****

**Enrollment Agreement Form**

An enrollment agreement between the institution and the student must provide complete student information, program information, all costs including tuition and fees, and the institution’s refund policy. The agreement must be signed by both the student and an institution representative.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name |  | | |
| Address |  | | |
| Email |  | Phone |  |
| ID Number,  SSN or Passport |  | Date of Birth |  |

|  |
| --- |
| **Emergency Contact** |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Program Information** |

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scheduled End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Time/Part Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day/Evening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Weeks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Semester Credit Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Tuition & Fee Information** |

Application Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuition per Credit Hour

|  |  |
| --- | --- |
| Certificate (per Credit Hour)  Undergraduate Program (per Credit Hour) | $100.00/Credit hour  $200.00/Credit hour |
|  |  |
| Graduate Program Tuition (per Credit Hour)  Ph.D. Program Tuition (per Credit Hour) | $300.00/ Credit hour  $400.00/Credit hour |

Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Costs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees: Technology Fee $ 100; Registration Fee $100(per semester);

Other costs: Student Association Fee: $50; Books and Supplies: $200 (per semester); graduation fee $300.

Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Refund Policy** |

* + Prior to or during the first week: *100% of tuition and fees (with the exception of non-refundable application fees)*
  + during the second week of a semester: *80% of tuition*
  + during the third week: *70% of tuition*
  + during the fourth week: *60% of tuition*
  + during the fifth week: *50% of tuition*
  + NOR EFUNDS WILL BE ISSUED AFTER THE FIFTH WEEK OF ASEMESTER

|  |
| --- |
| **Attendance Policy** |

A student is required to attend at least 80% of the class meetings for each course. For semester courses, this means that a maximum of three class times may be missed, since Seminary semester schedule is usually 15-16 weeks. Any student who misses more than 3 times may receive an “F” or be forced to withdraw from the course.

When a student anticipates that an absence of 20% or more of the class time is necessary, permission in advance by academic petition is required. It is the student’s responsibility to make arrangements with instructors for missed class work.

Policies include the following:

* 1. The student is held responsible for absences due to late registration. Consequently, students are not permitted to enroll for a course after the second full week of classes.
  2. Instructors must report to the Registrar any student who:
     1. Without reasons comes in tardy or leaves early
     2. misses the whole classes in three weeks in succession
     3. misses more than 20% of classes for a particular course
  3. Instructorswillemploythefollowinginstitutionalrulesfordeterminingabsences:
     1. onlytardinessoflessthan10minutesmaybecountedasatardy
     2. three tardy occurrences count as one absence
     3. tardinessofmorethan10minutescountsasonehourofabsence.

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional Representative Signature Date