

Title: Enrollment Agreement

Policy  
No.: ADM 1.60

Date: 7/2/08  
Rev.:

Areas Affected: All BSMSO Faculty

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## Enrollment Agreement

**Purpose:** Bon Secours Memorial School of Nursing shall use a student enrollment agreement. This form shall be completed and signed by a student admitted to the school, with a duplicate copy provided to the student. This form shall include the following information: the program that the student is enrolled in, enrollment period, the tuition charges and other charges (e.g., for tools, books, or other supplies), the refund policy, student acknowledgement of reviewing Student Handbook and Catalog, Essential Functions of a Nurse, and the withdrawal policy.

### Procedure:

1. Admissions will send new students a completed Enrollment Agreement. Registration and Enrollment will send enrollment agreements to students who are returning from a leave of absence. A copy of the signed agreement will be returned to the student. Agreements will be filed in students' permanent record.
2. Continuing students are ineligible to start classes until a properly executed Enrollment Agreement is returned. New students are ineligible to attend Orientation until a properly executed Enrollment Agreement is returned.
3. Registration and Enrollment will update SONIS records upon receipt of agreements.

Reference Policy # \_\_\_\_\_

### Approved by:

\_\_\_\_\_  
Signature Title Date

### Approval History:

Committees and Dates:  
Director of Registration & Enrollment – 6/08  
Faculty Organization –  
Faculty Forum –

Key words: \_\_\_\_\_