



## Administrative Assistant Enrollment Agreement

Enrollment Agreement Date: **00 - 00 - 0000**

**PLEASE PRINT OR TYPE**

New Student     Re-Entry Student

Applicant Legal Name:

(First)

(Middle)

(Last)

Social Security #: **000 - 00 - 0000**

Date of Birth: **00 - 00 - 0000**

Driver's License /ID No.: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

### A. EDUCATIONAL SERVICE

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

Enrollment Agreement Period:    Start Date:    **2 - 06 - 2017**

Completion Date:    **8 - 24 - 2017**

Hours: **9:00 PM to 5:00 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.



## Administrative Assistant Enrollment Agreement

### 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.

The Administrative Assistant Enrollment agreement is provided in English only. Applicants and interested parties are responsible for translating documents into another language.

**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 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



## Administrative Assistant Enrollment Agreement

### C. ITEMIZATION AND TOTAL TUITION FEES

Tuition:	<u>\$ 4,500.00</u>	
Funded by 3rd Party:	<u>(\$ 0.00)</u>	Name: _____
OJ Scholarship:	<u>(\$ 4,500.00)</u>	Low income Scholarship as per CDBG income guidelines
Non-Refundable Fees:		
Registration:	<u>\$ 0</u>	
Textbooks:	<u>\$ 0</u>	
Uniform:	<u>\$ 0</u>	
Exam Vouchers:	<u>\$ 0</u>	
Testing Proctor/Admin:	<u>\$ 0</u>	
STRF:	<u>\$ 0</u>	Student Tuition Recovery Fund (\$0 for every \$1,000 rounded to the nearest \$1,000.00)
Other:	<u>\$ 0.00</u>	Description: _____
Total Non-Refundable Fees:	<u>\$ 0</u>	

**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

Payment Plan                      Your payment schedule will be based upon monthly invoice for the remaining balance due.

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 AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of School Official Accepting Enrollment

\_\_\_\_\_  
Date

## Administrative Assistant Enrollment Agreement

### D. STUDENT'S RIGHT TO CANCEL

1. A Student has the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. 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 the student has completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.
2. Cancellation may occur the first 2 calendar weeks when the Student provides a mandatory written notice of cancellation at the following address: Opportunity Junction, 3102 Delta Fair Blvd., Antioch, CA 94509. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. 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.

### REFUND POLICY

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 Enrollment Agreement is cancelled, the school will refund the Student any money he/she paid, less a registration/administration fee not to exceed \$100.00, and less any deduction for equipment or books not returned in good condition, within 10 days after the notice of cancellation is received.

In the event of a withdrawal, termination or leave of absence, tuition is refunded for the current session according to the following table:

Administrative Assistant	
Hours of Instruction	Refund Amount
30	\$0.00
60	\$0.00
90	\$0.00
120	\$0.00
150	\$0.00
198	\$0.00
231	\$0.00
264	\$0.00
297	\$0.00
330	\$0.00

Any applicant may cancel enrolment 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.

## Administrative Assistant Enrollment Agreement

### WITHDRAWAL FROM THE PROGRAM

A Student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if the Student has completed 60 percent or less of the scheduled days in their "Enrollment Period". **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 less a registration/administration fee not to exceed \$100.00, less any deduction for equipment or books not returned in good condition, and less present Non-Program tuition for all classes started or completed. 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 5 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 Opportunity Junction has received tuition funding via a 3rd party Funder, the Funder is entitled to a refund of moneys of up to 60% of the total tuition cost. If the student withdraws in the first two weeks of the course all tuition is refundable less a \$100.00 administrative fee.

### 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 entitled 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.

## Administrative Assistant Enrollment Agreement

### 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.

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2. **Student Volunteer Commitment:**

Opportunity Junction is committed to the concept of giving back to the community that has provided services to the community. Our commitment to give back is defined by each student agreeing to give at least 20 hours of volunteer service for the class enrolled. This commitment may be fulfilled at the non-profit organization of choice for each student. Opportunity Junction staff will monitor the process and keep of record of service performed.

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3. **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.

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4. **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.

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5. **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.

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6. **Books/Equipment:**

All supplies for the program selected will be provided by Opportunity Junction at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.

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7. **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: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone Number: (916) 431-6959; Toll Free: (888) 370-7589; Fax Number: (916) 263-1897; www.bppe.ca.gov.

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8. **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.

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9. **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](http://www.bppe.ca.gov).

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10. **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.

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11. **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.

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12. **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 Administrative 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.

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13. **Student Tuition Recovery Fund Payment (STRF):**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

## Administrative Assistant Enrollment Agreement

1. The school closed before the course of instruction was completed.
  2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
  3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
  4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
  5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
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### NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

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## Administrative Assistant Enrollment Agreement

### STUDENT ENROLLMENT QUESTIONNAIRE

1. How many weeks does the Administrative Assistant class take to complete?
  - A. 12 weeks
  - B. 23 weeks
  - C. 27 weeks
2. How many days of the week and how many hours will the Administrative Assistant classes meet?
  - A. 4 days/ 4 hours
  - B. 5 days/ 5 hours
  - C. 4 days/7 hours
  - D. 5 days/ 7 hours
3. How often will you have homework?
  - A. Daily
  - B. Weekly
  - C. Never
4. How many times will you be tested on your knowledge?
  - A. Three
  - B. Weekly
  - C. Never
5. Should you enroll in Administrative Assistant if you want to work in administrative field?
  - A. Yes
  - B. No
6. Will you be guaranteed a job once you graduate from Opportunity Junction?
  - A. Yes
  - B. No
7. Is participation in our life and professional skills development curriculum optional?
  - A. Yes
  - B. No
8. How many hours are you expected to do volunteer work?
  - A. 15 hours
  - B. 20 hours
  - C. 25 hours
9. What is the benefit of doing an internship?  

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10. What are the benefits of participating in life skills and professional development?  

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11. What is the purpose of regular one-on-one coaching sessions with the Manager of Personal Relationship?  

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## Administrative Assistant Enrollment Agreement

### STUDENT PLEDGE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**I will be on time:** By being late, I slow down the whole class and waste other people's time and money. If I am going to be late I agree to call my instructor before the scheduled time of class, and not disrupt the class as I enter the room. I understand that excessive tardiness may result in my being removed from the program permanently.

**I will not miss classes:** The instructors put a lot of time into preparation for teaching. I will show them the respect I would want if I were teaching. I will communicate with my instructor any foreseen tardy or absence.

**I will work with fellow students as a team.** It will make the class more fun.

**I will not web surf during lectures or access inappropriate sites at all.** I will stay focused on the important work while in class and play on my own time.

**I will treat the instructor and my fellow students with respect.** We all are in this together.

**I will NOT engage in sexual harassment.** Sexual harassment is defined as:

- Inappropriate comments about body parts
- Sexually explicit jokes
- Physically blocking or impeding another's movement
- Unwelcome physical advances or contact

**I will keep the machines and lab in excellent shape.** If a machine has a problem, I will report it immediately to the instructor. I will not eat, drink or smoke while in the computer lab or in the lobby.

**I will clean up after myself.** I will not litter and promise to keep the entire facility clean, including labs, classrooms, meeting rooms and restrooms.

**I will help the instructor and other students who need it.** The more we help each other out, the quicker we can ALL complete the course activities.

**I will be clean and legal at all times.** I will not use or be under the influence of alcohol or drugs at the training site, and will not bring weapons or other illegal items to the training site. I will represent Opportunity Junction in a positive way at all times, and understand my role as an Opportunity Junction ambassador.

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**I will give back.** I agree to volunteer with Opportunity Junction as part of my expected completion of the program by committing to 20 hours of volunteer work.

**I will commit 100% of myself to this program.** I will work hard and complete my course. I will stay focused and not be distracted by outside influences. I will complete all required assignments and will maintain a positive and team-oriented attitude at all times.

### POLICY FOR ABSENCES

- 6 allowed in the 12-week training phase, 7<sup>th</sup> is grounds for dismissal
- 5 allowed in the internship phase, 6<sup>th</sup> is grounds for dismissal

### LATE

- Each is a discipline notice, 4<sup>th</sup> is grounds for dismissal

Any unexcused absence will grant a written warning.

Dismissed students may request a face-to-face meeting with the Chief Academic Officer

Excused absence is expected absence reported to the instructor time stamped by phone or email before class begins. 1 minute late is considered **LATE!** (Excused absence still counts toward your total absences; it does not absolve you of the above stated outline)

### INSUBORDINATION

**Any act of disrespect towards staff, or refusal to participate in class activities as lead by instructor or substitute instructor is NOT TOLERATED.** Insubordination will result in disciplinary action up to and including expulsion.

### LEAVE OF ABSENCE

If student provides leave of absence notice **within 7 days of leaving**, Leave of Absence will be granted. All enrollment fees will be credited to the next enrollment cycle only, no refunds will be granted for students requesting Leave of Absence.

### OUT OF UNIFORM - NOT ALLOWED!!

Students out of uniform may be sent home and/or given a write up warning.

## Administrative Assistant Enrollment Agreement

### DRESS CODE POLICY

#### PROFESSIONAL STUDENT DRESS CODE

Opportunity Junction takes pride in the reputation as a professional organization with the highest quality candidates for Administrative jobs. The dress code is an element that directly affects the student experience and job opportunities. The dress and personal appearance of students should be a positive reflection on the student, school, and community. The following guidelines concerning dress and appearance are to be followed at school, as well as after-school functions (example: field trips and any other scheduled event). Uniform dress code is checked and enforced on all school days and events.

#### APPROPRIATE BUSINESS CASUAL ATTIRE INCLUDES:

ITEM	INITIAL
Khaki pants or similar trousers, Slacks, Dockers, Skirts or dresses. Colors allowed: Khaki (beige), Black and Gray.	
Professional blouse or blouse-blazer combination recommended or collared dress shirt	
All clothes must be pressed and clean at all times.	
Hemlines must be no higher than 1" above the knee	
Dress/business casual shoes	

#### INAPPROPRIATE ATTIRE INCLUDES:

ITEM	INITIAL
Denim or denim-looking clothing (includes pants/trousers, skirts or dresses)	
Pants that are too big and not properly fitted, are NOT PERMITTED	
T-shirts, sleeveless shirts, shorts or sweatpants	
Nylon sweat suits, Vinyl, Spandex, see through or mesh materials	
Miniskirts (miniskirts are defined as any skirt that is more than two inches above the knee or above the tip of the fingers when arms are extended)	
Leggings	
Athletic shoes of any type or color, hiking boots, tennis shoes, sneakers, sport sandals	
Caps, beanies, or hats of any kind; sunglasses or shades	

Opportunity Junction dress code is tailored in such a manner that relates to the normal guidelines set by most professional companies and is referred to as business casual. Students abusing the dress code will be penalized appropriately (warned and sent home to change, non-compliance will be considered late).



## Administrative Assistant Enrollment Agreement

### A NOTE ON GROOMING

Strong perfumes and colognes should be avoided. Make-up should be minimal and conservative. Facial hair should be shaved or trimmed neatly. Nails should be well manicured and trimmed

Your signature below signifies that you understand and are willing to abide by all the above stated rules and parameters of professional attire as a student of Opportunity Junction and a graduate ready to go to work in a professional environment.

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Student Signature

Date



## Administrative Assistant Enrollment Agreement

### PHOTO RELEASE FORM

I hereby give Opportunity Junction permission to take photographs of me or photographs in which I may be involved with others for the purpose of promoting the goals of Opportunity Junction.

I hereby release and discharge Opportunity Junction from any and all claims arising out of use of the resulting photos.

I hereby allow Opportunity Junction exclusive, non-commercial rights to use the resulting photos related to this release in its promotional materials, either alone or in combination with other images.

I hereby allow Opportunity Junction to use the resulting photos related to this release in across all platforms of media delivery either now existing or yet to be invented.

I am above the age of 18. I have read the foregoing document and fully understand its contents.

**Signature:**

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**Date:**

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**Print Name:**

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**Address:**

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