effect), Stafford Loans for Students, and PLUS Loans for Parents and Graduate/Professional Students. For additional information about federal student loans, contact the U.S. Department of Education at <https://studentaid.ed.gov/sa/>.

Self Certification

This Self-Certification will confirm that you understand the following important information about available student financial aid:

- Penn Foster College does not participate in the federal student loan programs, which consist of Perkins Loans for Students (if and when in effect), Stafford Loans for Students and PLUS loans for Parents and Graduate/Professional Students. For additional information about federal student loans contact the U.S. Department of Education at www.studentaid.ed.gov.
- Penn Foster College is not a Title IV school and therefore you cannot use Title IV federal grants, loans and work-study aid to pay for Penn Foster College Programs.
- A private education loan, including the financing you receive from Penn Foster College by using a monthly payment plan, may reduce your eligibility for free or lower-cost federal, state, or other student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid from state, federal, local or other sources, including other private lenders.

Under Federal Law, Penn Foster College is required to provide you a copy of the government's extended version of the Self-Certification form. It can be viewed on your Student Portal once your Enrollment is complete. **Please note, however, that as stated above, Penn Foster College does not participate in the federal loan program and is not a Title IV school.**

If you have any questions about the Self-Certification, do not hesitate to contact a Penn Foster College representative at 1-800-471-6666.

4. PRICING POLICY

Below are the applicable fees.

Late Payment:

I agree to pay my debt to Penn Foster College for any amounts due for tuition, fees, and other charges. If my charges are not paid when due, I agree to pay Penn Foster College all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 20 percent of the principal amount due if Penn Foster College engages a collection agency to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due Penn Foster College. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Non Sufficient Fund [NSF] Fee:

If a payment default occurs as a result of your maintaining insufficient funds in your account or on your card, you will be charged a \$20 fee and Penn Foster College will resubmit for payment.

Extension Fee:

You have the right to request 6-month extension(s) across the full term of the Program provided that program is completed within 30 months; the fee for each such extension is \$125.

Note: These fees are subject to change. Waived fees/Savings may be reapplied if your account is cancelled, payment option is changed or payment is overdue.

5. CANCELLATION AND REFUND POLICY

Students may cancel their enrollment via telephone, email, or first-class mail to the physical address listed in the student catalog. Students may also cancel their enrollment in the "Help Center" of the Learner Center.

If you cancel within 6 days after midnight of the day you enroll, you will receive a refund of all monies paid to Penn Foster College.

If Student Cancels after 6 days and	Amount Student Owes
If the student has not submitted any lessons	Non-Refundable Fees + Registration Fees
If the student has submitted at least one lesson, up to and including 10% of the lessons	Non-Refundable Fees + Registration Fees + 10% of Tuition
If the student has submitted more than 10% of the lessons, up to and including 25% of the lessons	Non-Refundable Fees + Registration Fees + 25% of Tuition
If the student has submitted more than 25% of the lessons, up to and including 50% of the lessons	Non-Refundable Fees + Registration Fees + 50% of Tuition
If the student has submitted more than 50% of the lessons	Non-Refundable Fees + Registration Fees + 100% of Tuition

Below is a sample refund for a student enrolled in College. This calculation is based off a refund processed for a student in subsequent semester.

Tuition	Fees	Total
Tuition: \$1,422.00	Registration: \$0.00	Amount Paid by Student: \$1,487.00
Lessons: 29	Shipping (If applicable): \$65.00	Refund Due to Student if Cancelled: \$711.00
Lessons Taken: 13	Administrative (If applicable): \$0.00	

Lesson Percentage: 26.90%

Total: \$65.00

Cancel Terms Percentage: 50.00%

Total Due: \$711.00

Any amount owed is due at the time of cancellation. All refunds will be issued within 30 days of Penn Foster College's receipt of your notice of cancellation. No refunds made after 365 days from date of Enrollment.

6. GRADUATION

Upon successful completion of the Program academic requirements and fulfillment of your financial obligations, you will be awarded Administrative Assistant Career Diploma from Penn Foster College. Penn Foster College reserves the right to academically cancel any student who fails to demonstrate satisfactory progress in the Program.

Cheating or other violations of the Student Catalog may also result in disciplinary action up to and including the termination of your Enrollment.

Job placement, compliance with state or local professional licensing requirements (if applicable), and/or transferability of academic credits are not guaranteed to graduates of the Program or Program courses. If you are planning to continue your education with another school, you should check with that school regarding credit transfer policies. Penn Foster College 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 Program course credits to transfer to another institution.

7. PROGRAM MATERIALS COPYRIGHT NOTICE

Penn Foster College or its vendors hold all ownership rights in the Program materials. You are strictly prohibited from copying and/or providing to any third party all or any part of the Program materials that Penn Foster College provides to you without Penn Foster College'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 program.

8. BINDING AGREEMENT, LIMITATION ON DAMAGES, AND GOVERNING LAW

This Agreement is a legally binding contract when signed by you and accepted by Penn Foster College at its offices in Arizona and is governed by Arizona law. Your signature on this Agreement indicates you have read and understand its terms and any literature you have received from us and you believe you are able to benefit from the Program. Penn Foster College shall not be liable for any incidental, consequential, punitive, or multiple damages of any kind in any controversy or claim arising out of or relating to this Agreement, or breach thereof.

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 hereunder by the debtor shall not exceed amounts paid by the debtor hereunder .

Dispute Resolution

This agreement, and any dispute involving the terms thereof, shall be governed by and construed under the laws of the state of Arizona. Any controversy or claim arising out of relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Consumer Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

Grievance

Any questions or problems not satisfactorily answered by Penn Foster College 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: <https://ppse.az.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

Privacy Notice

Your Enrollment and academic records will be protected in accordance with applicable rules and regulations.

Use of Name and Likeness

We may use your name, likeness, personal information, and any verbiage and words you provide. You hereby release Penn Foster College from any claim you have based on the usage of your name and likeness and allow the use of said information in our marketing materials not limited to news releases, advertisement copy, web content, photographs, or testimonials. If you refuse such usage or do not wish to receive our mailings, notify us in writing: Penn Foster College, 3133 W. Frye Road Suite 215 Chandler, Arizona 85226.

Licensing and Accreditation

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. Policies on transfer credit vary by institution. Students wishing to transfer coursework from Penn Foster College to another institution should check with the receiving institution to understand their policy on transfer credits.

9. ACKNOWLEDGEMENT, ACCEPTANCE AND SIGNATURE

By signing this Enrollment Form, I acknowledge that I have received, read, understood, and agree to be bound by the terms and conditions on all pages of this agreement (including without limitation, the credit disclosures), as well as the student catalog, refund policy, sample refund calculation, applicable discounts, career services and any information pertaining to this program, including technology requirements, provided on Penn Foster College's program website (pennfoster.edu).

I acknowledge that I have reviewed the state educational professional licensing requirements where I live (go to <https://www.pennfoster.edu/admissions/admissions-requirements/state-licensing> for state board licensing information) and am taking responsibility for ensuring that the program satisfies the state and local district requirements regarding compulsory age students (if applicable) and read the technology requirements for this program on the website and in the student catalog. I also understand that I am responsible for, and guarantee prompt and full payment of the tuition and fees outlined in the Enrollment Agreement.

Penn Foster College or any of its agents may contact me, as a 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.

AdminAssist-Diploma-Sample 021025-1447

2/10/2025 2:52:17 PM mwheaton+021025-1447@pennfoster.edu

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