Opportunity Junction
3102 Delta Fair Blvd. Antioch, CA 94509
(925) 776-1133 • www.OpportunityJunction.org

Enrollment Agreement

Administrative Assistant Training Enrollment Agreement

Enrollment Agreement Date:

PLEASE PRINT OR TYPE

☒ New Student ☐ Re-Entry Student

Applicant Legal Name:

Social Security #: Date of Birth:

Home Telephone: Cell:

Address: City: State: Zip:

Email:

A. EDUCATIONAL SERVICE

Program: **Administrative Careers** Total Clock Hours: **917*** No. of Weeks: **28**

Enrollment Agreement Period: Start Date: **MM/DD/YYYY**

MM/DD/YYYY- MM/DD/YYYY Completion Date: **MM/DD/YYYY**

Hours: **9:00 AM to 4:30 PM** Monday-Friday

Instruction to be provided at Opportunity Junction, 3102 Delta Fair Blvd., Antioch, CA 94509

A Certificate of Completion will be issued after the certification of the training program and all tuition fees are paid in full or otherwise accounted for.

*Note: Total Clock Hours includes all hours through the training, career skills, and paid work experience. Total clock hours required for the Certificate of Completion is 406.

B. SCHOOL PERFORMANCE FACT SHEET AND SCHOOL CATALOG

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.

(_____) School Catalog **(_____) School Performance Fact Sheet**

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.

(_____) School Catalog **(_____) School Performance Fact Sheet**

C. ITEMIZATION AND TOTAL TUITION FEES

Tuition:	$4,500	
Funded by 3rd Party:	($ 0.00)	Name: _____
Non-Refundable Fees:		
STRF:	$ 0	Student Tuition Recovery Fund ($0 for every $1,000 rounded to the nearest $1,000.00)
OJ Scholarship:	$4,500	Scholarship per CDBG income guidelines covers all fees and tuition. Student is responsible for paying $ 0 for the entire program. Students receiving the scholarship do not pay STRF.
Total Non-Refundable Fees:	$ 0.00	

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	$ 0
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	$ 0
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:	$ 0

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF OPPORTUNITY JUNCTION CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. 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 agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student Date

Chief Academic Officer

Signature and Title of School Official Accepting Enrollment Date

D. STUDENT'S RIGHT TO CANCEL

1. A Student has the right to cancel the agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh business day after enrollment, whichever is later. Student must exercise his/her right to cancel or withdraw by _____.
2. After the end of the cancellation period, a Student also has the right to stop school at any time; and has the right to receive a pro rata refund if a Student has completed 60 percent or less of the scheduled hours in the program through the last day of attendance. After completion of 60% or more of the program, the school earns 100% of the tuition. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3102 Delta Fair Blvd., Antioch, CA 94509. This can be done by mail or by hand delivery to the Chief Academic Officer.
3. The written notice of cancelation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancelation 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.

REFUND POLICY

If the Enrollment Agreement is cancelled the school will refund the Student any money he/she paid within 10 days after the notice of cancellation is received.

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh business day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. After completion of 60% or more of the program, the school earns 100% of the tuition. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3102 Delta Fair Blvd., Antioch, CA 94509. This can be done by mail or by hand delivery to the Chief Academic Officer.

Any applicant may cancel enrollment prior to starting class by giving written notice to the school. If cancellation occurs prior to the beginning of the class start date, the entire tuition amount will be refunded.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current "enrollment period" in your program through the last day of attendance. **Enrollment Period** *is defined as the time period encompassed by "Program Start Date" through the "Program End Date" as they appear on the first page of the Student's Enrollment Agreement.* Any Refund will be paid to the Student (or third party payer) within 45 days of withdrawal. If the Student has completed more than 60% of their Enrollment Period all tuitions considered earned and the Student will receive no refund.

For the purpose of determining a refund under this section, a Student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The Student notifies the institution of the Student's withdrawal or as of the date of the Student's withdrawal, whichever is later.
- 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 and/or tardiness in excess of maximum set forth by the institution.
- The Student has failed to attend class after 6 days of unexcused absences. Students are expected to attend classes punctually unless extenuating circumstances exist (e.g. Verified cases of accidents, illness, or other circumstances beyond the control of the student).
- The Student fails to return from a leave of absence by the next planned session.

If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid program funds.

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 program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

The Student may notify the institution by providing a written notice of withdrawal at the following address: 3102 Delta Fair Blvd., Antioch, CA 94509. This can be done by mail or by hand delivery to the Chief Academic Officer.

FINANCIAL AID

This agency does not accept financial aid, but 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 the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitles to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

UNDERSTANDINGS **INITIAL**

1. **Catalog:**
   Information about Opportunity Junction is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Opportunity Junction reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Opportunity Junction, the Student agrees to abide by the terms stated in the catalog and all school policies.

   _____

2. **Diploma/Certificate:**
   I understand that I will be awarded a Certificate when I have completed all of the program attendance requirements and have satisfied all academic obligations. If I am in default of my fee obligations, my Certificate may be withheld until the fees are paid. There will be a $25 charge for replacement Certificates.

   _____

3. **Career Services:**
   Placement assistance is provided. However, it is understood that Opportunity Junction does not and cannot promise or guarantee employment or level of income or wage rate to any Student or Graduate. Students participate in the following placement assistance activities: 1) Preparation of resumes and cover letters; 2) Interviewing techniques; 3) Job referrals. Participation in the job assistance program includes Students actively developing their own leads from the direction provided by the faculty. Graduates may continue to utilize Opportunity Junction's placement assistance program at no additional cost.

   _____

4. **Grounds for Dismissal:**
   Any Student may be permanently dismissed from Opportunity Junction for any one of the following: 1) disruptive behavior and/or a lack of common courtesy and respect for the instructor and/or his/her fellow Students; 2) behavior that could be interpreted as sexual harassment; 3) behavior that could be related to alcohol or drug use; 4) failure to pay fees when due; 5) failure to adhere to the dress code, and; 6) failure to maintain academic progress.

   _____

5. **Books/Equipment:**
   All supplies for the program selected will be provided by Opportunity Junction at no charge.

   _____

6. **Questions:**
   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, Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone Number: (916) 574-8900; Toll Free: (888) 370-7589; Fax Number: (916) 263-1897; www.bppe.ca.gov.

   _____

7. **Disciplinary Action**:
   A Student may appeal any disciplinary action in writing to the instructor who will submit it to the Chief Academic Officer for a binding decision within 48 hours. Upon the decision of the CAO, if the Student believes that further review is necessary then the appeal will be submitted by email and reviewed in the following order: Chief Executive Officer to the Board of Directors.

8. **Complaints:**
   A Student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

9. **Arbitration:**
   Any dispute arising from enrollment at Opportunity Junction, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at San Francisco, California, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

10. **Financial Aid:**
    Although Opportunity Junction does not offer financial aid; Students may be eligible for financial aid through other sources. Students eligible for CalWORKs/WIOA, JTPA, GAIN or State and Private Vocational Rehabilitation should have their counselors call the School directly. The Student understands that if a separate party is financing his/her education, which the Funder, and the Funder alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

11. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION** The transferability of credits you earn at Opportunity Junction is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nursing Assistant program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Opportunity Junction to determine if your certificate will transfer.

12. **Student Tuition Recovery Fund Payment (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."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEAR 2025

Administrative Careers Training—28 weeks, 917 hours

On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	40	27	22	82%
2024	53	53	46	87%

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	0	0	0	0
2024	0	0	0	0

Student's Initials: _____ Date: _____
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Job Placement Rates (*includes data for the two calendar years prior to reporting*)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	40	22	22	18	82%
2024	53	46	46	39	85%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Chief Academic Officer or another institutional representative.

Gainful Employment Categories (*includes data for the two calendar years prior to reporting*)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2023	2	16	18
2024	9	30	39

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2023	18	0	18
2024	39	0	39

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	0
2024	0	0

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Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2023	0	18
2024	2	39

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in the Calendar Year	Number of Graduates Taking Exam	Number Who Passed the First Exam Available	Number Who Failed the First Exam Available	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a	n/a

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: _____ **Date:** _____
Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (*includes data for the two calendar years prior to reporting*)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates available for employment	Graduates Employed in Field	$30,001 to $35,000	$45,001 to $50,000	$50,001 to $55,000	No Salary Information Reported
2023	22	18	2	5	2	0
2024	46	39	3	5	7	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask the Chief Academic Officer or another institutional representative.

Student's Initials: _____ **Date:** _____
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Cost of Educational Program

Total charges for the program for students completing on time in 2024: $4,500

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: $4,500

Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt
Students at Opportunity Junction are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

_____
Student Name – Print

_____ _____
Student Signature Date

_____ _____
School Official Date

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Definitions

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program. 10.
10. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
13. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information

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