

Elliott Bookkeeping School & Placement Service

“Every Business Needs a Bookkeeper!”



General:

The school is providing services to assist the student in learning certain bookkeeping skills. The student hereby acknowledges that no representations or warranties have been made by the school regarding the level of competency and skills the student shall actually obtain.

This contract does not guarantee employment or your personal success in finding a job.

In the event of any dispute, breach, controversy or claim between the parties arising from, relating to or involving this contract or any clause or condition contained herein, the parties hereto agree that all such matters shall be settled in accordance with the Washington County Circuit Court Arbitration Rules as adopted from ORS 36.400 to ORS 36.425. Said arbitration shall be mandatory and the finding and awards shall be final.

In the event of any case controversy, litigation or arbitration of any matter contained herein, it is agreed by the parties that the prevailing party shall be awarded, in addition to any other award, its reasonable attorney fees and costs of the litigation or arbitration.

Inquiries regarding this contract should be made, in writing, to Elliott Bookkeeping School or to the Superintendent of Public Instruction, Department of Education, 255 Capital St. NE, Salem, OR 97310-0203 or by calling (503) 947-5751.

Resident Student: Cancellation and Refund Policies OAR 581-45-026

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

- (a) If cancellation occurs within 5 business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
- (b) If cancellation occurs after 5 business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15% of the tuition cost, or \$150, whichever is less;
- (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50% of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
- (d) If withdrawal or termination occurs after completion of 50% or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
- (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in (a) & (b), the “date of enrollment” will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.

Additionally, I understand the following:

- (1) That tuition charges will accrue based on the hours that the program is offered by the school and that I have contracted/scheduled to attend, rather than my actual attendance;
- (2) That any refund calculation is based on my last date of physical attendance; and,
- (3) Per OAR 581-045-0008, Advanced Deposits, “Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of 20% of the total tuition and fees:
 - (a) Schools that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins;
 - (b) For those programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When 50% of the program has been offered, the school can require payment of all tuition;
 - (c) This limitation shall not apply to federal and state financial aid payments received by the school; and
 - (d) At the student’s option, a school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date for commencement of classes is specifically disclosed on the enrollment agreement.”

My signature below indicates that I have received a copy of this enrollment agreement and agree to any stipulations listed. I also understand that I will not receive my certificate until my tuition is paid in full. Should any amount stated above become delinquent, the entire balance may become due and payable on demand and assigned to a collection agency.

_____	_____
Signature of Student	Date
_____	_____
Signature of Parent or Guardian (if student is under 18)	Date
_____	_____
Elliott Bookkeeping School & Placement Service, Inc.	Date