Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppve.ca.gov
(916) 445-3427

EXHIBIT A

STRF ASSESSMENT REPORTING FORM FOR CONTINUING STUDENTS ENROLLED BEFORE JANUARY 1, 2002 FOR CLASSES STARTING ON OR AFTER THE 2002 ACADEMIC TERM

Did you have students who signed enrollment agreements before January 1, 2002 for classes starting on or after January 1, 2002?

☐ **YES –** COMPLETE THIS FORM IN ITS ENTIRETY AND ATTACH TO STRF–04 FORM.
☐ **NO –** SIGN THE DECLARATION AT THE BOTTOM OF THIS FORM AND ATTACH TO STRF–04 FORM.

(A) Course/Program Name	(B) Total Costs Per Student For Course/ Program	(C) Number of Students Subject to STRF Enrolled in Course	(D) STRF RATE $0.01 - 2,999.99 : $2.50 3,000 - 5,999.99 : $3.50 6,000 - 8,999.99 : $4.50 9,000 - over : $5.50	(E) Total STRF Payment Due: (C) x (D)
Total STRF Payment Due: Carry this amount to line F of STRF-04 form.				

Declaration: "I declare under penalty of perjury under the laws of the State of California that the information herein reported is true and correct."

Signature of person preparing this form: _____ Date: _____

Printed name of person preparing this form: _____

STRF-03 (January 1, 2002)

INSTRUCTIONS FOR COMPLETING STRF-03 FORM

Report on this form all students who signed enrollment agreements before January 1, 2002 who attended classes starting on or after January 1, 2002.

Complete this form in its entirety as follows:

1. In column “A”, enter the Course/Program Name, as appropriate.

2. In column “B”, enter the total tuition costs for the Course/Program listed.

3. In column “C”, enter the number of students eligible for STRF enrolled in each course/program.

   Do Not Include:

   - NON California residents.
   - Students whose total tuition charges are paid by a third party (such as an employer, government program, or other payer) and the student has no separate agreement to repay the third party.
   - Students enrolled at registered institutions in the following types of programs:
     - Intensive English language program.
     - Short-term seminar training.
     - Preparation for an examination for licensure.
     - Continuing education.

4. In column “D” select the appropriate STRF rate, based on the total course costs shown in column “B”.

5. In column “E” calculate the amount due, column “C” x “D” = “E”.

6. **“STRF PAYMENT DUE”,** add column “E” for the total amount due to the Bureau. Write this amount on line F of the STRF-04 form.

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School Code :
School Name:
Mailing Address:

Report Date:

STRF ASSESSMENT REPORTING FORM
STUDENTS ENROLLED ON JANUARY 1, 2002 THROUGH DECEMBER 31, 2002

Did you have students who signed enrollment agreements on January 1, 2002 through December 31, 2002?

☐ YES – Complete STRF-03 and STRF-04 forms in their entirety and submit both forms together with any payment due to the Bureau.

☐ NO – Sign the Declaration at the bottom of this form. Remit this form along with a completed STRF-03 form and any payment due the Bureau.

Check the reporting period(s) below. Each period can be reported separately or combined for a total year 2002 report. If you elect to report separately, make 4 copies of this form and indicate which period you are reporting. Complete and submit this form(s) and the STRF-03 form along with any STRF payments that are due to the Bureau.

? Total Year 2002 Report (January 1, 2002 – December 31, 2002)

? January 1, 2002 – March 31, 2002 ? July 1, 2002 – September 30, 2002

? April 1, 2002 – June 30, 2002 ? October 1, 2002 – December 31, 2002

A	Enter the total number of students who signed enrollment agreements during the reporting period (s) indicated above regardless of STRF eligibility.	
B	Enter the total number of those students on line (A) who are eligible for STRF.	
C	Enter the total tuition charged (rounded to the nearest $1,000) for all eligible STRF students on line (B) whether or not the STRF was paid.	$
D	Enter total tuition costs **PAID** (rounded to the nearest $1,000) from line (C) this reporting period(s).	$
E	Calculate STRF assessment due. **Multiply the amount in (D) by $3.00.** Write the results on this line.	$
F	Write the total shown in column (E) "TOTAL STRF PAYMENT DUE" from the STRF-03 form. **If zero, write "0".**	$
G	Less STRF credits due or adjustments **(Bureau use only)**	$
H	**Total Payment Due.** Add lines (E) + (F) – (G). Write the result on this line. **This is the amount owed to the Bureau.**	$

Declaration: "I declare under penalty of perjury under the laws of the State of California that the information herein reported is true and correct."

Signature of person preparing this form: _____ Date: _____

Printed name of person preparing this form: _____

INSTRUCTIONS FOR COMPLETING STRF- 04 FORM

Report all students signing enrollment agreements on January 1, 2002 through December 31, 2002 and the STRF assessments collected.

Complete this form in its entirety as follows:

1. Check the appropriate YES/NO question.
   - If you had new students that signed and completed enrollment agreements on January 1, 2002 through December 31, 2002 check the "Yes" box. Complete the STRF-04 form(s) for the new students enrolled in this period and STRF-03 form for continuing students that were enrolled before January 1, 2002.
   - If you did not enroll any students during the reporting period selected, check the "No" box. Complete and attach STRF-03 form to STRF-04 form(s) even if there were no student enrollments during the reporting period.

2. Check the appropriate "Reporting Period(s)":
   - For the year 2002, schools have the option of completing one report for the entire year 2002 or separately for each reporting period as indicated on the form. If you elect to report each reporting period separately, please make 4 copies of the form, complete each form along with one copy of the completed STRF-03 form. Remit these forms and any payment due to the Bureau.
   - If you elect to report all periods together, complete the form along with one copy of the completed STRF-03 form. Remit these forms and any payment due to the Bureau.

3. On line "A" enter the TOTAL number of ALL students enrolled during the reporting period.

4. On line "B" enter the TOTAL number of STRF eligible students included in the amount reported on line "A".

   Do Not Include:
   - NON California residents.
   - Students whose total charges are paid by a third party (such as employer, government program, or other payer) and the student has no separate agreement to repay the third party.
   - Students enrolled at registered institutions in the following types of programs:
     - Intensive English language program.
     - Short-term seminar training.
     - Preparation for an examination for licensure.
     - Continuing education.

5. On line "C" enter the total tuition charged, rounded to the nearest $1,000, for all eligible STRF students reported on line "B". If the course cost is LESS than $1,000, round up to $1,000.

   For example:
   - If the Course/Program cost is $375.00, round up to $1,000.
   - If the Course/Program cost is $1,499 or LESS, round down to $1,000.
   - If the Course/Program cost is $1,500 or GREATER, round up to $2,000.

6. On Line "D" enter the total tuition costs PAID for the students reported on line "B", rounded (see #5).

7. On Line "E" enter the results of your calculation of the amount written on line "D" multiplied by $3.00.

8. On Line "F" enter the amount from column "E" of the STRF- 03 form. If zero, write "0".

9. Line "G" is for BUREAU USE ONLY, do not enter any amount. The Bureau will enter STRF adjustments and credits due, if any.

10. Line "H" is the combined total of lines "E" + "F" – "G". Remit this amount along with the reporting forms to the Bureau.

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Report Date:

STRF ASSESSMENT REPORTING FORM
STUDENTS ENROLLED ON OR AFTER JANUARY 1, 2003
AND STUDENTS ENROLLED ON JANUARY 1, 2002 THROUGH DECEMBER 31, 2002

Reporting Period: ___(pre-printed)_____

The STRF assessment rate for enrollment agreements signed on or after January 1, 2003 is $2.50 per $1,000 of tuition paid.

The STRF assessment rate for enrollment agreements signed January 1, 2002 through December 31, 2002 is $3.00 per $1,000 of tuition paid. The $3.00 assessment rate for these students remains the assessment rate for the duration of the student's enrollment agreement.

Did you have students who signed enrollment agreements on or after January 1, 2003?

- ☐ YES – Complete this form in its entirety.
- ☐ NO – Complete Item F below, if zero write '0".

Sign the Declaration below, remit this form along with any STRF payments that are due to the Bureau.

A	Enter the total number of student who signed enrollment agreements during the reporting period indicated above.	
B	Enter the number of those students reported on line (A) who are eligible for STRF.	
C	Enter the tuition charged (rounded to the nearest $1,000) for all eligible STRF students on line (B) whether or not the STRF was paid.	$
D	Enter the total tuition costs **PAID** (rounded to the nearest $1,000) from line (C) this reporting period.	$
E	Calculate STRF amount. Multiply the amount on line (D) by $2.50, write the results on this line.	$
F	Enter the STRF assessments **PAID** this reporting period for/by students who signed enrollment agreements on January 1, 2002 through December 31, 2002.	$
G	Less STRF credits due and/or adjustments**. (Bureau use only)**	$
H	**Total Payment Due.** Add lines "E" + "F" – "G". Write the results on this line. **THIS IS THE AMOUNT OWED TO THE BUREAU.**	$

Declaration: "I declare under penalty of perjury under the laws of the State of California that the information herein reported is true and correct."

Signature of person preparing form: _____ Date: _____

Printed name of person preparing this form: _____

INSTRUCTIONS FOR COMPLETING FORM STRF-05

Report all students signing enrollment agreements on or after January 1, 2003. The STRF assessment rate for these students is $2.50 per $1,000 of tuition paid. In addition, report the STRF assessments paid for students who signed enrollment agreements on January 1, 2002 through December 31, 2002. The STRF assessment rate for these students is $3.00 per $1,000 of tuition paid, which remains the rate for the duration of their enrollment agreements.

Complete this form in its entirety as follows:

1. Check the appropriate box. By answering this question you will be guided as to which areas of the form to complete.

2. On line "A" enter the TOTAL number of ALL students enrolled during the reporting period.

3. On line "B" enter the TOTAL number of STRF eligible students included in the amount reported on line "A".

   Do Not Include:
   - NON California residents.
   - Students whose total charges are paid by a third party (such as an employer, government program, or other payer) and the student has no separate agreement to repay the third party.
   - Students enrolled at registered institutions in the following kinds of programs:
     - Intensive English language program.
     - Short-term seminar training.
     - Preparation for an examination for licensure.
     - Continuing education.

4. On line "C" enter the total tuition charged, rounded to the nearest $1,000, for all eligible STRF students reported on line "B". If the course cost is LESS than $1,000, round up to $1,000.

   For example:
   - If the Course/Program cost is $375.00, round up to $1,000.
   - If the Course/Program cost is $1,499 or LESS, round down to $1,000.
   - If the Course/Program cost is GREATER THAN $1,500, round up to $2,000.

5. On line "D" enter the total tuition costs PAID for/by the students reported on line "B", rounded (see #7).

6. On line "E" enter the results of your calculation of the amount written on line "D" multiplied by $2.50.

7. On line "F" enter the STRF assessments paid (at the rate of $3.00 per $1000 of tuition paid) for/by students who signed enrollment agreements on January 1, 2002 through December 31, 2002.

8. Line "G" is for BUREAU USE ONLY, do not enter any amount. The Bureau will enter STRF adjustments and credits due, if any.

9. Line "H" is the combined total of lines "E" + "F" – "G". Remit this amount along with the reporting form to the Bureau.