

# APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

4130 Mennes Avenue, Riverside, Ca. 92509

Phone: (951) 228-9921 Fax (951) 742-4626

www.spartan.edu



Source Code \_\_\_\_\_ Rep Code \_\_\_\_\_

Birth Date (MM/DD/YYYY) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Age \_\_\_\_\_

Student Name (First Middle Initial Last Name) \_\_\_\_\_

Address, City, State, Zip (International: Address, City, County, Providence, Code, and Country) \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## PROGRAM ENROLLMENT AVIATION MAINTENANCE TECHNICIAN PROGRAMS

[ C:a:o ] Aviation Maintenance Technology (Diploma); 1960 clock hours, 60 Semester Credits, 15 Months

[ C:a:o ] Day (7:30 a.m. – 3:00 p.m.)

[ C:a:o ] Evening (4:00 p.m. – 11:45 p.m.)

*Note: All classroom instruction will take place at 4130 Mennes Avenue, Riverside, Ca. 92509.*

### Period covered by the Enrollment Agreement:

Start Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

## TUITION CHARGES

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** Tuition is due at the beginning of each academic year. All items are Refundable with exception of the Application fee and STRF.

Initial One Program	Program Title/Credential Level	Mos.	Clock Hours	Term (†)	Credit Hours	Tuition (Per Credit)	Tuition	Estimated Tool Kit*	Uniform	Insurance	Book/Course Fee (‡)	STRF (**)	Program Cost (†)
	Aviation Maintenance Technology (Diploma)	15	1960	10	60	\$553	\$39,283	\$1,600	\$295	\$100	\$2,500	\$0.00	\$43,778

(\*) **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** STRF is non-refundable. The remaining items are refundable with the following exceptions, opened/unwrapped, out of date, and damaged items. Sales tax will be charged for all applicable Bookstore purchases.

† Term equal 10 weeks.

\* This is an estimate only - includes computer, digital course content, books, testing material, and all FAA Examination Fees (First attempt only).

\*\* If applicable.

**PAYMENTS MADE UPON ENROLLMENT** Enclosed with this agreement is a payment of \$USD \_\_\_\_\_ Receipt # \_\_\_\_\_

Payment made by: [ C:a:o ] Cash [ C:a:o ] Check [ C:a:o ] Credit Card [ C:a:o ] Money Order

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. You can also find this information at <https://www.spartan.edu/inland-empire/consumer-information/>. By signing this agreement, you are acknowledging that you have received the web address and understand how to find the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination pass rates, and salaries or wages, using the web link.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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. I certify that I have also received the school's web address. INITIAL: [ i:a:r ] \_\_\_\_\_

The student attests that s/he meets all the College's admissions requirements including having earned a high school diploma, GED, or equivalent. Failure to meet any admissions requirement or not providing official, acceptable proof of each requirement may void this agreement. The student cannot begin classes without meeting admissions requirements and a proof of graduation or equivalent is on file.

INITIAL: [ i:a:r ] \_\_\_\_\_

The student acknowledges that s/he is ultimately responsible for his/her job search, the College does not guarantee job placement, and that no one at the College has made any guarantees regarding employment or salary ranges to expect after graduation. The College will provide job placement guidance. Additionally, the student grants the College the right to verify employment following completion of all coursework. INITIAL: [ i:a:r ] \_\_\_\_\_

**THIS ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY.** 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.

[ s:a:r ] \_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

[ s:b:o ] \_\_\_\_\_  
Signature of Parent (if required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Admissions Representative

\_\_\_\_\_  
Date

ACCEPTED BY: Spartan College Official

\_\_\_\_\_  
Date

## STUDENT'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

A student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

If the Enrollment Agreement is cancelled, the school will refund the student any money paid, less an application fee, if applicable, not to exceed \$100.00 within 45 days of cancellation.

Cancellation is effective the date the cancellation notice is sent to the Admissions Office. Cancellation of this agreement can occur up to **(Date)**.

After the end of the cancellation period, you 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 days in the current payment period in your program through the last day of attendance.

A student's withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

## STUDENT INSURANCE

All Spartan College students are required to be covered for accidents under a basic accident insurance policy for a nominal cost (See Enrollment Agreement). This policy is mandatory for all students and covers the entire time the student is in school. The master policy is held by the College.

## WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed less than 60 percent of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less any applicable application fee not to exceed \$100.00 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 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 or attendance; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.
- The student does not return from a leave of absence.

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.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected from Title IV funding for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a private loan or third party, the refund shall be sent to the lender or third party.

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

## CANCELLATION AND WITHDRAWAL PROCEDURES

1. A student may cancel their enrollment by informing in writing the Spartan College's Admissions Department of their intention to cancel. If a student does not notify Spartan that they wish to cancel by the end of the cancellation period, they will be considered enrolled. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less an application fee, if applicable, not to exceed \$100.00 within 45 days of cancellation.
2. If a student chooses to withdraw from a program of study, the student is requested (although not required) to notify the Director of Education or Registrar in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Student will need to have an Exit Interview with the following departments prior to withdrawing from school so the student will have an understanding of financial obligation: Records, Student Finance, and Student Services.

## STUDENT EMERGENCY CONTACT INFORMATION

Name

Phone Number

Cell Number

## WITHDRAWAL CALCULATION PROCESS FOR RETURN OF TITLE IV FUNDS

Spartan College will use a payment period to determine when excess Title IV financial aid funds are returned to the originating programs. During a student's first and second academic years, a payment period of 450 hours will be used. The student's third academic year is 300 hours.

Title IV funds are earned in proportion to the percentage of payment period that is completed, with 100% of the funds earned when 60% of the payment period hours have been completed.

For instance, a student in their first or second academic year will earn 100% of the Title IV funds after completing 270 hours (270 hours is 60% of the 450 hour payment period.) Similarly, a student in their third academic year will earn 100% of the Title IV funds after completing 180 hours (180 hours is 60% of the 300 hour payment period.)

The normal refund calculations will be applied after the Title IV return calculation has been made and after excess funds (if any) have been returned to the Title IV programs. If you have any questions about this policy, please visit Student Finance for further explanation.

## WITHDRAWAL CALCULATION PROCESS FOR REFUND

Student who withdraw from Spartan College are entitled to a fair and equitable refund. The refund policy used will be one of the following, depending on the method of payment used for tuition and when a student elects to withdraw or is withdrawn from the school.

- 1) Students receiving Title IV funds – Withdrawal during the first period of enrollment Spartan College will apply this policy for refund calculations. Students are charged for each academic year of attendance. All previous academic years will be charged in full. An academic year consists of 900 clock hours
  - a. Withdraw within the first 10% of the academic year results in a 90% refund.
  - b. Withdraw after 10% but within 20% of the academic year = 80% refund.
  - c. Withdraw after 20% but within 30% of the academic year = 70% refund.
  - d. Withdraw after 30% but within 40% of the academic year = 60% refund.
  - e. Withdraw after 40% but within 50% of the academic year = 50% refund.
  - f. Withdraw after 50% but within 60% of the academic year = 40% refund.
  - g. Withdraw after 60% = no refund.
- 2) For students not receiving Title IV funding – who withdraw or are withdrawn during the first 12 months – the following applies to the first 12 month period only.
  - a. After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
  - b. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
  - c. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
  - d. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.
- 3) For student who withdraw or are withdrawn after the first 12 months and are not receiving title IV funding, sections 2. a) -- d) apply to the entire tuition due for the 18 month program period.

## INSTITUTIONAL REFUND POLICY AND PROCESS

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within seven (7) calendar days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after seven (7) calendar days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except any applicable application fee and/or accumulated International fees. In the case of students withdrawing after commencement of classes, the school will retain any applicable application fee, accrued international fees, plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal.

**Refund Table**

Student is entitled to upon withdrawal/termination *	Refund (†)										
<p><b>Eligible Refund:</b> Pro rata calculation of the total days/hours attended weighted against the total days/hours required to complete the current academic year (Payment Period), not to exceed 75%. The pro rata ratio is assessed to the total tuition, fees, and qualifying cost.</p> <p><b>Example:</b></p> <table> <tr> <td>Course Total</td><td>25 Days</td></tr> <tr> <td>Attended</td><td>5 Days</td></tr> <tr> <td>Pro Rata Ratio</td><td>20%</td></tr> <tr> <td>Tuition, Fees, and Qualifying Cost</td><td>\$2500.00</td></tr> <tr> <td><b>Eligible Refund Amount</b></td><td><b>\$2000.00</b></td></tr> </table> <p>The refund ratio is reliant on the academic time completed, if the student completed 31% of the Academic Year (Payment Period), then 31% of the cost will be retained.</p>	Course Total	25 Days	Attended	5 Days	Pro Rata Ratio	20%	Tuition, Fees, and Qualifying Cost	\$2500.00	<b>Eligible Refund Amount</b>	<b>\$2000.00</b>	75% or less - cancellation of tuition, fees and eligible charges will equal the calculated ratio.
Course Total	25 Days										
Attended	5 Days										
Pro Rata Ratio	20%										
Tuition, Fees, and Qualifying Cost	\$2500.00										
<b>Eligible Refund Amount</b>	<b>\$2000.00</b>										
A student that has completed 75% or more of the total number of days/hours required may not be refund eligible.	NO Refund										

\* The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the contract price of the program.

† Exclusive of books, tools, and supplies

- The student may cancel this contract at any time prior to midnight of the seventh business day after signing this contract.
- Non-title IV refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - The date on which the student violates published school policy, which provides for termination.
  - Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- A student may return his/her merchandise (books, tools, computer, uniforms) to the college only if the item(s) meet the return criteria listed within the campus catalog. Items must be returned within 20 days of the original start date or date of withdrawal. The return items must be unopened and/or unregistered, see the campus catalog for additional information pertaining to the return of campus merchandise.
- The effective date of termination (date of determination / cancellation / withdrawal) is defined as any one of the following:
  - The date of receipt of a student's notification
  - The date the institution determines the student is no longer attending
- Refunds will be paid within 30 days from the effective date of termination / withdrawal as defined above.

## CANCELLATION AND REFUND POLICY (State of Colorado)

### General Provisions

- The College's full Cancellation and Refund Policy is contained in the College's catalog.
- Non-Title IV refunds will be paid within 30 days from the effective date of withdrawal as defined below.
- The College will mail a written acknowledgement of Student's cancellation or written withdrawal to Student unless a refund has been mailed to Student.
- Applicants not accepted by the College will receive a refund of all monies paid.
- Granting credit for previous training shall not impact the refund policy.

### Cancellation Policy

- The College will refund all fees to applicants who request a refund within 7 calendar days of signing the Enrollment Agreement.
- An applicant who has not toured or visited the College campus prior to enrollment will have an additional 7 calendar days following the applicant's tour to cancel his/her enrollment without penalty.
- If the College cancels a course or program during a time when the applicant could have reasonably completed it, the College will refund all fees.

Refund Policy for Colorado Residents, residents of New Mexico and students called to active military duty the refund policy is contained in the College catalog.

- The College is required to have a fair and equitable refund policy under which

the College refunds unearned tuition, fees, room and board (if applicable) and other charges to Student.

- Once the Title IV return calculation is performed and after any excess funds have been returned to the Title IV programs, the College will calculate the refund due to Student, if any as follows:
  - A full refund of all monies paid if a student is not accepted by the college.
  - A full refund of tuition and fees paid if a student withdraws within 7 calendar days after signing the enrollment agreement or making an initial payment, if the student has not attended an orientation, toured the campus, or commenced training.
  - A full refund, without penalty, if a student withdrew within 7 calendar days following his/her visit to the college and/or regularly scheduled orientation.
  - A full refund of tuition and fees paid if the college discontinues a course or program of education during a period within which a student could have reasonably completed the same, except that this provision shall not apply if the college ceases operation.
  - The policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:

Student is entitled to upon Withdrawal / termination *	Refund
Within first 10% of program (Same for Ground/Online courses)	90% less cancellation charge, exclusive of books, tools, and supplies
After 10% but within first 25% of program (Same for Ground/Online courses)	75% less cancellation charge, exclusive of books, tools, and supplies
After 25% but within first 50% of program (Same for Ground/Online courses)	50% less cancellation charge, exclusive of books, tools, and supplies
After 50% but within first 75% of program (Same for Ground/Online courses)	25% less cancellation charge, exclusive of books, tools, and supplies
After 75% (Same for Ground/Online courses. If paid in full, cancellation charge is not applicable)	NO Refund

(\*) The above calculations are performed on an academic year (payment period) basis as determined by the date period in which a student withdrew. All charges are based on the contract price of the program.

- A student may return his/her merchandise (books, tools, computer, uniforms) to the college only if the item(s) meet the return criteria listed within the campus catalog. Items must be returned within 20 days of the original start date or date of withdrawal. The return items must be unopened and/or unregistered, see the campus catalog for additional information pertaining to the return of campus merchandise.
- The effective date of termination (date of determination/cancellation/withdrawal) is defined as any one of the following:
  - The date of receipt of a student's notification
  - The date the institution determines the student is no longer attending
- All non-Title IV refunds will be paid within 30 days from the effective date of termination/withdrawal as defined above.

New students have the right to cancel any time through the 7th calendar day of their first term of enrollment and will be entitled to a full refund of all tuition and fees paid and a reversal of all charges for tuition and fees other than any materials that are not returned. All cancellation requests must be in writing.

## PRIVATE OR DIRECT LOANS

If a student obtained 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 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:

- 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
- 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.

## ADDITIONAL MISCELLANEOUS FEES

(Financial Aid may not cover some of these fees)

Advanced Standing Examination Fee	\$25.00	Change of Program Fee	\$10.00
Returned Check fee	\$30.00	Course Re-take/Repeat	Tuition Rate
Diploma Covers	\$10.00	Replacement of Diploma	\$25.00
Spartan I-20 fee	\$200.00	Replacement of Student ID	\$5.00
FAA Written Test Fees	\$150.00	Transcripts	\$5.00
International Student Fee	\$2000		

**NOTICE CONCERNING CONSUMER CREDIT  
“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 PAID  
UNDER THE PROMISSORY NOTE.”**

**NOTICE CONCERNING TRANSFERABILITY OF CREDIT AND  
CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credit you earn at Spartan College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in Aviation Maintenance Technician is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate 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 the 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 Spartan College to determine if your credits, degree, diploma or certificate will transfer.

**ADVANCE STANDING CREDIT REQUEST**

A student requesting transfer credit from another approved FAA Part 147 School or applicable aviation experience must submit official documentation (i.e., official transcripts, military experience, DD214 or training records at the time of enrollment up through the tenth official day of the block. If the documentation for Advanced Standing cannot be produced during this time period, the student may enroll at a future date to ensure any possible credits are applied.

**INITIAL: [ i:a:r ]**

By accepting this agreement, the applicant grants full permission to Spartan College of Aeronautics and Technology and its advertising agency, or any other parties they should designate, full and complete use of any written comments, photographs, videos or information concerning academic honors from the date this agreement is signed and thereafter, for any and all advertising, publicity, or promotional purposes for the College and courses of study.

**INITIAL: [ i:a:r ]**

The student understands that employers, the Federal Aviation Administration, and other agencies could deny him/her employment, certification, licensure, or related benefits should s/he have a record of misdemeanor or felony activity. S/he understands that it is his/her responsibility to research whether any past offenses may prevent or could limit opportunities in the field of study chosen. S/he understand the importance of ensuring his/her record is kept clear of any issues and that the College has no control over how past or future offenses impact employability or the student's ability to become certified or licensed should such options exist or become an option in the field selected.

**INITIAL: [ i:a:r ]**

**SPARTAN DUTIES**

1. To provide instruction in the selected program as outlined in the current Academic Catalog to the best of its ability. To provide each student who completes the requirements of the program with a Certificate of Completion. This certificate entitles the student to take the FAA Airframe and/or Powerplant examinations.
2. To provide students with access to various services as outlined in the Academic Catalog in accordance with school policies pertaining to said services.
3. To assist and guide the graduate in obtaining satisfactory employment but does not guarantee employment or obligate itself beyond reasonable assistance and guidance. This is a service available to all Spartan College graduates without additional charge.
4. To comply with all regulatory and accreditation agency's rules, policies and procedures.

**SPARTAN RIGHTS**

1. Spartan College reserves the right to interrupt a student's schedule due to class availability. The school reserves the right to modify the program, contents, property, staff, or materials it deems necessary pursuant to FAA regulations

2. Spartan College reserves the right to close, transfer, or relocate all or part of the College. Students and agencies will be notified of such changes per BPPE, COE and FAA regulations. In the event of relocation, it is fully expected that the student will continue at the new location. Students who are affected by Spartan's exercise of such rights shall be entitled to remedies pursuant to BPPE rules.

**STUDENT RIGHTS and DUTIES**

1. Spartan student body members have the same rights guaranteed to them as citizens and residents of the United States of America. Basic rights, such as freedom of speech and the right to due process are in no way curtailed by school policies and procedures.
2. As a member of the Spartan community, all students are free to take advantage of all educational opportunities and participate in school extra-curricular activities.
3. All Spartan students have the right to inspect their educational records and be guaranteed security of their records as established by FERPA.
4. All qualified applicants will receive equal consideration for admission without regard to race, color, national origin, religion, sex, marital status, sexual orientation, gender identity or age.
5. Student agrees to abide by all student policies including Student Code of Conduct, Drug & Alcohol Policy, and Student Dress Code as outlined in the Student handbook.
6. Student agrees to abide by all health and safety requirements of the school as well as all local, state, and federal laws.
7. Student agrees to cooperate fully with the College's staff and instructors so as to successfully complete the selected program.
8. Student agrees not to interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the College, and to refrain from any form of cheating or unprofessional conduct.
9. Student will not act in such a manner as to bring unfavorable criticism upon the College, staff or any fellow student.
10. Student agrees to make all payments on obligations to the College on the due dates shown on any billings. Students will not be considered eligible for graduation until all financial obligations are satisfied. Academic transcripts will not be released unless all monies owed have been paid in full.
11. Failure to comply with any of the foregoing requirements shall be cause for immediate disciplinary action up to and including expulsion of the student as such, without further obligation or liability on the part of the College or any of its staff or instructors.

**STUDENT TUITION RECOVERY FUND\*\***

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.

**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 at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov/>, Phone: (916) 431-6959, Main Fax: (916) 263-1897

**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- 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (<http://www.bppe.ca.gov/>)

(State of Colorado) Spartan College is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Any questions regarding this Agreement may also be directed to the Colorado Department of Higher Education, Division of Private Occupational School Board at 1600 Broadway, Suite 2200 Denver, CO 80202 (303)862-3001. Complaints may be filed online at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos) within two years of the student's last day of attendance.

Student is responsible to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that that agency.

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board

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**END**