



Please complete the Enrollment Agreement & send to:
Los Angeles College of Music (LACM)
ATTN: Admissions
300 S. Fair Oaks Ave. Pasadena, CA 91105
- or - Email: admissions@lacm.edu FAX: 626-568-8850

Spring 2015 Enrollment Agreement for Diploma in Music Performance, Production or Composition

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 an example of how it applies and (b) a catalog including a description of the course or education service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll.

All students attending Los Angeles College of Music (LACM) are required to be proficient in English; LACM does not provide English language training courses. If English is not your primary language, and you are unable to understand the terms and conditions of this enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language.

I. STUDENT INFORMATION

Please print neatly or type directly into the form.

Input fields for student status: New Student, Re-Admitted Student, Transfer Student, LACM/LAMA Alumni

Name: Last First Middle Initial

Phone: ( ) - E-mail:

Address: Number & Street City & State or Country Zip Code

Social Security Number (U.S. Only): Date of Birth: MO DAY YEAR

School's name and address/location where instruction will be provided: Los Angeles College of Music (LACM) 370 South Fair Oaks Ave. Pasadena, CA 91105 626-568-8850

II. DEGREE PROGRAM INFORMATION

Please print neatly or type directly into the form.

What the degree will you be pursuing?: Diploma in Music Performance, Diploma in Music Production, Diploma in Music Composition

What is your major?:

- Input fields for major: Bass Performance, Composing for Visual Media (Production), Drum Performance, Guitar Performance, Music Producing & Recording, Vocal Performance, Songwriting (Composition), Brass & Woodwind Performance

A total of \_\_\_\_\_ credit hours (refer to LACM Catalog) are required to complete your program of study.  
*Number of Hours*

Incoming Start Date:  Fall 2015: 10/05/2015

Scheduled Program Completion Date: \_\_\_09/\_\_\_23/\_\_\_2016  
*MO DAY YEAR*

Enrollment Agreement Term: 10/05/2015 TO 03/24/2017

### III. ITEMIZATION & TOTAL TUITION FEES

LACM tuition for full-time students taking classes between 12-19 hours is \$7,901.25. If a student elects to take below 12 credit hours (which is not considered full-time), the student will be billed \$658.43 per credit hour taken. If a student elects to take more than 19 credit hours, the student will also be billed \$658.43 credit hour above the 19 credit hours (this excludes elective classes). Tuition includes all required classes, LACM classroom books, and materials. Note that electives are subject to additional fees; any applicable fees will be listed on the Quarterly Registration Form for the quarter in which the elective is being offered.

#### AVERAGE COST OF ATTENDANCE PER QUARTER

Item	Cost	Non-Refundable/Refundable
Student Activity Fee*	\$100.00	Non-Refundable
Tuition (12-19 Credit Hours)**	\$7,901.25	If applicable; refund will be pro-rated upon course withdrawal
Books & Supplies <sup>o</sup>	\$300.00	LACM Books & Supplies – Refundable within 5 days General Education Books – If applicable through textbook company
<b>TOTAL:</b>	<b>\$8,301.25</b>	

\*The Student Activity Fee is non-refundable after the student has attended their first week of classes.

\*\* \$7,901.25 is the tuition rate for full-time students taking between 12-19 hours, students taking below 12 credits or above 19 credits will be charged \$658.43 per credit hour; this excludes electives.

<sup>o</sup> Books & Supplies fees vary between departments & reflect an average cost per quarter. LACM Core Classroom Books are included in the tuition, while LACM supplies, other assigned books, and general education books are the responsibility of the student.

**YOU ARE RESPONSIBLE FOR THE AMOUNT OF YOUR PROGRAM. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT, PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

### IV. LOAN AGREEMENT

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.

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:

1. 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.
2. 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.

## **V. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT LACM**

The transferability of credit you earn at Los Angeles College of Music (LACM) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn at LACM is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or diploma 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 LACM to determine if your credits, degree or diploma will transfer.

## **VI. CANCELLATION & REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

You, the student, have the right to cancel your Enrollment Agreement at any time by providing written notice to LACM at 370 S. Fair Oaks Ave., Pasadena, California 91105 or [registrar@lacm.edu](mailto:registrar@lacm.edu). If LACM receives your notice of cancellation by the end of the first week of class sessions, or the seventh day after enrollment (whichever is later), you have the right to a full refund of all paid refundable fees and are not subject to any penalties or obligations. If you cancel after the timeframe defined above, you may be required to pay for the portion of the course that has already occurred, if you have not already done so. If the school ceases operations before you graduate, you may be entitled to a refund. All refunds will be in the form of a check and will be processed within 45 days of the receipt of your Notice of Cancellation. Partial tuition refunds may be issued on a prorated basis if you withdraw from the program by 5 p.m. on the 45th day of the quarter and have paid for a greater portion of the quarter than you have attended. Students who withdraw by the end of the first week of class sessions, or the seventh day after enrollment (whichever is later), receive a full refund, as described above. No refunds will be given after the 45th day of the quarter.

### **WITHDRAWAL FROM THE PROGRAM (PARTIAL TUITION REFUNDS)**

Partial tuition refunds may be issued on a prorated basis if you withdraw from the program by 5 p.m. on the 45th day of the quarter (generally this falls on the Wednesday of Week 7) and have paid for a greater portion of the quarter than you have attended. If official notice of withdrawal is submitted by the end of the first week of class sessions, or the seventh day after enrollment (whichever is later), the students will obtain a full refund of paid charges (tuition & activity fee).

For the purpose of determining a refund, a student shall be deemed withdrawn from his/her program when any of the following occur:

- The student's Withdrawal Form is processed by the Registrar's Office
- The college terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the college; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the college.
- The student has failed to attend class for two (2) consecutive weeks.
- The student fails to 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 the purpose of determining when the refund must be paid, the student shall be deemed withdrawn at the end of two (2) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a scholarship, grant, loan, or a third party, the refund shall be sent to the lender, the third party or, if appropriate, 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. 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.

**FEE REFUNDS**

Student Activity Fees will be refunded if you cancel by the end of the fifth day of classes; no refunds will be given after this date. You may return your printed curricula, books and/or equipment in new, unused condition for a refund by the end of the fifth day of classes only if you have provided notice of cancellation and will not continue to attend the school.

REFUND CALCULATION EXAMPLES			MORE REFUND EXAMPLES	
A	Quarter Tuition	\$7901.25	Quarter Tuition \$7901.25	Refund
B	Number of days enrolled	25	10% completed	\$7,111
C	Total number of days in Quarter	75	25% completed	\$5,925
D	% completed – not to exceed 60%	33.3%	50% completed	\$3,950
E	Total refund amount	\$5,270	60% completed	\$0

**VII. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

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 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 complain form, which can be obtained on the bureau’s website [www.bppe.ca.gov](http://www.bppe.ca.gov).

**VIII. RECAP OF TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE**

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$8,301.25

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE CURRENT PERIOD OF ATTENDANCE: \$23,703.75

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE DIPLOMA PROGRAM (4 QUARTERS) IS: \$31,605.00

**X. AGREEMENT & STUDENT SIGNATURE**

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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

INITIAL

I certify that I have received and read the catalog, School Performance Fact Sheet (SPFS), and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the SPFS, and have signed, initialed, and dated the information provided in the SPFS.

INITIAL

**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.**

**Electronic Signature Agreement:** By checking this box and typing in your signature below, you are signing this agreement electronically. You agree that the electronic signature is the legal equivalent of your manual signature on this agreement. By checking this box and typing your signature below, you consent to be legally bound by this agreement terms and conditions.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTITUTION OFFICIAL**

**I certify that Los Angeles College of Music (LACM) has met the disclosure requirements of the Bureau for Private Postsecondary Education Reform Act, effective January 1, 1998.**

**Signature of Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name and Title of School Representative**

# Enrollment Agreement Addendum: Disclosure of Conditions

Los Angeles College of Music is dedicated to providing each student with the best musical education experience possible. We realize that our students have diverse needs, and we would like to accommodate these needs as much as we can.

To this end, we ask that you please inform us of any medical, psychological and/or learning conditions you may have. Disclosure is voluntary, and will be treated with respect and discretion; the nature of your condition(s) will only be shared with school faculty and staff as necessary. Please keep in mind that this will not affect your enrollment in any way; awareness of your condition(s) will simply help us to ensure you the safest and most productive school experience possible.

Name: \_\_\_\_\_

## **Please check one, and sign below:**

- I do not have any conditions to disclose.
  
- I prefer not to disclose anything at this time.
  
- Yes, I would like to disclose a condition or concern (please describe here):

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**Electronic Signature Agreement.** By checking this box and typing in your signature below, you are signing this agreement electronically. You agree that the electronic signature is the legal equivalent of your manual signature on this agreement. By checking this box and typing your signature below, you consent to be legally bound by this agreement terms and conditions.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_