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**c. PAYMENT: STUDENT AGREES TO PAY ABOVE SPECIFIED FEES AS FOLLOWS:**

Dept. of Rehab      \$ 90,000\*  
 Sponsor                      \$ \_\_\_\_\_ Sponsor Name: \_\_\_\_\_  
 Check                              \$ \_\_\_\_\_ Check Number: \_\_\_\_\_  
**BALANCE DUE**                      \$ -0-

**\*The Department of Rehab will be billed monthly in arrears.**

Timing of Payments: Your first monthly payment will be due on N/A. Thereafter, each monthly payment will be due on the same day of the month as your first monthly payment.

Consumer Loan Agreements: The Hatlen Center for the Blind does not loan students' funds to attend school. Students may voluntarily choose a Third-Party Private Lending Institution to receive a loan to pay for the cost of their educational program(s). The third-party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

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**D. REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL**

1. Student has the right to cancel and obtain a refund of charges through attendance at the first-class session, or the seventh 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 if a student has completed less than 60% of the educational program, he or she is entitled to a refund of unearned institutional charges at a pro-rata rate.
2. 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.

Cancellation of this agreement can occur up to: \_\_\_\_\_  
Date

3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Kevin Yanuskavich, THE HATLEN CENTER FOR THE BLIND, 2430 ROAD 20, B112, SAN PABLO, CA 94806. 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 form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid within 45 days after the notice of cancellation is received.

## **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and if a student has completed less than 60% of the educational program, he or she is entitled to a refund of unearned institutional charges at a pro-rata rate. The refund will be less a registration or administration fee not to exceed \$250.00, within 45 days of withdrawal.

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 in writing 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 in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

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 daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If a student has completed less than 60% of the educational program, he or she is entitled to a refund of unearned institutional charges at a pro-rata rate.

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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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## **E. UNDERSTANDINGS**

**INITIAL**

1. **Catalog:** Information about THE HATLEN CENTER is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. THE HATLEN CENTER 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 THE HATLEN CENTER, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. All instruction takes place at 2430 Road 20, B112, San Pablo, CA 94806.
3. I understand that I will be awarded a Certificate when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.
4. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at THE HATLEN CENTER is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 THE HATLEN CENTER to determine if your certificate will transfer.
5. **Placement Assistance:** Placement assistance is not provided.
6. **Limited English Speakers: All recruiting techniques are conducted in the English language, and only English will be the primary choice.**
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*  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov),  
(888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

8. **Complaints:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7859 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).
9. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
10. **Loan:** 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.
11. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. 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.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

12. **Student Tuition Recovery Fund Payment:**

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.

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**Initial**

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 in 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.

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.

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