

# Enrollment Agreement

First & Last Name	Home Address	City	State	Zip
Social Security Number	Mailing Address, if different than above	City	State	Zip

*\*Please, note if you don't have a Social Security Number and/or is an international student enter 000-00-0000 in the Social Security Number column.*

This Enrollment Agreement is made between Product School Incorporated, hereinafter called Product School or the School, and \_\_\_\_\_, hereinafter called Student. This agreement is legally binding upon the signing of this agreement by Student and acceptance by Product School. By signing this agreement, you also agree to Product School's Terms of Service (<https://www.productschool.com/terms/>). Student requests enrollment in the \_\_\_\_\_ program consisting of \_\_\_\_\_ clock hours of training beginning on \_\_\_\_\_ and scheduled to complete on \_\_\_\_\_.

## Period Covered by the Enrollment Agreement

Scheduled Start Date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_

The Administrative Offices and Main Campus are located at: 548 Market Street, PMB 22502, San Francisco, CA, 94104.

**Location of Instruction:** Academic engagement / direct instruction coursework is delivered at a distance. Coursework that is delivered at a distance is completed at a location determined by the student.

## Code of Conduct

All students are expected to conduct themselves in a manner that supports and promotes the educational mission of the Product School. Integrity, respect for one another, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to the Product School community.

Product School acknowledges that bias-based conduct can threaten the mental health and safety of students and the community. Therefore, evidence that the student's conduct was motivated by bias regarding an individual or group's real or perceived race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age,

disability, sexual orientation, gender identity and gender expression, reproductive health decisions and/or veteran status may result in dismissal of the student. Student Initials: \_\_\_\_\_

## Student's Right to Cancel

The Student has the right to cancel the enrollment agreement, without any penalty or obligation, through attendance at the first class session or seven calendar days after enrollment whichever comes later. Cancellation is effective when the student provides a written notice of cancellation to the Student Success Team at [students@productschool.com](mailto:students@productschool.com). The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled the school will refund the student any money paid, less the \$250 Non-Refundable registration, within 30 calendar days after the notice of cancellation is received.

Date by which cancellation must be made: \_\_\_\_\_

## Withdrawal

A student may withdraw from the school at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course of instruction of instruction when any of the following occurs:

- **Student-Initiated Withdrawal:** The student notifies the institution in writing of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The notification is effective when Product School receives notice.
- **Administrative Withdrawal:** The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School. If the student fails to attend or makes up more than 25% of instruction, the student may be administratively withdrawn and issued a pro-rata refund per our refund policy.

Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another Product School cohort following approval by the Student Success Team.

## Refund Policy

All refunds will be paid within 30 days of withdrawal. Refunds will be less a \$250 Non-Refundable registration fee and \$\_\_\_\_\_ Non-Refundable student service fee. If a student withdraws, the student will receive a pro-rata refund if they have completed 60% or less of the course through the last day of attendance. The students will be responsible for 100% of the tuition for the course if more than 60% of the course has been completed, even if the student does not complete the entire course. A pro-rata refund pursuant to the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the course (total institutional charge per each course) minus any applicable Non-Refundable registration fee and the student service fee, divided by the number of hours in the course, multiplied by the number of hours scheduled to attend prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. Product School does not participate in federal or state financial aid programs.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund, and (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

The transferability of credits you earn at Product School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the \_\_\_\_\_ certification is also at the complete discretion of the institution to which you may seek to transfer. If the certification that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Product School to determine if your certification will transfer.

Before signing this Enrollment Agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Product School does not offer visa services to prospective students from other countries. Product School does not provide English language services. All instruction occurs in English. English language proficiency is determined by English language proficiency is documented by: admissions interview and successfully completing all admission requirements. If a student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in her or her primary language by a translation service of his or her choosing prior to execution of the Enrollment Agreement. Any fees related to translation are the responsibility of the student. Student Initials: \_\_\_\_\_

## Media Authorization

I authorize Product School to record me via video, audio, photograph, or any other medium now known or developed in the future during my participation in training sessions (collectively, the "Recordings"). I grant Product School the right and license to use these Recordings, along with my name and biographical information, solely for educational, promotional, and marketing purposes related to Product School's programs. Product School will not sell these Recordings or use them in a manner that misrepresents my participation. I understand that I will not receive compensation for the use of the Recordings. If I do not wish to appear in such materials, I may choose to turn off my camera and/or microphone during live sessions. I waive any right to inspect or approve the final use of the Recordings. I acknowledge that Product School is relying on this permission and may incur substantial costs in connection with the production and use of such materials. I therefore agree not to assert any claims related to the rights granted under this agreement. I agree that I am forbidden from recording and/or distributing any materials given to me by Product School without its prior written consent.

## Use Of Your Information

I hereby consent that Product School can use and process my personal information for the purpose of providing services, enrollment and course management, customer support, legal obligations, auditing, direct marketing and shares such personal information with similarly situated third parties to market additional products and services that may be of interest to me. By initialing here, you agree to Product School's use of your personal information for direct marketing and sharing such personal information with third parties. Additionally, I acknowledge that I have read and understood the Product School Inc. Privacy Policy, which outlines how my personal information is collected, used, and protected. I understand I have the right to revoke this consent at any time, following the procedures described in the [Privacy Policy](#).

## International Transfer

Product School may transfer your information, including personal information to and maintained on computers located outside of your state, province, country, or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction. If you are located outside the United States please note that Product School transfers your information, including personal information, to the United States and process it there. Additionally, please note the EU has not adopted an adequacy decision with respect to data transfers to the United States, nor are we a participant in the EU-US Privacy Shield currently; however, we value your privacy and protect your data using reasonable information security practices. By initialing here, you agree to such transfers.

## Return Signed Agreement

To accept admission into the course, please e-sign this agreement; it will automatically be returned to Product School for finalization and a finalized copy returned to you.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free phone number at 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Ave., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

## Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

## Acceleration and Non-payment Clause

In the event that the Student fails to render payment upon reaching fifteen (15) calendar days after the payment is due, the full amount of the deficiency (Past due amount) shall become due and payable immediately. Without notice or demand, Product School may also declare the entire principal sum then unpaid immediately due and payable. Any further failure to pay and bring the account current shall give rise to the right of Product School to engage a Specialized Collections Firm to collect the Student debt in full, and the Student will assume all further consequences.

## Auto-Renewal Policy

By subscribing to our service, you agree that your annual subscription term begins seven (7) days after entering into this agreement and will automatically renew at the end of each annual billing cycle unless canceled before the renewal date. The renewal will follow your previously selected plan and services unless modifications are requested in advance. Upon renewal, your subscription will continue for an additional one year term to provide access to additional courses, more coaching sessions, conference tickets, on-demand materials, continued access to the alumni community, and other exclusive benefits.

You will receive a renewal notification via email 30 days before your renewal date to remind you of the upcoming charge. If you wish to modify or cancel your subscription, you must do so before the renewal date. You may cancel auto-renewal at any time through your student portal settings or by contacting our support team.

To cancel your subscription via the student portal:

1. Log in to your student portal.
2. On the left-side menu, navigate to the Settings section.
3. Click Settings, which will direct you to your Subscription Settings page.
4. Locate the Unsubscribe button at the bottom right of the page.
5. Click the Unsubscribe button to cancel your subscription or the Subscribe button to reinstate it.

If you choose to cancel via email, please contact [students@productschool.com](mailto:students@productschool.com) with your request.

Any cancellation must be completed before the renewal date to avoid being charged for the next billing cycle. If canceled, you will retain access to your subscription benefits until the end of your current billing period. Your subscription status and renewal information can also be accessed through your student portal settings.

Unless canceled before the renewal date, your chosen payment method will be charged for the next billing cycle at the then-current subscription rate which will be clearly noted, including applicable taxes. If we are unable to process your payment, your access to the service may be suspended until payment is successfully completed. We may also attempt to update your payment details through third-party sources, such as your bank or payment provider.

We reserve the right to update subscription pricing or modify the terms of our service. Any changes will take effect at the start of your next billing cycle and will be communicated via prior notice. By continuing your subscription after such changes take effect, you accept the updated terms. If you do not agree to the revised terms, you must cancel your subscription before the next renewal date.

By subscribing, you acknowledge and agree to these auto-renewal subscription terms. Your signature or initials below indicate your express affirmative consent to this auto-renewal policy. Student Initials: \_\_\_\_\_

## Itemization of Total Tuition and Fees

Registration Fee (Non-Refundable)	\$ _____
Tuition	\$ _____

Tuition Credits & Discounts, if any: _____	\$ _____
<b>Rescheduling Fee</b> (if applicable) (Non-Refundable after cancellation period)	\$ 100
<b>Student Tuition Recovery Fund (STRF) Fee</b> (Non-Refundable) _____ for every \$1,000 rounded to the nearest \$1,000 of institutional charges.	\$ _____
<b>Student Services</b> (Non-Refundable after cancellation period)	\$ _____
<b>Late Fee</b> (if applicable)	\$75 (plus 1.5% interest)
<b>Total</b>	\$ _____

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM:** \$ \_\_\_\_\_

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \$ \_\_\_\_\_

**TOTAL ESTIMATED** **SUBSCRIPTION PRICE:** \$ \_\_\_\_\_

### **Additional Fees, if applicable:**

**Late Fee:** If a student holds an outstanding balance after the course end date, a one-time \$75 USD late fee will be applied, and a 1.5% interest charge on the total due will be applied each month thereafter.

**Reschedule Fee:** In the event a student requests to reschedule after their course has commenced, they must submit a formal request to the Student Support Team at [students@productschool.com](mailto:students@productschool.com). Such requests are subject to a Non-Refundable rescheduling fee of \$100 USD, unless an exception is granted in writing by the Student Success Team at Product School's sole discretion. Any rescheduled course must commence within the student's active subscription period and may not extend beyond its expiration date. Students are responsible for reviewing the Product School website and their Learning Management System for updated course schedules and available cohorts. Product School does not guarantee cohort availability, and rescheduling requests are subject to capacity limitations and scheduling constraints.

**Student Services:** The student acknowledges and agrees to pay a one-time, Non-Refundable Student Services Fee upon enrollment in their first course. This fee is included in the total tuition and fees outlined in the table below and is Non-Refundable after the cancellation period, regardless of the student's continued enrollment, course completion, or use of services. The Student Services Fee covers supplementary resources designed to enhance the learning experience, including but not limited to coaching sessions, a ProductCon ticket, and access to the Slack alumni community. Product School reserves the right to modify these services in future enrollment agreements and course catalogs. Any such modifications will apply only to new enrollments after the revised catalog and enrollment agreement take effect and will not impact the Non-Refundable nature of the fee for prior enrollments. Students will be notified in advance of any changes to the scope of services.

Notice

“You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.”

This Enrollment Agreement is a legally binding instrument when signed by the student and accepted by the school.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution’s cancellation and refund policies have been clearly explained to me.**

**STUDENT’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

My signature below certifies that I am an authorized representative of this School and that I have explained the institution’s cancellation and refund policies to the Student.

**AUTHORIZED SCHOOL REPRESENTATIVE SIGNATURE:**\_\_\_\_\_

**DATE:** \_\_\_\_\_



# Enrollment Agreement

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	Mailing Address, if different than above	City	State	Zip

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## Withdrawal

A student may withdraw from the school at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course of instruction of instruction when any of the following occurs:

- **Student-Initiated Withdrawal:** The student notifies the institution in writing of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The notification is effective when Product School receives notice.
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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Ave., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

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## Itemization of Total Tuition and Fees

Registration Fee (Non-Refundable)	\$ _____
Tuition	\$ _____
Tuition Credits & Discounts, if any: _____	\$ _____
Rescheduling Fee (if applicable) (Non-Refundable after cancellation period)	\$ 100
Student Services (Non-Refundable after cancellation period)	\$ _____
Late Fee (if applicable)	\$75 (plus 1.5% interest)
Total	\$ _____

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM:** \$ \_\_\_\_\_

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \$ \_\_\_\_\_

**TOTAL ESTIMATED** **SUBSCRIPTION PRICE:** \$ \_\_\_\_\_

### Additional Fees, if applicable:

**Late Fee:** If a student holds an outstanding balance after the course end date, a one-time \$75 USD late fee will be applied, and a 1.5% interest charge on the total due will be applied each month thereafter.

**Reschedule Fee:** In the event a student requests to reschedule after their course has commenced, they must submit a formal request to the Student Support Team at [students@productschool.com](mailto:students@productschool.com). Such requests are subject to a Non-Refundable rescheduling fee of \$100 USD, unless an exception is granted in writing by the Student Success Team at Product School's sole discretion. Any rescheduled course must commence within the student's active subscription period and may not extend beyond its expiration date. Students are responsible for reviewing the Product School website and their Learning Management System for updated course schedules and available cohorts. Product School does not guarantee cohort availability, and rescheduling requests are subject to capacity limitations and scheduling constraints.

**Student Services:** The student acknowledges and agrees to pay a one-time, Non-Refundable Student Services Fee upon enrollment in their first course. This fee is included in the total tuition and fees outlined in the table below and is Non-Refundable after the cancellation period, regardless of the student's continued enrollment, course completion, or use of services. The Student Services Fee covers supplementary resources designed to enhance the learning experience, including but not limited to coaching sessions, a ProductCon ticket, and access to the Slack alumni community. Product School reserves the right to modify these services in future enrollment agreements and course catalogs. Any such modifications will apply only to new enrollments after the revised catalog and enrollment

agreement take effect and will not impact the Non-Refundable nature of the fee for prior enrollments. Students will be notified in advance of any changes to the scope of services.

Notice

“You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.”

This Enrollment Agreement is a legally binding instrument when signed by the student and accepted by the school.  
**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution’s cancellation and refund policies have been clearly explained to me.**

**STUDENT’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

My signature below certifies that I am an authorized representative of this School and that I have explained the institution’s cancellation and refund policies to the Student.

**AUTHORIZED SCHOOL REPRESENTATIVE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_