

# **American College of Education**

## **Enrollment Agreement**

### **General Acknowledgements**

I acknowledge this is a binding agreement between American College of Education and me.

I acknowledge that I will have access to a computer with Internet access prior to and throughout the program in which I am enrolled, and that computer meets the requirements listed on American College of Education's website.

I agree to comply with all ACE library policies and procedures, to promptly pay any fines or damages charged to me, and to give notice of any changes to my personal information provided on my application.

I acknowledge that I have read and agree to abide by all College policies as specified in the current Graduate Catalog, any relevant Addenda, and as posted on the ACE website.

I acknowledge that American College of Education may change or add policies at any time and it is my responsibility to know and abide by the most current policies.

I acknowledge and understand that if I am admitted to American College of Education, it will be under the program requirements in the Graduate Catalog (and any relevant Addenda) current at the time of admission, and that I will remain with those program requirements throughout my enrollment at ACE unless I request in writing to move to a more recent program version and such request is granted. New requirements may apply when returning from a disruption in continuous enrollment.

I understand that the primary means of communication between American College of Education and its students is through email. I acknowledge that it is my responsibility to provide current and accurate contact information to the College.

I acknowledge that professional licensure, certification, endorsement, and salary benefit requirements for educators vary from state to state and district to district. American College of Education cannot guarantee licensure, certification, endorsement, or salary benefits. It is my

responsibility to understand and comply with requirements in the jurisdiction where I choose to work as an administrator or teacher. In all cases, I am solely responsible for determining whether I am eligible for licensure and to confirm the precise requirements that must be satisfied to be licensed in that state before beginning the program.

## **Financial Acknowledgments**

I acknowledge I have read and understand all tuition, fees, and the refund policy as listed in the Graduate Catalog or any relevant Addenda.

I acknowledge that the College may add or change tuition or fees at any time, and I am responsible for any such changes unless otherwise noted.

I acknowledge that if I owe any funds to American College of Education, my degree will not be conferred, I will not receive an official transcript, a diploma, or a verification of program completion for professional licensure, endorsement or for any other purpose until my account balance is zero, and any financial holds are settled.

I acknowledge that I may be administratively withdrawn from the College if I fail to pay tuition or fees by the stated deadlines.

I acknowledge that federal regulation allows those eligible to receive IRS Form 1098-T the option to receive the form in an electronic format instead of through the mail.

I acknowledge that I will receive IRS Form 1098-T and any future tax forms electronically and acknowledge my ability to view documents in this format. I understand that I will be notified via email that these forms are available for viewing through the MyACE Student Portal.

I acknowledge IRS Form 1098-T will not be provided if a valid social security or individual taxpayer identification number was not entered during the application process.

I acknowledge that should I subsequently want to receive a paper copy of IRS Form 1098-T or need an educational tax form other than IRS Form 1098-T, I must send my request via email to [bursar@ace.edu](mailto:bursar@ace.edu). I understand IRS Form 1098-T will not be faxed or emailed and its information will not be provided over the phone. All paper statements will be mailed via US Postal Service to the address on file with American College of Education.

## **Program Requires Education Room Access**

I acknowledge that I have access to an educational setting/classroom to complete any required application assignments, internship or student teaching activities, or other assigned tasks relating to a classroom.

### **Program Requires Varying Educator Requirements**

I acknowledge that professional licensure, certification, and salary benefit requirements for educators vary from state to state and district to district. American College of Education cannot guarantee licensure, certification, endorsement, or salary benefits. It is my responsibility to understand and comply with requirements for my respective state or district, and contact my district to determine if the program in which I have enrolled qualifies for salary advancement.

**I understand that this agreement is a legally binding agreement, and with my electronic signature certify that I have read and accept this agreement.**

**By typing my name below and clicking the 'Submit' button, I acknowledge that I am providing an electronic signature for this document. In doing so, I attest that all of the information submitted on this form is true and accurate and that I have read and understand all parts of this document.**

**First Name:**

**Last Name:**

**Today's Date:**

**Student Number:**