



1927 S. Western Ave #3  
 Los Angeles, CA 90018  
 213-444-9678  
 www.qcedcenters.com

**ENROLLMENT AGREEMENT**

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Driver's License: \_\_\_\_\_  
 Email: \_\_\_\_\_  Copy of Driver's License  
 Address: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_  
 City: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Instruction will be provided at QCM Education Centers, main campus, 1927 S. Western Ave #3, Los Angeles, CA 90018 and at branch location, 5755 Huntington Drive North, Los Angeles, CA 90032.

**PROGRAM INFORMATION**

Program Location:  1927 S. Western Ave #3, Los Angeles, CA 90018  
 Program Name: \_\_\_\_\_ Program Start Date: \_\_\_\_\_  
 Total Clock Hours: \_\_\_\_\_ Schedule Completion Date: \_\_\_\_\_  
 Full Time  Part Time

The enrollment agreement period covers six (6) months following the program start date. Period covered by the enrollment agreement \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

**TUITION AND FEES**

Description of Fees	Cost	Installment (Optional)	
Registration Fee (Non-Refundable)	\$ 65.00	Service Fee	\$ 200.00
Tuition	\$ 5,750.00	Down Payment	\$ 800.00
Textbooks and Supplies	\$ 1,255.00	Monthly Payments for 5 Months	\$ 1,394.00
Equipment	\$ 400.00		
Uniform Fee	\$ 100.00	<b>Totals</b>	
Transfer Credit Assessment Fee	\$ 50.00	Total charges for the current period of attendance	\$ -
Transfer Credit Fee	No charge	Estimated total charges for the entire educational program	\$ -
STRF (Non-Refundable) \$0 per \$1,000	\$ 0	Total charges the student is obligated to pay upon enrollment	\$ -

Estimated schedule of total charges for a period of attendance after down payment is \$1,394 a month, five payments.

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 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897.

## STUDENT ACKNOWLEDGMENT

### REQUIREMENTS NEEDED TO SATISFY PROGRAM COMPLETION

- Completion of 500-hour program; and
- A minimum program grade point average (GPS) of 2.0; and
- A settlement of all financial obligations with the institution.

### DISTANT LEARNING OPTION- *Only applicable when allowed by CAMTC*

Students enrolled in a hybrid or distant learning program will receive their first lesson and any materials within seven days after acceptance to the institution. Hybrid or distant learning will only be an option if approved by the CAMTC.

- All distant learning lessons will be live via MS365 Teams. QCM ED will respond to student assignments, correspondence, and evaluations within seven calendar days of receipt.

### CAMTC CERTIFICATION

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. Seq.

\_\_\_\_\_ **Student's Initials**

### QUESTIONS OR COMPLAINTS TO CAMTC

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337. \_\_\_\_\_ **Student's Initials**

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at QCM Education Centers 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 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 QCM Education Centers to determine if your certificate will transfer. \_\_\_\_\_ **Student's Initials**

### STUDENT'S RIGHT TO CANCEL

The 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. Those students who want to cancel the enrollment agreement shall obtain a refund by the following policies and procedures:

- The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if student cancels before the first day of instruction.
- The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance.
- No refund is made after 60 percent of the attendance period is complete.
- Procedure to withdraw: In order to cancel this enrollment agreement with QCM Education Centers, the student shall mail or deliver a signed and dated hard copy request labeled: "Notice of Cancellation and state that a refund is being requested to QCM Education Centers Academic Office at 1927 S. Western Ave #3, Los Angeles, CA 90018, attention: Chief Academic Officer. Then, the refund shall be made to the student within 45 days following QCM Education Centers' receipt of the cancellation notice.

A student, who withdraws on or after the first day of class but prior to the end of the third week of class, will be refunded according to the withdrawal date as follows:

- Withdrawal during the first week – 75% of paid tuition
- Withdrawal during the second week – 50% of paid tuition
- Withdrawal during the third week – 25% of paid tuition
- Withdrawal after the third week – No refund

A "week" is defined as seven calendar days. Refunds will only include tuition paid. Fees for distributed supplies, books, uniforms, and equipment will not be refunded. Attendance less than seven calendar days will reflect a prorated week based on the number of days.

Once a student enrolls into the program it is the student's responsibility to officially withdraw.

In order to withdraw from the program with QCM Education Centers, the student shall mail or deliver a signed and dated hard copy request labeled: "Withdrawal Notice" and state that a refund is being requested to QCM Education Centers Academic Office at 1927 S. Western Ave #3, Los Angeles, CA 90018, attention: Chief Academic Officer. Then, the appropriate refund shall be made to the student within 45 days following QCM Education Centers' receipt of withdrawal notice.

The refund excludes non-refundable registration fees. If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If the 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.

### **STUDENT TUITION RECOVERY FUND (STRF)**

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 California Private Postsecondary Education Act of 2009 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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

**SCHOOL CATALOG AND PERFORMANCE FACT SHEET**

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. \_\_\_\_\_ **Student's Initials**

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. \_\_\_\_\_ **Student's Initials**

THE ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature & Title

\_\_\_\_\_  
Date

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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).