

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Enrollment Agreement		SOP #: RR.013.00
Effective Date	5.20.2020	
Last Revision/Review	5.20.2020	

1. Purpose

The purpose of the Enrollment Agreement is to ensure students are fully informed of policies and the terms and conditions for enrollment.

2. Related Policy/Authority

New Mexico Administrative Code (NMAC) - 05.100.0007

<http://164.64.110.134/parts/title05/05.100.0007.html>

Burrell College Catalog – Tuition Refund Policy - https://bcomnm.org/student-handbook_catalog/

Burrell College Policy: B9510 - Tuition Refund Policy - <https://bcomnm.org/policy-b9510/>

Burrell College Student Handbook – Tuition Refund Policy - <https://bcomnm.org/student-handbook/>

3. Faculty/Staff Responsibilities

Registrar

4. Definitions/Abbreviations

Enrollment Agreement: the agreement, instrument or note executed before a student begins course work which creates a binding obligation between the student and the College.

5. Procedural Steps

The Enrollment Agreement will be disseminated to students on the first day of orientation for signature.

The Registrar will run a verification report and identify those who have not signed.

The Office of the Registrar will contact those students still needing sign the Enrollment Agreement on the second day of orientation with a requirement to sign.

A student will not be registered for courses or be able to attend any course until the enrollment agreement is signed.

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of three (3) work days from the date of the agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or evidence of the deposit of a written statement of withdrawal for delivery by mail or other means, within the applicable three (3) day period, shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period, but prior to the beginning of instruction, the student may withdraw

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from enrollment, effective upon personal appearance at the institution or evidence of the deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or five percent (5%) in tuition or fees, whichever is less, as the institution's registration charges. Once a student attends the first day of instruction, the institutional tuition refund policy applies.

To cancel enrollment, a student follows the Withdrawal Procedures outlined on the Registrar's webpage: <https://bcomm.org/students/resources/office-of-the-registrar/>

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

This procedure is reviewed annually and maintained by the Registrar.

8. Signature

Signature on File	5.20.2020
Marisella Reyes, Registrar	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			