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| Student Name | |  | |
| Program Name | |  | |
| **PRE-ENROLLMENT CHECKLIST** | | | **Prospective Student**  **(check when completed)** |
| Institutional Tour | I have **toured** the physical campus, either in person or via virtual tour, and have been provided with the opportunity to ask any questions I may have regarding the facilities and equipment that will be made available to me during my program. | |  |
| Student Catalog | I have been provided with a **written copy (either printed or digital)** of the Student Catalog, and received the time and opportunity to review, the information and policies contained in the Student Catalog. | |  |
| Student Resources **(Student Catalog)** | I have been **informed** about and understand the variety of tools land resources available to students (e.g., Advising, Career Services) | |  |
| State License / Accreditation **(Student Catalog)** | I have been **informed** about and understand the Academy’s licensure and accreditation by NACCAS. | |  |
| Program Information **(Student Catalog)** | I have been **informed** about and understand my program, including the number of theory and lab classes, the credential bestowed upon graduation, the length of the program for full-time students in academic terms and in actual calendar time, and all related graduation requirements. | |  |
| Curriculum and Schedule **(Student Catalog)** | I have been **provided** with a curriculum outline for my program (including a course outline, schedule, days, and hours), and I understand the full nature and scope of my program. | |  |
| Program Cost **(Student Catalog)** | I have been **informed** about and understand the estimate total cost of my program, including tuition and fees, as well as the estimated cost of books and any required equipment purchases (e.g., textbooks, specialized tools, supplies). | |  |
| Financial Aid | I have had the **opportunity to meet with the Financial Aid Department** and to receive an estimated account of the date and amount of payments that will be due and the funding available to me for such payments (i.e., a tuition proposal). | |  |
| Academic Requirements **(Student Catalog)** | I have received a **written copy (either printed or digital)** of the course information and been informed about and understand all academic requirements of the program, including requirements concerning the grading scale, attendance, and Satisfactory Academic Progress. I understand that the consequences of my not meeting such requirements may include termination. | |  |
| Accepting Transfer Credit **(Student Catalog)** | I have been **informed** about and understand the Academy’s policies relating to the acceptance or credit previously earned at other institutions, as well as potential options for alternative transfer credit. | |  |
| Outcome Rates  (NACCAS) **(Student Catalog & Consumer Information)** | I have been provided a **written copy (either printed or digital)** of the Academy’s most recent graduation, placement, and licensure rate disclosures, and understand that in the case of new programs or locations, such disclosure may not yet be available. | |  |
| Employment- **(Enrollment Contract)** | **I understand** that the Academy does not and cannot promise or guarantee employment upon completion of my program of study. | |  |
| Cancellations and Refunds **(Student Catalog)** | I have received a **written copy (either printed or digital)** of and understand the Academy’s cancellation and refund policies. I understand that I may withdraw at any time. | |  |
| Student Grievances (**Student Catalog)** | I have been provided a **written copy (either printed or digital)** of and been informed about and understand the *Student Grievance Policy* contained in the Student Catalog and know that grievance forms are available, if needed. | |  |
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| Campus Safety**- (Annual Security Report)** | I have **received access to or been given a hard copy** of and understand the *Notice of Availability: Campus Safety & Security Report*, or understand that in the case of new institutions, such a report many not yet be available. | |  |
| Drug Free Campus **(Student Catalog)** | I have **received access to or a hard copy** of and understand the Academy’s *Drug & Alcohol Abuse Policy*. | |  |
| Violence Against Women Act (VAWA) Policy **(Annual Security Report)** | I have **received a hard copy** **or been granted access** to Violence Against Women Violence Policy. | |  |
| Net Price Calculator **(Website)** | I have received **a hard copy or been granted access** to the Net Price Calculator. | |  |
| Licensure Requirements **(Student Catalog)** | I have received a **written copy (either printed or digital)** of the Licensure Requirements for the program. | |  |
| State Information **(Student Catalog)** | I have received a **written copy (either printed or digital)** of all State required information | |  |
| Program Rationale **(Student Catalog)** | I have received a **written copy (either printed or digital)** of the rationale for the program length being longer than the State requirements for the program, if applicable. | |  |
| Pre-Requisites for Employment **(Student Catalog)** | I have received a **written copy (either printed or digital)** of Pre-requisites for Employment and any factors that may affect me from becoming employed upon graduation. | |  |
| Physical Demands **(Student Catalog)** | I have received a **written copy (either printed or digital)** of the physical demands of the profession. | |  |
| Safety Requirements **(Annual Security Report)** | I have received a **written copy (either printed or digital)** of the safety requirements of the professions and the emergency evacuation plan has been explained to me. | |  |
| Right to Know **(Website)** | I have **received access to or a hard copy** of “Right to Know” information via the College Navigator | |  |

**Prospective Student Signature**

**By initialing and signing this *Pre-Enrollment Checklist*, I acknowledge that the academy has reviewed with me each of the items set out above and agree that I have been provided with and understand the documentation and information discussed in each item to my full satisfaction. I further acknowledge and agree that the information provided to me orally by the academy’s representatives is entirely consistent with the information and documentation that has been provided to me in writing.**

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| --- | --- |
| Student Signature: | Date: |
| Print Name: |  |

**Academy Representative Signature**

**By initialing and signing this *Pre-Enrollment Checklist*, I acknowledge that I have reviewed with the Prospective Student each of the items set out above, and that my oral representations to the Prospective Student have been entirely consistent with the information and documentation that has been provided to the Prospective Student in writing.**

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| Academy Representative Signature: | Date: |