



# SUPPORTIVE 4 ALL ACADEMY

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## STUDENT ENROLLMENT AGREEMENT

### STUDENT INFORMATION

(This agreement is a legally binding instrument. Please read it fully and make sure it does not contain any blank spaces.)

STUDENT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/: \_\_\_\_\_  
PHONE NUMBERS: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
EMERGENCY CONTACT: \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

### PROGRAM INFORMATION

SUPPORTIVE 4 ALL ACADEMY STUDENT ID NUMBER: \_\_\_\_\_  
DATE OF ADMISSION: \_\_\_/\_\_\_/\_\_\_ PROGRAM: \_\_\_\_\_  
PROGRAM START DATE: \_\_\_/\_\_\_/\_\_\_ ANTICIPATED END DATE: \_\_\_/\_\_\_/\_\_\_  
FULL TIME/ PART TIME MORNING/ AFTERNOON/ EVENING  
DAYS/EVENINGS CLASS MEETS: M T W TH F SA SU  
TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_  
NUMBER OF WEEKS: \_\_\_\_\_ TOTAL CREDIT/CLOCK HOURS: \_\_\_\_\_  
TOTAL COST OF THE \_\_\_\_\_ PROGRAM.

TUITION: ₦ \_\_\_\_\_  
REGISTRATION/APPLICATION FEE: ₦ \_\_\_\_\_  
BOOKS/SUPPLIES: ₦ \_\_\_\_\_  
UNIFORM: ₦ \_\_\_\_\_  
MISC. EXPENSES: ₦ \_\_\_\_\_  
TOTAL COST: ₦ \_\_\_\_\_

### CANCELLATION/ REFUND POLICY

SUPPORTIVE 4 ALL ACADEMY admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.

**The school reserves the right to reschedule the program start date due to low enrollment.**

Withdrawal procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Admissions Director. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If medical circumstances arise, a student may request in writing a leave of absence, which would include the date the student anticipates the leave beginning and ending. Documentation showing medical circumstances must be submitted with the written request in order to be approved. If a student fails to return at the end of the leave of absence, the withdrawal date will be the date the student was scheduled to return from the leave of absence but failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses five consecutive instructional days and the days are unexcused.
- D. Refunds will be made only to the person, company or institution from which the fund originated. Refunds will be given in the form of a check for all payments originally made with cash or checks. Refunds for credit card payments will go on the credit card used to make the original payment.
- E. All refunds will be processed and issued within forty-five (45) business days of the cancelled class date or within forty-five (45) business days of the student's written notification to withdraw.

I. Withdrawal Policy

If a student withdraws before the completion of their program:

- If a student withdraws after attending the start date but prior to completion of the first five (5) class days, a prorated refund will be issued. No refund will be issued for application fees.
- If a student withdraws from a course after the first five (5) class days of their program, no refund will be issued.

II. Cancellation Policy

If a student cancels his/her enrollment prior to attending any classes:

- If an applicant is rejected for enrollment by SUPPORTIVE 4 ALL ACADEMY, SUPPORTIVE 4 ALL ACADEMY will refund all tuition monies and fees (minus the non-refundable application fee).
- If SUPPORTIVE 4 ALL ACADEMY cancels a program subsequent to a student's enrollment but prior to the student attending any classes, SUPPORTIVE 4 ALL ACADEMY will refund all tuition monies and fees (minus the non-refundable application fee).
- If an applicant accepted by SUPPORTIVE 4 ALL ACADEMY cancels prior to the start of his/her program and/or never attends classes (no show), tuition will be refunded upon written request (minus application fee).

III. Termination Policy

If **SUPPORTIVE 4 ALL ACADEMY** is compelled to terminate an enrolled student for any of the following reasons, that student is not entitled to any refund of tuition monies/and or fees:

- If the student faces criminal conviction or violation of any state, local or federal laws.
- If a student fails to reach or achieve academic progress in keeping with **supportive 4 all academy** policy for student academic progress (subsequent to written warnings).
- If a student consistently violates attendance policy (after subsequent written warnings).

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- If a student is expelled due to disciplinary issues (subsequent to written warnings).

**REGISTRATION/ APPLICATION FEES ARE NON REFUNDABLE. STUDENTS WILL BE CHARGED FOR ANY USED SUPPLIES/BOOKS.**

**NOTICE TO BUYER**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed and dated by the authorized official of **supportive 4 all academy** or the Admissions officer at **supportive 4 all academy**.
3. This agreement and the school catalog constitute the entire agreement between the student and **supportive 4 all academy**.
4. Although **supportive 4 all academy** will provide placement assistance, it does not guarantee job placement to graduates upon completion of the program or graduation.
5. **supportive 4 all academy** reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide to established standards of conduct.
6. **supportive 4 all academy** does not guarantee the transferability of credits to a college, university of institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

**STUDENT ACKNOWLEDGEMENT**

This agreement and **SUPPORTIVE 4 ALL ACADEMY** catalog constitute the entire student contract between the student and the school and is binding by both parties when accepted, signed and dated.

1. I understand that my application fee and textbook costs are non- refundable under any circumstances \_\_\_\_\_ (initials)
2. I have carefully read this enrollment agreement and understand I can request a copy at any time. \_\_\_\_\_ (Initials)
3. I understand that **supportive 4 all academy** may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled as a student I understand that I must maintain satisfactory academic progress as described by **supportive 4 all academy** catalog and that my financial obligation to the school must be paid in full before a certificate, diploma, or degree may be awarded. \_\_\_\_\_ (Initials)
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation \_\_\_\_\_ (Initials)
5. I grant **supportive 4 all academy** permission to use my photographs and/or videos taken of me and/or by **supportive 4 all academy** representatives, volunteers, employees, agents or heirs for educational and/or marketing purposes. This includes but is not limited to print media, social media and online forums. \_\_\_\_\_ (Initials)

**CONTRACT ACCEPTANCE**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this this agreement supersedes all prior contemporaneous verbal or written agreements and may not be modified without written agreement of the student and **SUPPORTIVE 4 ALL ACADEMY**. I also understand if I should default this agreement I will be responsible for payment of any collection fees or attorney fees incurred by **SUPPORTIVE 4 ALL ACADEMY**.

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My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract.

Name of student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REPRESENTATIVE CERTIFICATION**

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgement, meets all requirements for acceptance as a student in the \_\_\_\_\_ (Program name) at SUPPORTIVE 4 ALL ACADEMY as describes in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Name of School Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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