

NORTHERN CALIFORNIA BIBLE COLLEGE

ENROLLMENT AGREEMENT

4439 Stoneridge Drive, Suite 210
Pleasanton, California 94588

Program: **Biblical Studies**

Student's Name: _____

Address: _____

Program start date: _____

Scheduled completion date: _____

Circle the Purpose of your Enrollment:

1. To take individual courses for enrichment, audit only (no credit)
2. To take individual courses for my enrichment for credit
3. To complete my ACSI certification requirements (9 units)
4. To pursue an AA degree in Biblical Studies
5. To pursue a BA degree in Biblical Studies
6. To pursue a one year (15 classes) Certificate in Biblical Studies (not an actual degree)

A total of 90-quarter units are required to complete the Associate of Arts degree program. A total of 180-quarter units are required to complete the Bachelor of Arts degree program. (Note: For both programs, at least 45 quarter units are to be taken from this institution; this is called the residency requirement.)

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies, and (b) a catalog including a description of the course or educational service, including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Upon signing this agreement, you will be given a copy of it to retain.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel this enrollment agreement up through attendance at the first class session or the 7th day after enrollment and obtain a full refund for all classes (campus & distance learning) based on the schedule following. You may cancel this enrollment agreement and receive a refund by providing a written notice to Registrar, N.C.B.C., 4439 Stoneridge Drive, Suite 210, Pleasanton, CA 94588. The cancellation is effective the date the notice is mailed/postmarked.

Refund Information

The student has a right to a refund of all charges, less the amount of \$35.00 for the application fee and a \$20.00 administrative fee if he/she cancels this agreement prior to or on the first day of instruction or before receiving any correspondence materials. Once purchased, books and other materials are the property of the student (the exception of this

is CDs or DVDs purchased for correspondence purposes, which shall be returned to the college upon cancellation of the class). The college only makes refunds on unused, unmarked books. The State of California requires the payment of \$0.00 for each \$1,000 of institutional charges. This is called the Nonrefundable Student Tuition Recovery Fund. (NSTR)

(a) 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 or 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.

(b) 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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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 this 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."

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

An enrollee may cancel enrollment within five working days following enrollment and receive a full refund of all money paid. After five working days, refunds will be given according to the following schedule:

- 80% before the 2nd week of instruction.
- 70% before the 3rd week of instruction.
- 60% before the 4th week of instruction.
- 50% before the 5th week of instruction.
- 40% before the 6th week of instruction.
- 30% before the 7th week of instruction.
- 20% before the 8th week of instruction.
- 10% before the 9th week of instruction.

No refund will be given after the 9th week of instruction.

Example of a Refund Policy:

A student who took one class paid:	
The application fee	\$35.00
The tuition fee	\$320.00
The book fee	\$25.00 (up to \$60.00)
TOTAL PAID	\$380.00

After the second week of instruction the student dropped the class.

He/she will be given 70% credit of his/her tuition or \$224.00.

Less the application fee \$35.00

Less the administrative fee of \$20.00

Total refund of \$169.00

All books are considered property of the student and can be returned if unmarked.

Note: Although the time allotted to complete an off site learning course is one (1) year, the refund schedule is based upon a twelve-week schedule beginning at the time the course materials are received by the student.

If the student obtains a loan to pay for any part of this educational program, the student will be responsible to repay the full amount of the loan plus interest less the amount of any refund.

Fees & Charges for CREDIT Students

The student is responsible for the following fees and charges for the first course due upon enrollment:

Application	\$35.00
Tuition	\$360.00 per course
Books	\$ 25.00 – 60.00
Accordance Software	\$500.00 (one-time expense)

TOTAL CHARGES SHOULD THE STUDENT ATTAIN EITHER DEGREE

OFFERED:*

A.A. = \$5,900 (PLUS BOOKS)

B.A. = \$5,900 - \$16,800 (PLUS BOOKS)

*Must be transferring in with college credits earned at other institutions (meeting the general education requirements); minimum requirement of 45 quarter units for A.A. and B.A., though up to 135 quarter units can be transferred toward B.A. degree.

Fees & Charges for CERTIFICATE Students

The student is responsible for the following fees and charges for the first course due upon enrollment:

Application	\$35.00
Tuition	\$260.00 per course
Books	\$ 25.00 – 60.00

TOTAL CHARGES SHOULD THE STUDENT CERTIFICATE OFFERED:
Certificate = \$3,945.00 (PLUS BOOKS)

Fees & Charges for AUDIT Students

The student is responsible for the following fees and charges for the first course due upon enrollment:

Registration	\$35.00
Tuition	\$160.00 per course
Books	\$ 25.00 – 60.00 per course

Instruction takes place at the following locations:

Faith Fellowship	577 Manor Blvd. San Leandro 94579
Cathedral of Faith	2315 Canoas Garden Ave. San Jose 95125
Valley Christian Center	7500 Inspiration Drive, Dublin 94568
Jubilee Christian Center	105 Nortech Parkway, San Jose 95134
Gateway City Church	5883 Eden Park Place, San Jose 95138

A quarterly brochure indicating which courses are available at which location is provided to students prior to the end of the preceding term.

DISTANCE LEARNING

Students signing up for Distance Learning (CD's, DVD's, or online) are assured of the following:

1. NCBC shall provide access to the lessons and any materials to any student within seven days after the institution accepts the student for admission and full payment has been received.
2. The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent to the NCBC office. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.
3. NCBC shall provide access to all of the lessons and other materials to the student if the student: shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student.

These are the institution's and students' rights under section 71716 (Calif. Code).

English is the only language spoken at Northern California Bible College.

All lectures, CDs, and DVDs, are recorded in the English language. All publications are in the English language only. There are no provisions given for any other language and no interpreters are present.

Notice Concerning Transferability of Credits and Credentials Earned at Northern California Bible College:

The transferability of credits you earn at Northern California Bible College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the A.A. and B.A. degrees you earn in Northern California Bible College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or

degree that you earn at this institution are 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 Northern California Bible College to determine if your credits or A.A. or B.A. degree will transfer.

SCHOOL PERFORMANCE FACT SHEET

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate
2014	79	79	10	12.7%
2015	5	5	0	0%

_____ Prospective Student’s initials indicating that the above School Performance Fact Sheet has been read and the student realizes that the percentages of students who completed the program.

_____ Prospective Student’s initials indicate that the student realizes that the percentages of students employed in the field of ministry upon graduation.

_____ Prospective Student’s initials indicate that the student realizes that there is no license examination preparation connected to NCBC’s educational programs.

_____ Prospective Student’s initials indicate that the student realizes that NCBC does not promise any level of salary to any of its graduates or any position in full or part time ministry.

_____ Prospective Student’s initials indicate that the student realizes that 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 enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax 916-263-1897.

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov

“Prior to signing this enrollment agreement, you will be given access to 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. NCBC 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, 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 profiled in the School Performance Fact Sheet.

Student Initial: _____

Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Date: _____

Student Initials: _____ Date: _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;

\$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;

\$ _____

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT; \$ _____

“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 and refund policies have been clearly explained to me.”

Signature of Student _____ **Date** _____

Signature of Registrar/NCBC staff _____ Date _____

