

## Pre-Enrollment Checklist

Student Name		
Program Name		
<b>PRE-ENROLLMENT CHECKLIST ITEM</b>		<b>Prospective Student (check when completed)</b>
Institutional Tour	I have toured the physical campus 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.	
Campus Catalog	I have been provided with a copy of the School Catalog, and received the time and opportunity to review the information and policies contained in the School Catalog.	
Student Resources	I have been informed about and understand the variety of tools and resources available to students (e.g., Advising, Career Services)	
State License / Accreditation	I have been informed about and understand the School's licensing and accreditation by NACCAS.	
Program Information	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	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	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	I have received a written copy 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	I have been informed about and understand the School'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)	I have been provided a written copy of the School'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	I understand that the School does not and cannot promise or guarantee employment upon completion of my program of study.	
Cancellations and Refunds	I have received a written copy of and understand the School's cancellation and refund policies. I understand that I may withdraw at any time.	
Student Grievances	I have been provided a written copy of and been informed about and understand the <i>Student Grievance Policy</i> contained in the School Catalog and know that grievance forms are available, if needed.	
Campus Safety	I have received access to or been given a hard copy of and understand the <i>Notice of Availability: Campus Safety &amp; Security Report</i> , or understand that in the case of new institutions, such a report may not yet be available.	
Drug Free Campus	I have received access to or a hard copy of and understand the School's <i>Drug &amp; Alcohol Abuse Policy</i> .	
Net Price Calculator	I have received a hard copy or been granted access to the Net Price Calculator.	
Licensure Requirements	I have received a written copy of the Licensure Requirements for the program.	
State Information	I have received a written copy of all State required information	

Program Rationale	I have received a written copy of the rationale for the program length being longer than the State requirements for the program, if applicable.	
Pre-Requisites for Employment	I have received a written copy of Pre-requisites for Employment and any factors that may affect me from becoming employed upon graduation.	
Physical Demands	I have received a written copy of the physical demands of the profession.	
Safety Requirements	I have received a written copy of the safety requirements of the professions and the emergency evacuation plan has been explained to me.	
Right to Know	I have received access to or a hard copy of "Right to Know" information via the College Navigator	

**Prospective Student Signature**

By signing this *Pre-Enrollment Checklist*, I acknowledge that the School 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 School's representatives is entirely consistent with the information and documentation that has been provided to me in writing.

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**Student Signature**

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**DATE**