## A SOUTHERN CALIFORNIA SCHOOL OF INSURANCE

## *Provider* #73681 1475 S. State College Blvd., Suite 114 Anaheim, CA 92806 (714) 635-5306 • Toll Free (866) 706-6731 • Fax (714) 635-0500

*Name	Work Address	
*Address	number	
*Company / Sponsor Name	street	
*Manager Name	city	
S.S.N.	state	
Home No.	zip	
Company No.		
Fax No.		

Please check which course you are enrolling in:

□ 52-Hours Life and Code & Ethics Pre-Licensing Course	40-Hours Life Pre-Licensing Course Only
52-Hours Property & Casualty, Code Ethics	40-Hours Property & Casualty Only
92-Hours Life, Property & Casualty, Code Ethics	□ Life and Code Exam Prep
12-Hours Code & Ethics ONLY	□ Fire & Casualty and Code Exam Prep

## BY ENROLLING IN A SOUTHERN CALIFORNIA SCHOOL OF INSURANCE, I AS A STUDENT, AGREE TO THE FOLLOWING:

- 1. A student must submit a written request for any refund. There is a \$50 non-refundable registration fee. If a student request a refund prior to completion of the class, the tuition will be refunded on a pro-rated basis up to 80% of attendance. All tuition is non-refundable. The school will refund 100% of the amount paid less the \$50 non-refundable fee if notice of cancellation is made prior to on the first day of class. No refunds will be made after 4 days from the start of class.
- Hypothetical Refund Example: Assume that a student upon enrollment in a 52-Hour course pays \$190.00. The student withdraws after three days of class. The pro-rated refund would be \$70.00 based on the following calculation; (\$190 - \$50) X 50% = \$70.00
- 3. A dishonored or returned check is subject to a \$25 service charge. Payment of class tuition plus service charge to be made within 10 days of notification, otherwise collection action will be taken.
- 4. The State of California Department of Insurance request student's social security number for the official state roster, daily attendance and certificate of completion. The student has one year from his enrollment date to complete their Pre-Licensing course(s).
- 5. 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 written statement of the refund policy including examples of how it applies.
- Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be directed to the administrator, Donna Yates. Unresolved complaints may be directed to the Council for Private Postsecondary and Vocational Education, 1027 Tenth Street, 4th Floor, Sacramento, California, 95814, telephone no. (916) 322-3555.
- 7. You have 1 year to complete all courses. After 1 year re-instatement fee may be charged.