



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

Chandler, Arizona 85226

# ENROLLMENT AGREEMENT

Welcome **BusAndTechWrit-CollSingleCourse-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**

BusAndTechWrit-CollSingleCourse-Sample 021025-1441

**Enrollment Date**

10 Feb 2025 (UTC)

**Address**

3133 West Frye Road

**Student Number**

250210IA28

Chandler, AZ 85226

United States

**Email**

mwheaton+021025-1441@pennfoster.edu

**Enrollment Number**

2502102RKT [null]

**Date Of Birth**

01/01/2001

**Program Name**

Business And Technical Writing

**Degree Type**

College Undergraduate Single Courses

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 Business And Technical Writing College Undergraduate Single Courses and may be amended only by written agreement between us.

### 1. PROGRAM INFORMATION

You are enrolling to receive a College Undergraduate Single Courses in the Business And Technical Writing Program (the "Program"). The total number of credits are 3. You will have 6 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 24 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.

Your High School or equivalent was completed in 2020 from HighSchool Address located at Scranton, Pennsylvania, United States.

Your total cost is \$419, which includes Tuition Charge \$419 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 **Pay in Full** payment schedule. Under this plan, you agreed to pay a down payment of \$451.68 by card at the time of Enrollment, which covers your total cost. Depending on where you live, you may be charged additional taxes.

### 3. 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 24 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.

### 4. 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.

<b>If Student Cancels after 6 days and</b>	<b>Amount Student Owes</b>
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	<b>Refund Due to Student if Cancelled: \$711.00</b>
Lessons Taken: 13	Administrative (If applicable): \$0.00	
Lesson Percentage: 26.90%	<b>Total: \$65.00</b>	
Cancel Terms Percentage: 50.00%		
<b>Total Due: \$711.00</b>		

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.

## 5. GRADUATION

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.

## 6. 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.

## 7. 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 instructions.

**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.

**8. 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](http://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.

*BusAndTechWrit-CollSingleCourse-Sample 021025-14*

2/10/2025 2:45:21 PM mwheaton+021025-1441@pennfoster.edu

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