

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 and conditions (<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.

Student's Right to Cancel

The Student has the right to cancel this enrollment agreement, without any penalty or obligation, through attendance at the first class session (first-day course materials are accessed) or seven days after enrollment, whichever comes later. Cancellation is effective when the student provides a written notice of cancellation to the Student Success Team. The written notice of cancellation must be sent via email to 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 canceled the school will refund the student any money paid, less the \$250 non-refundable registration, within 30 days after the notice of cancellation is received.

Date by which cancellation must be made: _____

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: _____

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 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, or the date the notice is emailed, whichever is sooner.
- **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.

Reschedule Policy

A student may request to reschedule their cohort start date to another cohort start date if space is available in the requested cohort. A reschedule fee of \$300 USD will be assessed for any cohort that gets rescheduled without at least 30 days prior notice. If a cohort reschedule is requested more than 30 days in advance, no fee will be assessed.

Refund Policy

All refunds will be paid within 30 days of withdrawal. Refunds will be less a \$250 registration fee. 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 applicable, to the state or federal agency that guaranteed or reinsured the loan. Product School does not participate in federal or state financial aid programs. If 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, minus non-refundable fees, 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 moneys not paid from federal student financial aid program funds.

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 you earn in _____ program 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.

Prior to 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. Student Initials: _____

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. Student Initials: _____

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.

Media Authorization

I authorize Product School to record me via video tape, video camera, film, photograph or any other medium now or hereafter existing, and to record my voice, conversation and sounds, including any acts, performances and quotes by me (collectively, the "Recordings") during my training, and I grant Product School the irrevocable right and license to use, and to license others to use, my name and biographical material concerning me, and all rights in and to the Recordings, without additional compensation to me, in any manner or medium, whether now known or hereafter developed, throughout the universe and for an unlimited number of times in perpetuity, in connection with the promotion, advertising, sale, publicizing and exploitation of any products, services or programs of Product School or for any other commercial purposes in furtherance of Product School 's business. I waive any right of inspection or approval of the Recording or the uses to which such Recordings may be put. I acknowledge that Product School will rely on this permission and may incur substantial costs thereby, and I hereby agree not to assert any claim of any nature whatsoever against anyone relating to the exercise of the rights and permissions granted hereunder.

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

Product School uses personal information for direct marketing and shares such personal information with similarly situated third parties to market additional products and services which you may have an interest in. 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. Student Initials: _____

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. Student Initials: _____

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.

Any questions a student may have regarding this enrollment agreement 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, (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. Product School also may, without notice or demand, 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 all further consequences will be assumed by the Student.

Tuition Fees Policies

Total charge for the program is \$ _____. Students understand that they will be submitting a \$250 non-refundable registration fee that is due upon enrollment. Students also understand that their tuition payment of \$ _____ is due by the due date of their payment plan.

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, as well as a 1.5% interest charge on the total due will be applied each month thereafter. Student Initials: _____

Reschedule Fee: A student may request to reschedule their cohort start date to another cohort start date if space is available in the requested cohort. A reschedule fee of \$300 USD will be assessed for any cohort that gets rescheduled without at least 30 days prior notice. If a cohort reschedule is requested more than 30 days in advance, no fee will be assessed. Student Initials: _____

Itemization of Total Tuition and Fees

Registration Fee (Non-Refundable)	\$ _____
Tuition	\$ _____
Tuition Credits, if any: _____	\$ _____
Rescheduling Fee (if applicable) Non-refundable after cancellation period.	\$ 300
Student Tuition Recovery Fund (STRF) Fee (non-refundable) \$2.50 for every \$1,000 rounded to the nearest \$1,000 of institutional charges.	\$ _____
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: \$ _____

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: _____