

# STUDENT ENROLLMENT FORM



Enrolling in your Penn Foster Career School Program is easy. For fastest service, you can enroll online today at www.PennFosterGlobal.com or call us at 1-570-961-4195. To enroll by mail, fill in the information requested below, check the payment plan and method of payment you prefer. Then sign the Enrollment Form and mail along with your payment, or automatic payment information in the envelope provided. You can also fax this form (both sides) to 570-702-8380.

Sample A. Sample  
Street Address  
City, State, Zip Code

08498105 PHARMACY TECHNICIAN

### 1. REQUIRED INFORMATION:

mm / dd / yy  
Birthdate

\_\_\_\_\_  
Social Security Number (if U.S. Citizen)

Telephone: \_\_\_\_\_  
Country Code City Code

Local Number \_\_\_\_\_

Yes, I've completed High School or GED, which is a requirement for this program.  
Name of High School \_\_\_\_\_  
Your name as it appears on diploma or GED. \_\_\_\_\_

Email address (optional) \_\_\_\_\_

High speed internet access is required to enroll in this program.

### 2. SELECT YOUR PAYMENT PLAN:

(Check one only):

- Full Payment:** I choose to pay the total price with this Enrollment Form.
- Automatic Payment Plan:** I choose to pay a first payment now and then monthly with the credit card or bank account indicated below.
- Pay-by-Mail Plan:** I choose to pay a first payment now and then monthly with a payment book.

### 3. SELECT YOUR METHOD OF PAYMENT:

(Check  one only.)

**Charge the Card I've checked below.**

- Visa  MasterCard  American Express  Diners Card

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiration Date

Cardholder's Name as it appears on the card \_\_\_\_\_

**Check, Money Order, or Bank Draft indicated below:**

- Enclosed  Sent by bank or issuing authority

Make payable to Penn Foster, and must be made on a U.S. bank and payable in U.S. dollars.

**Western Union Quick Pay:** (Instructions enclosed.) Use the underlined number (beginning with the letter W) shown above your name at the top of this Student Enrollment Form as your temporary Account Number.

Note: If you are paying by card or at a Western Union location, you may fax this Student Enrollment Form (both sides) to Penn Foster for fastest service. If faxed, do not mail this form.

For Registrar's Use Only

### 4. YOUR SIGNATURE:

By signing this Enrollment Form as a student, guarantor, parent or guardian, I hereby acknowledge that I have reviewed and fully understand, the terms and conditions of this Student Enrollment Form and the Penn Foster Tuition Protection Agreement and other information describing my program selection. I also understand that I will be responsible for payment of the tuition and fees enumerated on the back of this Enrollment Agreement. This Enrollment Form is not a valid contract until it has been accepted by an authorized representative of Penn Foster. Please keep a copy for your records.

Student's Signature X \_\_\_\_\_ Date \_\_\_\_\_

If you are under 18 and you are not in Military Service, your parent, guardian, or guarantor must sign below:

Signature of Guarantor: \_\_\_\_\_ Name of Guarantor (please print): \_\_\_\_\_

(Relationship to Student): \_\_\_\_\_ Address of Guarantor: \_\_\_\_\_

Signature of Parent or Guardian (if other than guarantor listed above): \_\_\_\_\_

#### PARENT OR GUARDIAN VERIFICATION

By signing this Agreement, I certify that as parent or guardian, the student is of mandatory school age and that I have contacted school authorities and have been informed that participation in the Penn Foster Career School will not interfere with the student's current curriculum.

This Student Enrollment Agreement was created on 4/13/2016 and this offer is valid for one year.

P.O. Box 1900 • Scranton, PA 18501-1900 U.S.A. • TEL (570) 961-4195 • FAX (570) 702-8380

# Penn Foster Career School Tuition Protection Agreement

Your tuition to Penn Foster Career School includes study materials, instructional support, and exams.

**Payment Plan:**

Unless you (the student) select the Full Payment Plan Option, the first monthly payment will become due approximately twenty-eight (28) days after the Enrollment Agreement has been processed. In the event a monthly payment is ten days late, a \$15.00 late fee will become due. If the default is not covered within **forty (40) days** of the institution's notice, we reserve the right to call the total program price due immediately plus any related collection or attorney fees. Should you decide to cancel, the amount due is based on the cancellation policy. International students assume payment of custom duties and difference in exchange rates.

**Graduation:**

Upon successful completion of your program and full payment of tuition and fees, you will be awarded a Diploma. You will have 18 months to complete your program. You may request two six-month extensions at any time provided that your program is completed within 30 months. The fee for each six-month extension is \$75.00. Penn Foster reserves the right to academically cancel any student who fails to demonstrate satisfactory progress toward their Diploma. Job placement is not guaranteed to graduates upon program completion. We reserve the right to update or substitute course materials. You may be charged for replacement books and/or materials.

**Cancellation Policy:**

In the event you cancel or withdraw from Penn Foster Career School, a refund of tuition will be provided as follows (to view online visit [www.pennfosterglobal.com/refund-policy.html](http://www.pennfosterglobal.com/refund-policy.html)):

- 1). If you cancel within five (5) days after midnight of the day you sign the Enrollment Agreement, you will receive a refund of all monies paid to Penn Foster;
- 2). If you cancel after five (5) days, but before submitting a completed assignment, you will receive a refund of all monies less the non-refundable registration fee of 15% of the tuition or \$150.00, whichever is less, and, if applicable, the non-refundable administrative and shipping and handling fees;
- 3). If you cancel after completing at least one lesson but less than 50% of the program assignments, in addition to retaining the non-refundable registration fee and if applicable, the non-refundable administrative and shipping and handling fees, your tuition obligation is as follows:
  - a). Up to and including 10% of the program, Penn Foster will retain 10% of the refundable tuition;
  - b). If you cancel after 10% and up to and including 25% of the program, Penn Foster will retain 25% of the refundable tuition;
  - c). If you cancel after 25% and up to and including 50% of the program, Penn Foster will retain 50% of the refundable tuition.

If you complete more than 50% of the program, Penn Foster shall be entitled to the entire program tuition and any applicable fees. No refunds will be made after 18 months.

You may cancel or withdraw in any manner, but we recommend confirmation in writing be sent to Student Service Center, P.O. Box 1900, Scranton, PA 18515-1900 U.S.A. A reinstatement fee of \$25.00 will be charged for reactivation of a previously cancelled enrollment if reactivated within 180 days of cancellation.

**Privacy Policy:**

We make your information available to other organizations offering products and services that may interest you. However, we do not share our email addresses. If you wish us not to disclose this information, please mail your name and address requesting to "OPT OUT" to Penn Foster, Dept. PRP001, 925 Oak Street, Scranton, PA 18515-0700 U.S.A.

**Code of Conduct:** I will abide by all the standards and policies outlined in the Penn Foster Career School Student Handbook.

**TRUTH IN LENDING DISCLOSURE**

|  |                |   |  |  |
|--|----------------|---|--|--|
| ANNUAL PERCENTAGE RATE<br><small>The cost of your credit as a yearly rate.</small> | FINANCE CHARGE | AMOUNT FINANCED<br><small>The amount of credit provided to you or on your behalf.</small> | TOTAL OF PAYMENTS<br><small>The amount you will have paid after you have made all payments as scheduled.</small> | TOTAL SALE PRICE**<br><small>The total cost of your purchase on credit, including your down payment.</small> |
| <b>Pricing based on program and payment plan chosen.</b>                           |                |   |  |  |

**Payment Schedule:**

| Number of Payments | Amount of Payments | When Payments Are Due   |
|--------------------|--------------------|---|
|                    |                    | Monthly. First payment is due 28 days after your enrollment is processed. |
|                    |                    | Final monthly payment.  |

**NOTICE TO GUARANTOR** — You are being asked to guarantee payment to Penn Foster for the tuition and fees of the student listed on this agreement, who is under the age of eighteen (18). Think carefully before you do so. Be sure you can afford to pay, and that you want to accept responsibility.

**BASIC GUARANTY** — To induce Penn Foster to enter into a payment plan for the tuition and fees of the student listed on this agreement, I/we guarantee prompt and full payment of all tuition and fees as outlined in the Penn Foster Career School Tuition Protection Agreement and agree to be bound by its terms and conditions.

**Complaints:** Any questions or problems not satisfactorily answered by the Student Services Department or the Chief Academic Officer at Penn Foster Career School (570-342-7701) should be directed to the State Board of Private Licensed Schools, PA Department of Education, 333 Market Street, Harrisburg, PA 17126 U.S.A.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76.)