

Enrollment Agreement

Individualized Studies Registration

Student: Please fill in and get the required signatures. Print or type with black ink

Mr. Mrs.
Name Ms. Miss _____ Student # _____ Date _____
Dr. Rev. family name given names month day year

Mailing Address _____
street city state/province zip/postal code country

Permanent Address _____
street city state/province zip/postal code country

Phone: day _____ eve _____ fax _____ email _____

Individualized Studies

Hours = grad, 60; undergrad 45

_____ Undergrad or Grad _____ units x hrs = _____ study hours

Course Discipline & Title, from Course Outline: _____

Student: Requested Starting Date _____ * Requested Completion Date _____

Registrar to fill in: Approved Starting Date _____ * Approved Completion Date _____

* If you decide to wait until a later date to begin studies, be sure to notify the Registrar as soon as possible and at least within 30 days of the Approved Starting Date, so that both Starting and Completion Dates may be revised. Refunds are based on these dates, unless there is indication that you have completed more study hours than anticipated. In that case, more is owed to your instructor, and the number of Clock Hours completed will be adjusted to show the work actually done. No adjustment normally is made, however, if you are behind schedule, as the Enrollment Agreement represents a commitment to work on a reasonable schedule.

_____ Tuition for the course: \$150 per semester unit x _____ units
_____ Nonrefundable Fee for the course
_____ Other charges, if any
_____ Less any scholarships and reductions
_____ TOTAL

**THE TOTAL FOR TUITION, FEES, AND SERVICES THAT
THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE IS:**

\$ _____

Charges for Books: Nonrefundable. Variable. Estimated books/materials cost for the course: \$ _____

Signatures

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities on page two of this form, and that the institution's cancellation and refund policies have been clearly explained to me.

Student's Signature _____ Date _____

I agree to the student's enrolling in this course.

Instructor's Signature Printed Name Date: month day year

I agree to the student's enrolling in this course.

Mentor/Advisor's Signature Printed Name Date: month day year

This agreement is accepted by:

Registrar's Signature Printed Name Date: month day year

Student: Sign this form, and obtain your instructor's and major advisor's signatures. Retain a copy for your records.

Send this form and your payment (check made out to WCIU or call with credit card) to:

WCIU Registrar, 1539 E. Howard St., Pasadena, CA 91104-2698, USA

626-398-2141

email: registrar@wciu.edu

fax: 626-628-3234

1. BUYER'S RIGHT TO CANCEL

As a student, you have a right to cancel this Enrollment Agreement and obtain a refund by providing written notice, using the Withdrawal form supplied by WCIU, to: Registrar, William Carey International University, 1539 East Howard Street, Pasadena CA 91104-2698, USA.

2. Refund Policy

You have a right to a full refund of all charges and tuition associated with this course, less amounts indicated nonrefundable, if you cancel this agreement prior to or on the Approved Starting Date for the course. You may withdraw from the course after the Starting Date, receiving a pro rata refund on tuition as explained below and a pro rata refund on room and board. (See Section 7 on reverse.)

You may withdraw from the course after the Starting Date and receive a pro rata refund for the unused portion of the tuition, according to the worksheet below, if 60% or less of the course has been completed, figuring from the Approved Starting Date for the course. A grade of No Credit (NC) will be recorded (except in emergency cases), and no refund will be given, if you withdraw after 60% of the course has been completed. Refunds will be made within 30 days of withdrawal (cancellation). If the university cancels or discontinues the degree program, it will make a full refund of all charges associated with the program. Refunds are sent to whoever paid the charges.

Tuition refunds for WCIU courses are computed as follows:

- 1) Total number of Clock Hours (study hours) for the course [60 hrs/unit] = _____
- 2) Total tuition and charges, excluding nonrefundable charges (from Section 7 on reverse) = _____
- 3) The amount from Step 2 ÷ the total from Step 1 = _____ ÷ _____ = Hourly Rate = _____
- 4) The Hourly Rate from Step 3 x the number of Clock Hours passed since Starting Date = _____ x _____* = _____
- 5) **TUITION REFUND** = (Total amount paid – nonrefundable charges) – amount from Step 4 = _____

Example: A student who enrolled in a 3 unit graduate course decides to withdraw 30 days after the Approved Starting Date. His Approved Completion Date was 90 days after the Starting Date. He paid \$300 tuition.

- 1) Total number of clock hours (3 units graduate work x 60 hrs = 180 clock hours) = _____ Total Clock Hours = 180 hrs
- 2) Tuition for 3 units @ \$150/unit = _____ Total Tuition = \$300
- 3) \$300 ÷ 180 hrs = _____ Hourly Rate = \$1.67/hr
- 4) \$1.67/hr x (2 clock hrs/day x 30 days = 60 clock hours passed since Starting Date) = _____ = \$100.20
- 5) \$300 (amount actually paid) – \$0 (nonrefundable) – \$100.20 = _____ REFUND = \$199.80

3. NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE THAT 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.

4. Student's Right to Notify the Council

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-6200, (916) 445-3427.

5. Legal Notice

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy, including examples of how it applies, and (b) a catalog having a description of the program in which you are enrolling, including all material facts concerning this school and the program or course of instruction which are likely to affect your decision to enroll. Upon signing this agreement, you will be given a copy of it to retain. If submitting by mail, retain a copy for your records. Once approved and accepted by the school, a signed copy will be mailed to you.

6. Student Tuition Recovery Fund

If you are not a resident of California, you are not eligible for protection under, and recovery from, the Student Tuition Recovery Fund.

I certify that William Carey International University has met the disclosure requirements of the California Education Code §94810 of The Private Postsecondary and Vocational Reform Act of 1989.

Registrar's Signature

Printed Name

Date: month day year