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**POLICY STATEMENT: ENROLLMENT AGREEMENTS  
AND REFUND POLICIES**

By regulation, each private occupational school shall use a student enrollment contract (also known as an enrollment agreement) with each student enrolling in the school. Enrollment contracts should:

- Include the data fields included in the Annotated Sample Enrollment Agreement, which conforms with the regulations set forth in 603 CMR 3.13.
- Include the exact wording of the state-mandated refund policy as set forth in [M.G.L. c. 255, § 13K](#).
- Be completed and signed by both the student and the school in order to be considered a legally binding contract.
- Be completed by both parties prior to the student's admittance to the school.

Schools shall provide each student with a copy of his/her fully executed enrollment contract.

Enrollment agreements containing a finance charge or that provides for five or more payments is subject to M.G.L. c. 255D, § 9.

