



## **Pre-Enrollment Checklist**

<b>Student Name:</b>		<b>Program Name:</b>		
<b>PRE-ENROLLMENT CHECKLIST ITEM</b>		<b>Location</b>	<b>Prospective Student (Initial)</b>	
Institutional Tour	I have toured the physical campus and saw my classroom and have been provided with the opportunity to ask any questions I may have regarding the facilities and equipment that will be made available to me during my program.	Tour of Campus Suite C		
Campus Catalog	I have been provided with a written copy of the School Catalog, and received the time and opportunity to review, the information and policies contained in the school Catalog.	Website on Consumer Information Disclosure Tab		
Student Resources	I have been informed about and understand the variety of tools and resources available to students (e.g., Advising, Career Services)	Catalog/Tour of Campus		
State License / Accreditation	I have been informed about and understand the School's licensure and accreditation by NACCAS.	Catalog		
Program Information	I have been informed about and understand my program, including the number of theory and lab classes, the credential bestowed upon graduation, the length of the program for full-time students in academic terms and in actual calendar time, and all related graduation requirements.	Catalog/Tour of Campus		
Curriculum and Schedule	I have been provided with a curriculum outline for my program (including a course outline, schedule, days, and hours), and I understand the full nature and scope of my program.	Catalog/Tour of Campus		
Program Cost	I have been informed about cost and understand the estimate total cost of my program, including tuition and fees, as well as the estimated cost of code/books/Chromebook and any required equipment purchases (e.g., textbooks, specialized tools, supplies).	Catalog/Tour of Campus		
Financial Aid	I have had the opportunity to meet with the Financial Aid Department and to receive an estimated account of the date and amount of payments that will be due and the funding available to me for such payments (i.e., a tuition proposal).	Met with Financial Aid & Service Director		
Academic Requirements	I have received a written copy of the course information and been informed about and understand all academic requirements of the program, including requirements concerning the grading scale, attendance, and Satisfactory Academic Progress. I understand that the consequences of my not meeting such requirements may include termination.	Catalog		
Accepting Transfer Credit and DE clock hours acceptance	I have been informed about and understand the school's policies relating to the acceptance or credit previously earned at other institutions, as well as potential options for alternative transfer credit. DE hours may not be accepted in some states. Student must verify	Catalog		
Outcome Rates (NACCAS)	I have been provided a written copy of the school's most recent graduation, placement, and licensure rate disclosures, and understand that in the case of new programs or locations, such disclosure may not yet be available.	Catalog		
Employment	I understand that the school does not and cannot promise or guarantee employment upon completion of my program of study.	Catalog		
Cancellations and Refunds	I have received a written copy of and understand the School's cancellation and refund policies. I understand that I may withdraw at any time.	Catalog		

Student Grievances	I have been provided a written copy of and been informed about and understand the <i>Student Grievance Policy</i> contained in the School Catalog and know that grievance forms are available, if needed.	Catalog	
Campus Safety	I have received access to or been given a hard copy of and understand the <i>Notice of Availability: Campus Safety &amp; Security Report</i> .	Website on The Clery Act Consumer Information Disclosure	
Drug Prevention Policy	I have received access to or a hard copy of and understand the School's <i>Drug &amp; Alcohol Abuse Policy</i> .	Website	
Violence Against Women Act (VAWA) Policy	I have received a hard copy or been granted access to <i>Violence Against Women Violence Policy</i> .	Website on The Clery Act Consumer Information Disclosure	
Net Price Calculator	I have received a hard copy or been granted access to the Net Price Calculator.	Website on Consumer Information Disclosure Tab	
Licensure Requirements	I have received a written copy of the Licensure Requirements for the program.	Catalog	
State Information	I have received a written copy of all State required information.	Catalog	
Program Rationale	I have received a written copy of the rationale for the program length being longer than the State requirements for the program, if applicable.	Catalog	
No Title IV for a course	I have received information that clarifies the course in which I am enrolled is not eligible for Title IV, if applicable.	Catalog/Tour of Campus	
Rules and Regulations	I have received a written copy of Institutional Rules and Regulations.	Catalog	
Physical Demands	I have received a written copy of the physical demands of the profession.	Catalog	
Emergency preparedness	I have received a written copy of the emergency evacuation plan that has been explained to me. The emergency meeting place is on the corner of E. Carson Plaza Drive & E. Carson Plaza Court. I received an Active shooter booklet link.	Catalog	
Right to Know	I have received access to or a copy of "Right to Know" information via the College Navigator	Catalog	
Clery Act	I have received a hard copy or been granted access to the <i>Clery Act</i> .	Website on Consumer Information Disclosure Tab/Policy	
Distance Education Policy & Comparison Analysis	I have received a hard copy or been granted access to the <i>Distance Education Policy</i> .	Catalog/Policy	
Cyber Bullying Policy	I have received a hard copy or been granted access to <i>Cyber Bullying Policy</i> .	Catalog/Policy	
Distance Education Monthly Assessments	I have been informed about and understand that students will complete student assessments during the delivery of Distance Education curriculum.	Catalog/ Policy	
Anti-Harassment and Discrimination Policy	I have received a hard copy or been granted access to <i>Anti-Harassment and Discrimination</i> .	Website on Consumer Information Disclosure Tab	
Drug Free Workplace and School Policy	I have received a hard copy or been granted access to <i>Drug Free Workplace and School Policy</i> .	Website on Consumer Information Disclosure Tab	

Institution Rules and Regulations	I have received a hard copy or been granted access to the Institutional Rules and Regulations	Catalog	
School Performance Fact Sheets	I have received a hard copy or been granted access to the school's Performance Fact Sheets.	Website on Consumer Information Disclosure Tab	

### Prospective Student Signature

By signing this *Pre-Enrollment Checklist*, I acknowledge that Victory Career College has reviewed with me each of the items set out above and agree that I have been provided with and understand the documentation and information discussed in each item to my full satisfaction prior to my enrollment. I further acknowledge and agree that the information provided to me orally by Victory Career College's officers is entirely consistent with the information and documentation that has been provided to me in writing prior to enrollment.

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

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

Date: \_\_\_\_\_