



Office of the Registrar
1010 E Union St., Suite 110
Pasadena, CA 91106
Tel: 626.398.2222
www.wciu.edu

Mission: WCIU provides innovative distance education programs to enhance the effectiveness of scholar practitioners as they serve with others to develop transformational solutions to the roots of human problems around the world.

MASTER OF ARTS IN DEVELOPMENT STUDIES

PROGRAM ENROLLMENT AGREEMENT

TOTAL CREDITS REQUIRED 36

This document is a contractual agreement.

General Program Description: WCIU offers distance education programs that provide asynchronous instruction at the graduate level. Students generally have access to the course materials at least one week before the beginning of the course. WCIU agrees to provide quality distance education as disclosed in the current catalog and within this enrollment agreement unless students cancel or withdraw from the program.

STUDENT INFORMATION

Student Full Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Students' Rights, Responsibilities, and Obligations: WCIU publishes all policies, rights, responsibilities, and obligations of students in the current catalog available on the website or by request. Students are encouraged to read through the catalog prior to submitting a completed enrollment agreement. Students are expected to demonstrate academic integrity and comply with all codes of conduct and ethics as published in the catalog.

Enrollment Agreement Termination Date: Students have a maximum of six years to complete the Master of Arts in Development Studies degree program.

ENROLLMENT
AGREEMENT DATE: _____

ENROLLMENT AGREEMENT
TERMINATION DATE: _____

PROGRAM START DATE: _____ SCHEDULED COMPLETION DATE: _____
(Same as the time period covered by the enrollment agreement)

TERMS AND CONDITIONS

Tuition and Fees: By completing this enrollment agreement, students indicate they understand and agree to paying all tuition and fees required for enrollment into the Master of Arts in Development Studies (36 semester credit hours).

- Tuition: \$16,740 (\$465.00 per semester credit hour)
- Online Library Access Fee: \$600 (\$50 per term)
- Estimated Total Textbook Costs: \$960 (plus shipping costs)
- Graduation Fee: \$50 (diploma and official transcript)
- **Estimated Total Program Costs: \$18,350**

For California residents:

- Standard Program Costs: \$18,350
- Student Tuition Recovery Fund (non-refundable) \$2.50 per \$1000.00: \$45.00
- **Estimated Total Program Costs: \$18,395**

Tuition remains fixed for a given academic year, but may change from one academic year to the next. Students are notified in advance if the tuition amount changes.

Discounts/Scholarships: WCIU, at its own discretion, may offer discounts and scholarships to qualified students. The estimated total program cost does not reflect potential discounts or scholarships. Potential discounts include the global tiered tuition discount (see table below). The tiers are based on the United Nations Human Development Scale which ranks each country's development on a scale of Very High, High, Medium and Low. The tuition discount is determined by where the student is living at the time of their application to attend WCIU. For more information please visit the WCIU website at www.wciu.edu/tiered-tuition/#country-index-list

Global Tiered Tuition Discount

Tier	Human Development Scale	Tuition	Tuition Discount
1	Very High	\$ 465 per credit	\$00.00 per credit
2	High	\$ 372 per credit	\$93.00 per credit
3	Medium	\$ 279 per credit	\$186.00 per credit
4	Low	\$ 186 per credit	\$279.00 per credit

Other discounts include:

- Frontier Ventures Discount: 50% Tuition Discount for members of Frontier Ventures.
- WCIU Partnership Discount: 10% Tuition Discount for members of WCIU Partner Organizations.
- Foundations Course Tuition Discount: 50% Tuition Discount on the introductory course for alumni of the Perspectives on the World Christian Movement course, development workers and members of development agencies.

Student Tuition Recovery Fee Fund: The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

PAYMENT INFORMATION:

WCIU accepts Check, Money Order, Credit Card, or Wire Transfers for tuition payments.

Full Payment (options)	No-Interest Payment Plan
Check or Money Order	\$10 Payment Plan Fee (per term)
Credit Card	
Wire Transfer	

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (CEC94911f)

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

STUDENTS RIGHT TO CANCEL

Cancellation and Withdrawal Policy: Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation shall be in writing. A withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. Cancellation is effective on the date the University is notified by students of their intent to cancel. Students may contact the University Registrar by email at registrar@wciu.edu or by telephone at 626.398.2222.

Refund Policy: WCIU will refund 100% of the amount paid for institutional charges, less the non-refundable application fee of \$50, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students may drop a course within the first 2-weeks of the term and receive a full refund of 100% for the course. Students who have completed less than 60% of the course (10 weeks for 14-week courses) shall receive a pro rata refund based on number of coursework days attended prior to their withdrawal.

Sample Refund Calculation: If a student who is taking one course contacts the University (in any manner) and requests to withdraw on the 21st day of the term, the student will receive a refund of \$1,084.

- Course Completion Percentage: 25% (21 days divided by 84 days). Standard course length is 84 coursework days.
- Refund Percentage: 75% (100% less 25%)
- Tuition & Fees: \$1,445 (tuition \$1,395 plus online library fee \$50)
- Refund: \$1,084 (\$1,445 x 75%)

Refund Payments: WCIU processes all refund payments within 30 days following students' notice of cancellation or withdrawal. Any credit balance on the student's account after the student's completion of the program will be refunded within 45 days.

Unpaid Balances: Students with an overdue unpaid balance are not able to register for additional courses. Students with an unpaid balance are sent payment reminders and requests for payment. Students are not referred to a collection agency.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at William Carey International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master degree, you earn in Master of Arts in Development Studies is also at the complete discretion of the institution to which you may seek to transfer. If the 36 credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending William Carey International University to determine if your 36 credits will transfer.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 574-8900. Fax: (916) 263-1897. www.BPPE.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.BPPE.ca.gov.

Student Complaint-Grievance Policy

William Carey International University (WCIU) acknowledges that students have the right to seek a remedy for a dispute or disagreement through a comprehensive complaint and grievance procedure.

A complaint is defined as dissatisfaction when a decision or action has been made inconsistently with university policies and procedures, or improper, unfair, arbitrary, or discriminatory treatment has occurred.

A grievance is defined as a complaint for which a mutual resolution has not been achieved through informal mediation at Levels I and II. A grievance must be accompanied by supporting evidence that the decision made at Level II was unjustly rendered.

WCIU reserves the right to amend use of the Complaint and Grievance Policy in any circumstance that is deemed necessary by the university. Additionally, should a complaint be against a faculty member or administrator, an opportunity will be provided for the faculty member or administrator to respond to the received complaint in attempt to aid in its resolution.

Complaint Procedure

Level I

Students may file a complaint by contacting the specific department or faculty member that the complaint is against or by Students may file a complaint by contacting the specific department or faculty member whom the complaint is against or by contacting the Registrar's office at registrar@wciu.edu. Submission of a complaint should take place within ten business days of the occurrence. The student will be notified that the complaint has been received within 48 hours. A decision will be communicated to the student within ten business days after receiving the complaint.

Level II

Students not satisfied with the decision rendered at Level I should contact the Student Services department within five business days of receiving the Level I decision and request that the decision be considered at a higher level. The student will be informed that the request has been received. The Student Services department will then take this Level II request to the Registrar who will provide a secondary review, consideration, and will communicate the decision to the student within ten business days following receipt.

Level III

Students not satisfied with the decision rendered at Level II may file a formal, written grievance. This grievance must be a letter that is sent to the University President at 1010 E Union St., Suite 110, Pasadena, CA 91106 USA within ten business days of the Level II notification date. The grievant must include the following criteria, as appropriate in the letter:

- The specific university policy or procedure that has been allegedly violated,
- Factual information and/or evidence supporting the grievant's views on the alleged violation, and
- A description of the outcome the grievant seeks.

The grievant will be notified that the grievance has been received and the University President will then give independent consideration, adjudication, and a written decision about the grievance within seven business days of the notification which includes information on how students can file complaints for states WCIU is approved to offer its program.

Filing Complaints with External Agencies

If a student has completed the university's process for filing a complaint and satisfactory resolution has not been achieved, the student may also file a complaint at the address below.

California Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900

Complaints can also be submitted to the Distance Education Accrediting Commission (DEAC). Information regarding the DEAC complaint process is available at: <https://www.deac.org/Student-Center/Complaint-Process.aspx>

Written complaints can also be submitted to DEAC at:
DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036
ATTN: COMPLAINTS

A DEAC Complaint Form is available online at:

<https://www.surveymonkey.com/r/VYQNHPD?sm=4YVO%2bqiufpfgHP8b9uW1%2bA%3d%3d>

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student's initials: _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Note: The School Performance Fact Sheet is provided to prospective students who are California residents or residing in California at the time of his or her enrollment.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

The enrollment agreement is legally binding when signed by the student and accepted by the institution.

I understand that electronically typing my name in this document is considered to have the same legally-binding effect as signing my signature using a pen and paper.

Student's Signature (Full Name)

Date

Institution Signature

Date

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,445 PER COURSE.
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$18,350.
FOR CALIFORNIA RESIDENTS THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE
EDUCATIONAL PROGRAM: \$18,395.
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$0.00
COURSE TUITION AND FEES ARE DUE AT THE TIME OF COURSE REGISTRATION.

A copy of the enrollment agreement is made available to the student within 10 days of approval of the agreement by WCIU. The student may subsequently register for courses.

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