



Pre-Enrollment Checklist

| Student Name: | Program Name: | | |
|---|--|--|--------------------------------------|
| PRE-ENROLLMENT CHECKLIST ITEM | | Location | Prospective Student (Initial) |
| 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 number 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 & Security Report</i> . | Website on The Clery Act Consumer Information Disclosure | |

| PRE-ENROLLMENT CHECKLIST ITEM | | Location | Prospective Student (Initial) |
|---|--|---|--------------------------------------|
| Drug Prevention Policy | I have received access to or a hard copy of and understand the School's <i>Drug & 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 | |

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| 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: _____