

**BENTLEY-FORBES SECURITY TRAINING ACADEMY, INC ENROLLMENT AGREEMENT**  
**7943 Woodley #1B12, Van Nuys, CA 91406 MAILING ADDRESS: 855 Aviation Drive, Camarillo, CA. 93010**  
**Phone: 818-827-7142 Or Instructors Number 805-724-4603**

<b>Last</b>		<b>First, Middle Initial</b>		<b>Student's Soc. Sec. #</b>
<b>Student's Address</b>		<b>City, State, Zip</b>		
<b>Home/Cell Phone</b>		<b>Date of Birth</b>	<b>Driver License #</b>	<b>Administrative Rep.</b>
<b>PROGRAM TITLE</b>		<b>Security Guard 40 program</b>	<b>Start Date</b>	<b>Scheduled Completion Date</b>
<b>Total clock hours in order to satisfy program requirements</b>		<b>40 Hour Program</b>		
<i>Registration Fee:</i>	\$	<b>200.00</b>	Fee for registration. This fee is non-refundable.	
<i>Other Misc. Fees</i>	\$	<b>INCLUDED</b>	BSIS & Live Scan licensee Application & Online Convenience fees. This fee is non-refundable.	
<i>Book Fees</i>	\$	<b>INCLUDED</b>	This is the cost for the textbooks used during the program. This fee is refundable. (see page 3)	
<i>Equipment Fees</i>	\$	<b>INCLUDED</b>	This fee is non-refundable. (see page 3)	
<i>STRF assessment</i>	\$	<b>0.00</b>	Student Tuition Recovery Fund. This fee is non-refundable. (See explanation below)	
<i>Tuition Fee</i>	\$	<b>950.00</b>	Total tuition charged for the program. This fee is refundable.	
<i>Total Charges</i>	\$	<b>1,150.00</b>	Total cost of charges for your course of study.	
<i>Discount Fee</i>	\$	<b>0.00</b>	Fee for any financial aid discount or leverage amount if applicable.	
<i>* Total Charges</i>	\$	<b>1,150.00</b>	Total cost you will be charged for your course of study.	
Period covered by this enrollment agreement			<i>Date</i>	<i>Date</i>
The student must exercise his or her right to cancel by			<i>Date</i>	

"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 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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "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. Sacramento, California 9583, (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 noncollecting 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."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

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

**\*The STRF fee is collected at the rate of \$0.00 per \$1000.00 of total program charge**

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

The transferability of credits you earn at Bentley-Forbes Security Training Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Security Guard 40 Hour 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 course work at the 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 Bentley-Forbes Security Training Academy to determine if your certificate will transfer.

**STUDENT'S RIGHT TO CANCEL:** You have 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. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, or by fax. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, Bentley-Forbes Security Training Academy, will refund any money that you paid, less any deductions for equipment not returned in new condition within 45 days after receipt of the notice.

**PROCEDURE TO CANCEL:** Cancellation occurs when you give written notice of cancellation to the Director of Student Services at **7943 Woodley #1B12, Van Nuys, CA 91406 Phone: 818-827-7142**. You can do this by mail, email, in person. The notice, **if mailed should be sent to 855 Aviation Drive, Camarillo, CA. 93010** and is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

**WITHDRAWAL FROM COURSE:** The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rate refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. Please give written notice of withdrawal to the Director of Student Services at **7943 Woodley #1B12, Van Nuys, CA 91406 Phone: 818-827-7142**. You can do this by mail, email, in person. The notice, **if mailed should be sent to 855 Aviation Drive, Camarillo, CA. 93010** and is effective by postmark date. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

(A) Deduct a registration fee from (\$100) the total tuition charge.

(B) Divide this figure by the number of hours in the course.

(C) The quotient is the hourly charge for the course.

(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

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. If the 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 the student defaults on a federal or state loan, both the following may occur:

(1) The federal or state government or a loan guarantee agency may act 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 financial assistance until the loan is repaid.

### STUDENT DISCLOSURES:

(1) 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

(2) 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).

**INSTRUCTION WILL TAKE PLACE AT: 7943 Woodley #1B12, Van Nuys, CA 91406**  
**AND AT: \*ANGELES SHOOTING RANGE, 12651 Little Tujunga Canyon Road. Lake View Terrace, CA 91342**  
**\*(Only when applicable)**

Payment #1 amount and due date ___/___/___	\$
Payment #2 amount and due date ___/___/___	\$
Payment #3 amount and due date ___/___/___	\$
Payment #4 amount and due date ___/___/___	\$
Payment #5 amount and due date ___/___/___	\$
Payment #6 amount and due date ___/___/___	\$
<b>THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</b>	\$
<b>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and</b>	\$
<b>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</b>	\$

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT. (CEC §94911(c))

\_\_\_\_\_ \*to be billed at: \_\_\_\_\_  
 (Student Initials) (Complete when billing a third party)

\_\_\_\_\_  
 (Signature of Student) (Date)

"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

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 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.

**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.**

X  
 \_\_\_\_\_  
 (Signature of Student) (Date)

\_\_\_\_\_  
 (Signature of School Official) (Title of School Official) (Date)

**THIS AGREEMENT IS LEGAL AND BINDING ONLY IF SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.**

Description of materials, equipment, and uniforms where applicable:

**All materials, equipment and uniforms are included in the cost of tuition and are supplied to students at no additional cost.**