



WESTWOOD COLLEGE

TEXAS ENROLLMENT AGREEMENT

- FT. WORTH CAMPUS (DLF)* 4232 North Freeway, Ft. Worth TX 76137 (817) 547-9600
- DALLAS CAMPUS (DLD)** 8390 LBJ Freeway, Executive Plaza I, Suite 100, Dallas, TX 75243 (214) 570-0100
- HOUSTON SOUTH CAMPUS (HNS)*** 7322 Southwest Freeway, Houston, TX 77074

Student Applicant (please print)

Name _____ Start Date (Month/Day/Year) _____
 Address _____
 City _____ State _____ ZIP Code _____
 Social Security Number _____ Home Phone Number (_____) _____

Day classes will be scheduled between 7 a.m. and 6 p.m. Monday through Saturday.
 Night classes will be scheduled between 6 p.m. and 11 p.m. up to five nights per week. Occasionally Saturday classes may be scheduled.

Programs offered, residential instruction (check one):

Information Technology (Associate Degree) – Eight 10-week terms (80 weeks); 1365 clock hours, 107 quarter credit hours. Total application (\$25) and registration (\$75).

- October 2008 start date, January 2009 start date or March 2009 start date.**
Tuition per term \$4,609, lab charges (\$1,560), tool kit (\$0). Total cost of tuition and above fees: \$38,532
- May 2009 start date, August 2009 start date or October 2009 start date.**
Tuition per term \$4,805, lab charges (\$1,560), tool kit (\$0). Total cost of tuition and above fees: \$40,100

Graphic Design & Multimedia (Associate Degree) – Eight 10-week terms (80 weeks); 1390 clock hours, 107 quarter credit hours. Total application (\$25) and registration (\$75).

- October 2008 start date, January 2009 start date or March 2009 start date.**
Tuition per term \$4,609, lab charges (\$1,560), tool kit (\$490). Total cost of tuition and above fees: \$39,022
- May 2009 start date, August 2009 start date or October 2009 start date.**
Tuition per term \$4,805, lab charges (\$1,560), tool kit (\$490). Total cost of tuition and above fees: \$40,590

Computer Aided Design – Architectural Drafting (Associate Degree) – Eight 10-week terms (80 weeks); 1375 clock hours, 103 quarter credit hours. Total application (\$25) and registration (\$75).

- October 2008 start date, January 2009 start date or March 2009 start date.**
Tuition per term \$4,609, lab charges (\$1,560), tool kit (\$314). Total cost of tuition and above fees: \$38,846
- May 2009 start date, August 2009 start date or October 2009 start date.**
Tuition per term \$4,805, lab charges (\$1,560), tool kit (\$314). Total cost of tuition and above fees: \$40,414

Other (Name/Graduation Document): _____ Clock
 Hours/Credit Hours: _____/_____, # Terms: _____ Start Date: _____ Total
 application charge (\$25), registration charge (\$75), total lab charges (\$ _____), tool kit
 (\$ _____), and tuition per term (\$ _____). Total tuition and fees based on current
 full-time rates: \$ _____

Degree Completer: Program Name: _____
 Per Credit Hour Charge: \$ _____
 Total Tuition and fees with no transfer credit: \$ _____
 Less credit transfer: _____ credit hours at \$ _____ per credit hour = \$ <= _____ >
 Total Tuition and Fees for the Program: \$ _____

International Service Fee: \$500.

Books will range from \$ _____ to \$ _____ per term (although could be higher or lower for select terms) plus shipping and sales tax, including \$89 fee (4 terms only) for Cisco materials and assessment (Computer Networking program).

Costs are based on current rates. Tuition and fees exclude the costs of room and board, supplies, and transportation to and from school. Schedule changes during the first 4 days of any term will result in a tuition adjustment only if the credit hours change to a different tuition category. The application charge, registration charge, and the tool kit charge are required for new and transfer students. The award of transfer credits may cause a student's status to change from full-time to ¾ time, from ¾ time to ½ time, or ½ time to part-time, thereby affecting the total cost of the program. (Night students on ¾ time; please see the catalog). For degree completers, tuition for students who transfer in more than 24 quarter credits will be charged on a per quarter-credit hour basis, with credit given for transfer credits accepted. All fees and program-specific costs will also apply. Final tuition costs that are based on degree-completer acceptance (i.e., more than 24 transfer quarter-credits) are subject to change during registration, based on final review of all supporting documentation by the Director or Education or designee. Following this review, tuition for any student who does not meet the degree-completer status (i.e., more than 24 transfer quarter-credits) will be changed to the standard-program tuition (as disclosed elsewhere on this agreement and in the Catalog Addendum), and a new enrollment agreement will be prepared. (See Catalog Addendum for degree-completer rates, by program.)

I, the applicant

- Acknowledge receipt of a College catalog, Year 2009, Volume 8, Number 3; a Catalog Addendum; a completed signed Enrollment Agreement; and any additional, supplemental, or errata sheets to any of the above documents.
INITIAL ONE: _____ YES _____ NO
- Authorize Westwood to release information regarding my enrollment, activities, honors, other achievements, graduation and job placement information to newspapers, my high school, and other departments within Westwood, and grant Westwood permission to use this information in informational and promotional material it publishes.
INITIAL ONE: _____ YES _____ NO
- If financial assistance is applied for, neither the amount nor any payment schedule can be determined at this time. As soon as the amount of financial assistance has been determined, a payment agreement will be executed which will disclose a schedule of payments for tuition and fees not covered by financial assistance, in compliance with state and federal law. **INITIAL: _____**
- Authorize my participation in student activities and field trips under the auspices of Westwood, and release Westwood, its respective officers, agents, and employees from any and all responsibility for injury or damage to person or property.
INITIAL: _____
- Understand that the college may evaluate any post-secondary training or education I have completed at another accredited school. I will be given appropriate credit if, at the sole discretion of the school, the education or training meets the school standards for transfer credit. **Westwood College makes no guarantee of credit transfer. The decision regarding the transferability of credits is always at the discretion of the receiving school.** **INITIAL: _____**
- Agree to comply with the College rules and regulations during my course/program of study, and the College has the privilege of canceling this Agreement and expelling me in the event of my failure to comply with the rules and regulations as stated in the current

- Student Handbook and catalog. I may also be terminated for failure to maintain satisfactory academic progress, or non-payment of tuition or other costs. To be eligible for graduation and to receive a diploma, I must complete all courses within the maximum time frame, including theory, lab instruction, and externship (if applicable); achieve a 2.0 grade point average upon graduation; and be current in all financial obligations to the College. If I fail to complete any course satisfactorily due to excessive absences or deficient grades, then I shall be allowed to repeat such course(s) at the next available offering, for an additional charge.
- Acknowledge that the College and I agree that this Enrollment Agreement, contains all the agreements between the College and the applicant; no representations have been made by any person or party except as set out in this Agreement and the Academic Catalog, and may not be modified except in writing.
 - Have been advised by my enrollment representative that my dissatisfaction with, or non-receipt of, the educational services being offered by the institution does not excuse me from repayment of any Federal or institutional loan made to me for enrollment at the institution. Standard business methods are used in the collection of delinquent payments. I am required to keep the College informed of my current home address, local address, and home phone number.
 - UNDERSTAND THAT REFUNDS AT ANY TIME WILL BE MADE ONLY IN ACCORDANCE WITH THE REFUND POLICY, AS OUTLINED ON THE REVERSE SIDE OF THIS AGREEMENT, AND THE BUYER'S RIGHT TO CANCEL.
 - Acknowledge that any disputes relative to this contract or the education and training received by me, no matter how described, pleaded or styled, shall be resolved through binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Dallas, Texas, under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Refer to "Agreement to Binding Arbitration and Waiver of Jury Trial" form in the application materials.** **INITIAL: _____**

Notices to Student:

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF THE 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.

DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT IN ITS ENTIRETY OR IF IT CONTAINS ANY BLANK SPACES. THIS AGREEMENT, AND ANY ADDENDA, ARE LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED, SIGNED, AND DATED BY AN AUTHORIZED OFFICIAL AT THE COLLEGE'S PRINCIPAL PLACE OF BUSINESS. Terms and conditions of this agreement are not subject to amendment or modification by oral agreement, and may not be modified unless such changes have been approved in writing by an authorized official of the College and by the student or student's parent or guardian if the student is a minor. You are entitled to receive one copy of the agreement you sign and any information disclosure pages presented by the College. Under the law you have the right, among others, to pay the full amount due and to obtain a partial refund of the finance charge under certain conditions.

I ACKNOWLEDGE HAVING READ AND DO UNDERSTAND THIS AGREEMENT, WHICH INCLUDES INFORMATION PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT AND WHICH IS INCORPORATED HEREIN BY REFERENCE. I HAVE NOT BEEN MADE ANY VERBAL PROMISES OR GUARANTEES.

SIGNATURE OF APPLICANT _____ AGE (if less than 18 yrs.) _____ DATE _____
 SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED AGENT _____ PRINTED NAME OF PARENT/GUARDIAN OR AUTHORIZED AGENT _____

As an authorized representative of the College, I have interviewed the student applicant and I recommend his/her acceptance to Westwood College. I have not made any statement or promises contrary to the terms of this agreement or the Academic Catalog.
 I have received \$ _____ Application Charge \$ _____ Registration Charge
 Authorized Representative Signature: _____ Printed Name: _____ Date: _____

The above named applicant is hereby accepted for admission to Westwood College.

COLLEGE OFFICIAL _____ DATE OF ACCEPTANCE _____

* Westwood College – Ft. Worth Campus, (Ft. Worth, TX) is a branch of Westwood College – DuPage Campus (Woodridge, IL). **Westwood College – Dallas Campus, (Dallas, TX) is a branch of Westwood College – O'Hare Airport Campus (Chicago, IL).
 *** Westwood College – Houston South (Houston, TX) is a branch of Westwood College – Denver North (Denver, CO).

THE STUDENT UNDERSTANDS THAT:

- Acceptance to Westwood College is contingent upon providing proof of high school graduation, a General Education Development (GED) Certificate or a transcript from an accredited post-secondary school. A copy of the document must be provided by the 14th day of the term, unless the school grants an exception. Applications for a term may only be taken through the end of late registration. Westwood reserves the right to deny admission to any applicant and to change entrance requirements without notice.
- Students are required to purchase standard tool kits, textbooks, and supplies, including consumables, as needed, at his/her expense, as required by the program, but are not obligated to purchase the required items from the school. There may be other required costs: (1) a late registration charge of \$50.00 for continuing students who fail to register before the end of the designated registration period, (2) a \$25 charge for late monthly payments, (3) a \$30.00 returned check fee, (4) a \$5 security access fee (DLD ONLY), (5) a \$15 parking badge deposit and/or a \$15 security badge fee (HNS ONLY).
- If there is a finance charge or in the event tuition is paid in four or more installments, a Disclosure Statement (Promissory Note) must be executed and become a part of this contract. It is understood the promissory notes or contracts for tuition may be sold or discounted to third parties. In such cases, the refund policy continues to apply. **THE PARTIES EXECUTING THIS AGREEMENT ACKNOWLEDGE THEY HAVE READ AND RECEIVED A COMPLETED COPY OF THIS AGREEMENT.**
- The College is not obligated to provide coursework for students who fail, withdraw from a course, or interrupt their studies. Students seeking resumption of study after involuntary or voluntary withdrawal need to be aware that not all courses are offered each term, and that curriculum changes may have occurred. A review with the appropriate College official will be made to determine the alternate plan of study needed to allow those students to complete their graduation requirements.
- Although the College's programs are of varying lengths, the term of this agreement is for only one 10-week term. If a student's schooling is ongoing after the first term with no interruptions, no new Agreement need be signed, and the terms of this Agreement are reaffirmed and shall be applicable to the student and Westwood upon the student's enrollment for each consecutive subsequent term and during the term thereof. Students who leave the program for one, two, or three terms must sign an amended enrollment agreement prior to resuming. Students who leave the program for more than three terms or who transfer to another program will execute a new agreement prior to resuming.
- A student may elect to take (select) courses offered online, provided the student meets the following criteria: (1) must have a 2.75 cumulative GPA, (2) have completed his or her first term, (3) receive approval from the Program Director in his or her selected degree program, and (4) have met all course prerequisites.

THE COLLEGE:

- Reserves its right to change, cancel, interrupt, terminate, postpone, amend, or reschedule any course or program contents, other education-related matters, training materials or procedures, and class schedule, or withdraw programs, during the period of the student's enrollment, provided that the State Board or agency, if required, has been notified or has given prior approval in accordance with requirements. Such changes will result in no additional expense to the student, except for expendable supplies. Changes may be made as required by industry needs and to increase the skill level of the student. Students and agencies, as required, will be notified of such changes in advance of implementation.
- Reserves its right to change or cancel classes when the number of students scheduled to start the class is too small (as defined by the school) to justify the start or continuation of a class. In the event that a scheduled class start date is cancelled for any program, the enrollee shall be entitled to select either: (1) a guaranteed reservation in the next scheduled class for that program or (2) cancellation of enrollment with a full refund of all monies paid.
- Reserves its right to close, transfer, or relocate all or any part of the College. Students and agencies will be notified of such changes 30 days in advance. In the event of a relocation, it is fully expected that the student will continue at the new location. Students who are affected by Westwood's exercise of such rights shall be entitled to a refund under the refund policies described below as their sole recourse or remedy.
- If unable to perform any of its obligations under this contract by reason of fire, strike, work stoppage, riot, utility failures or shortages, damage by the elements, or any other unavoidable casualty or act of God, will not be responsible for damages or tuition refund caused by delay or failure to perform hereunder, provided said delay does not exceed 90 days and the College evidences positive effort every 30 days to reactivate College.
- Has assumed the obligation of furnishing a complete course/program, teachers, equipment, laboratories, classrooms and other facilities necessary, as the College deems proper, for teaching these course/programs at a tuition cost per term for the course/program.
- Agrees to assist the graduate in obtaining employment, (except for international students in their country of permanent residence, or in the United States), without additional charge, but does not guarantee employment or obligate itself beyond reasonable assistance and guidance.

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the initial enrollment agreement until midnight of the third business day after the enrollment agreement has been accepted, signed, and dated by an authorized official of the College at the College's principal place of business and the student has received a tour of the facility. If the right to cancel is not given to a prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date. The refund must be given within 10 days of cancellation. Any wish to cancel enrollment must be given in writing to the registered agent or managing employee of the College. If the student does not give notice of cancellation in writing, the unexplained absence of a student from College for 15 school days (non-Colorado students only), constitutes constructive notice of cancellation to the College. For purposes of cancellation, the date is the last day of attendance.

RETURN OF TITLE IV:

Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. For instance, if the payment period lasts 100 days, 100% of the Title IV funds are earned after 60 days are completed. If a student withdraws after 60% of the payment period is completed, Title IV funds are not required to be returned. When a student withdraws prior to completion of 60% of the payment period, the College must determine if the Title IV funds the student has received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's withdrawal date. If the amount received by the student exceeds the amount earned, the College must return the excess funds to the Title IV programs in the sequence mandated by the U.S. Department of Education.

TEXAS CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities or orientation and inspection of the equipment is made by the prospective student.

REFUND POLICIES:

The Institutional Refund Policy and the Texas Refund Policy will both be calculated and the policy that yields a more favorable result to the student will be administered.

TEXAS REFUND POLICY

- Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
- The effective date of the termination for refund purposes will be the earliest of the following:
 - The last day of attendance, if the student is terminated by the school;
 - The date of receipt of written notice from the student; or
 - Ten school days following the last date of attendance.
- If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
- If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
 - During the second quarter of the course, 50 percent of the remaining tuition and fees;
 - During the third quarter of the course, 10 percent of the remaining tuition and fees; or
 - During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
- The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
- For residence courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
- The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student;
- A full refund of all tuition and fees is due and refundable in each of the following cases:
 - An enrollee is not accepted by the school;
 - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- Refunds will be totally consummated within 60 days after the effective date of termination.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - Demonstrated sufficient mastery of the program material to receive credit for completing the program.

INSTITUTIONAL REFUND POLICY:

Refunds must be calculated from the last date of recorded attendance. The following calculations reflect this policy:

- A full refund of all monies paid if the applicant is not accepted by the College.
- A full refund of tuition and fees paid if the applicant withdraws within three days after signing the enrollment agreement or making an initial payment, provided that the applicant has not attended an orientation, toured the campus, or commenced training.
- A full refund, without penalty, if the applicant withdraws within three business days following the applicant's "visit to the school and/or regularly scheduled orientation."
- A full refund of tuition and fees paid in the event that the College discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the College ceases operation.
- The policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:
 - A student terminating within the first ten percent of the term shall be entitled to a refund of ninety percent of the term price exclusive of books, tools, and supplies.
 - A student terminating after ten percent but within the first twenty-five percent of the term shall be entitled to a refund of seventy-five percent of the term price exclusive of books, tools, and supplies.
 - A student terminating after twenty-five percent but within the first fifty percent of the term shall be entitled to a refund of fifty percent of the term price exclusive of books, tools, and supplies.
 - A student terminating after fifty percent but within the first seventy-five percent of the term shall be entitled to a refund of twenty-five percent of the term price exclusive of books, tools, and supplies.
 - A student terminating after completing seventy-five percent of the term shall not be entitled to any refund and shall be obligated for the full term price which constitutes maximum obligation, exclusive of books, tools, and supplies.
 - The above calculations are performed on a term-by-term basis as determined by the particular term in which the student withdraws. All previous terms will be charged in full.
 - The lab charge and Online per credit course fee are treated as part of the tuition for refunding purposes.
- A student may return his/her books and/or tools (does not apply to opened software or activated software subscriptions) to the school for a refund upon withdrawal. Only if his/her books and/or tools are judged to be in excellent condition, will the student receive a refund (or credit, if applicable— depreciated value to his/her account). This offer is for seven calendar days from the effective date of withdrawal.
- The effective date of termination (cancellation/withdrawal) is defined as:
 - the date of receipt of student's notification; or
 - the date the institution determines the student is no longer attending;
 - For the purpose of calculating the refund, a student's last day of attendance (LDA) is the last day a student has demonstrated completion and has submitted the unit assignment(s).
- All refunds will be paid within 30 days from the effective date.

OTHER STATES:

For students from other states, the cancellation and/or refund policy of Texas will apply, unless noted otherwise on the enrollment agreement or addendum. In all cases, refunds will meet or exceed the minimum requirement of the Texas refund policy.

Approved and regulated by the Texas Workforce Commission, Proprietary Schools Section, Austin, Texas.

Buyer's Initials _____