

# COPPER CANYON INSTITUTE

## STUDENT ENROLLMENT AGREEMENT

Arizona Private Postsecondary Education - A.A.C. R4-39-401 and R4-39-404

**IMPORTANT:** THIS AGREEMENT CONSISTS OF FOUR PAGES. ALL FOUR PAGES ARE PART OF THE ENROLLMENT AGREEMENT. THE STUDENT MUST REVIEW AND INITIAL EACH PAGE.

### Institution Information

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| Institution          | Copper Canyon Institute                             |
| Arizona Address      | 3219 E. Camelback Road, Unit 426, Phoenix, AZ 85018 |
| Administrative Email |                                                     |

### Student Information

|                    |  |               |  |
|--------------------|--|---------------|--|
| Student Name       |  | Phone         |  |
| Street Address     |  | Email         |  |
| City / State / ZIP |  | Date of Birth |  |

### Program Enrollment

|                    |          |                                   |    |
|--------------------|----------|-----------------------------------|----|
| Program Title      |          |                                   |    |
| Course Title(s)    |          |                                   |    |
| Program Duration   | 12 Weeks | Published Tuition                 | \$ |
| Program Start Date |          | Expected Completion               |    |
| Total Clock Hours  |          | Total Credit Hours, if applicable |    |

### Tuition, Charges and Payment Schedule

| Item                               | Amount    | Payment Terms / Due Date |
|------------------------------------|-----------|--------------------------|
| Contracted Tuition                 | \$        |                          |
| Application / Registration Fee     | \$0.00    | No separate fee charged  |
| Required Books / Digital Materials | \$0.00    | Included in tuition      |
| Other Mandatory Charges            | \$        | Describe:                |
| <b>TOTAL COST TO STUDENT</b>       | <b>\$</b> |                          |

Payment method selected: ☐ Payment in Full ☐ CCI In-House Payment Plan ☐ Third-Party Financing ☐ Other:

Installment / financing schedule: Payment 1 \$ due ; Payment 2 \$ due ; Payment 3 \$ due ; Payment 4 \$ due . Third-party provider, if any: .

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## REFUND POLICY & 3-DAY CANCELLATION NOTICE

The following policy is incorporated into and forms part of this Enrollment Agreement.

### 3-DAY CANCELLATION NOTICE

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

The refund deadline is 30 calendar days. This right applies even if instruction has begun; CCI retains no cancellation, registration or administrative fee.

#### 1. Written cancellation or withdrawal notice

Send notice to Copper Canyon Institute, Attn: Director, 3219 E. Camelback Road, Unit 426, Phoenix, AZ 85018, or to the administrative email identified in the enrollment agreement. Identify the student and program and state the intent to cancel or withdraw. A signed, dated letter or email is acceptable; no special form or reason is required.

#### 2. Rejection or cancellation before classes

A rejected applicant receives a refund of all monies paid. A student who cancels or is terminated before beginning classes also receives a 100% refund, even after the three-day period. CCI retains no fee and issues the refund within 30 calendar days of rejection, receipt of cancellation, or termination, as applicable.

#### 3. Withdrawal, nonattendance and leave of absence

For tuition calculations, the withdrawal or termination date is the last documented date of attendance, including verified academically related online participation. A login alone is not attendance. Written withdrawal notice should identify the last attendance date when known; CCI also calculates refunds for administrative withdrawals without a student request.

Four consecutive missed scheduled sessions without approved leave trigger outreach and administrative-withdrawal review. CCI will determine withdrawal no later than 30 consecutive scheduled class days of nonattendance. Failure to return from approved leave is determined on the scheduled return date; the refund calculation still uses the last date of attendance, not the return or processing date.

#### 4. Books, supplies and fees

Required digital materials and designated instructional software are included in tuition. CCI charges no separate application, registration, administrative or cancellation fee and deducts no materials charge from a refund. Optional purchases paid directly to outside vendors are governed by those vendors' terms.

**Student acknowledgment:** I understand that this refund policy applies to my enrollment and that written cancellation may be delivered to the Institution at the address above or to the administrative email stated on Page 1.

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## REFUND CALCULATION & ADMINISTRATION

Refund Policy & 3-Day Cancellation Notice - Continued

### 5. Calculation period and tuition refund schedule

For each current 12-week program, the refund period is the entire program. Time expired equals scheduled instructional minutes elapsed from the student's start through the last attendance date, divided by the program's 1,200 scheduled instructional minutes, multiplied by 100. This is the elapsed-clock-time method expressed in minutes. Earlier absences count as elapsed time; independent homework does not. A refund period may not exceed the program length or one calendar year, whichever is shorter.

| Program time expired at withdrawal or termination | Refund of contracted tuition |
|---------------------------------------------------|------------------------------|
| Before instruction begins                         | 100%                         |
| After instruction begins: 10% or less             | 90%                          |
| More than 10% through 20%                         | 80%                          |
| More than 20% through 30%                         | 70%                          |
| More than 30% through 40%                         | 60%                          |
| More than 40% through 50%                         | 50%                          |
| More than 50%                                     | 0%                           |

### 6. Account adjustments, installments and refund timing

Contracted tuition is the tuition stated in the enrollment agreement after any documented discount. The schedule reduces that total obligation, not merely payments already made. CCI returns payments exceeding the resulting earned tuition and cancels any unearned balance. Any remaining amount owed is limited to earned tuition, less payments received.

Withdrawal refunds are issued within 30 calendar days after student notification or CCI's withdrawal determination, whichever occurs first. For failure to return from approved leave, that deadline runs from the scheduled return date. Refunds go to the student or appropriate original payer or financing provider; CCI provides a written calculation and account adjustment. Financing does not waive refund rights.

### 7. Institute cancellation or closure

If CCI cancels a cohort before it starts, all payments are refunded within 30 calendar days unless the student chooses a later cohort in writing. If CCI ceases operating or offering an enrolled program, it refunds 100% of tuition and student fees paid within 30 calendar days after cessation, unless a qualifying transfer or equivalent alternative program exception applies under A.A.C. R4-39-406(E) or (F).

## Catalog Incorporation and Student Acknowledgment

|                                     |                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------|
| Catalog Edition / Date              | _____                                                                                                  |
| Catalog incorporated into Agreement | <input type="checkbox"/> Yes - The catalog identified above is incorporated as part of this Agreement. |
| Catalog received                    | <input type="checkbox"/> Yes - I acknowledge receipt of a copy or electronic access to the catalog.    |

**Entire Agreement:** The executed enrollment agreement, the incorporated catalog, and any applicable written payment/financing documents contain the terms governing this enrollment. In the event of an inconsistency, applicable Arizona law controls.

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## STUDENT RIGHTS, GRIEVANCE PROCEDURE & SIGNATURES

### Student Grievance Procedure

A student should first submit a written grievance to the Director of Copper Canyon Institute at the Institution address or administrative email shown in this Agreement. The grievance should identify the student, describe the concern, state the requested resolution, and include supporting information. CCI will acknowledge the grievance and provide a written response within a reasonable period. The student may request further administrative review if the matter is not resolved.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Board may be contacted at 1740 W. Adams, Suite 3008, Phoenix, AZ 85007, telephone (602) 542-5709.

### Consumer Credit / Holder Notice

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

### Student Certifications and Acknowledgments

☐ I have read and understand all aspects of this Enrollment Agreement, including all four pages.

☐ I understand the total cost, payment schedule, selected payment method, program start date, program length, and clock/credit hours stated in this Agreement.

☐ I received and reviewed the 3-Day Cancellation Notice and Refund Policy before signing.

☐ I understand that job placement is not guaranteed and that transfer of credits or coursework is not guaranteed.

☐ I acknowledge that the catalog edition identified on Page 3 is incorporated into this Agreement and that I received a copy or electronic access to it.

☐ I understand that any applicable payment plan or third-party financing document does not waive rights provided by this Agreement or Arizona law.

### Acceptance and Signatures

|                                |       |                |       |
|--------------------------------|-------|----------------|-------|
| Student Signature              | _____ | Date           | _____ |
| Student Printed Name           | _____ | Agreement Date | _____ |
| Institution Official Signature | _____ | Date           | _____ |
| Official Printed Name / Title  | _____ |                |       |

**Copy to Student:** The student shall receive a completed copy of this Agreement after execution. No term in this Agreement is intended to waive a right or remedy provided by applicable law.

Authority: A.A.C. R4-39-401, R4-39-404, R4-39-405 and 16 C.F.R. Part 433, as applicable.

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## ENROLLMENT AGREEMENT CHECKLIST - CROSS-REFERENCE

Application Attachment - Not Part of Student Enrollment Agreement

This cross-reference accompanies the Student Enrollment Agreement for review under A.A.C. R4-39-401. Page references below correspond to the four-page student agreement immediately preceding this checklist.

| Checklist Item | Requirement                                           | Agreement Page(s) |
|----------------|-------------------------------------------------------|-------------------|
| 1              | Student name, address, and phone number               | 1                 |
| 2              | Program commencement date                             | 1                 |
| 3              | Program title and course title(s)                     | 1                 |
| 4              | Total clock and credit hours                          | 1                 |
| 5a             | Tuition period / program covered by agreement         | 1                 |
| 5b             | Tuition and other student charges                     | 1                 |
| 5c             | Payment method and payment terms                      | 1                 |
| 6              | Institution refund policy                             | 2-3               |
| 7a             | Student states agreement has been read and understood | 4                 |
| 7b             | Catalog identified and incorporated into agreement    | 3-4               |
| 7c             | Acknowledgment that catalog was received              | 3-4               |
| 8              | Agreement refers student to succeeding pages          | 1; footer on 1-4  |
| 9              | Consumer credit / holder notice                       | 4                 |
| 10             | Job placement not guaranteed                          | 4                 |
| 11             | Student grievance procedure                           | 4                 |
| 12             | 3-Day Cancellation Notice                             | 2                 |
| 13             | Student and institution official signatures           | 4                 |
| N/A            | Each agreement page numbered and initialed by student | Footer on 1-4     |

**Submission note:** Complete the student-specific blanks in the executed agreement. The catalog edition/date and payment schedule should match the materials provided to the student.

Prepared for Copper Canyon Institute Arizona licensing documentation - September 2026.