



Enrollment Agreement

Student Name _____ Date of Birth _____
Mailing Address _____
Telephone Phone _____
Email Address _____

Program Information:

I am hereby enrolling in the following academic program at Westcliff University, located 4199 Campus Drive #650, Irvine, CA 92612, where the instruction will take place, and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

Program Title _____

Total Credit hours required for completion _____

Degree Type _____

Program Start Date (Month/Year) _____

Program Completion Date (Month/Year) _____

Tuition period which the agreement covers (Year) _____

Tuition & Fees For All Full-Time, Part-Time, And Transfer Students:

Description	Fee	Total
Tuition		
Graduate Program (MBA)	\$375 per credit hour (total 36 credit hours)	\$13,500
Graduate Program (MA TESOL) Undergraduate	\$375 per credit hour (total 36 credit hours)	\$13,500
Program (BBA) Certificate Programs (TESOL)	\$175 per credit hour (total 120 credit hours)	\$21,000
	\$2,200 per Certificate Program (total 160 clock hours)	\$2,200

Application Fee (non-refundable – one time)	\$30.00
Registration (non-refundable)	\$25.00 per semester (w/ cap of \$200/program)
Deferred Payment Plan Fee	Up to \$75.00

Degree Diploma	\$100.00
Degree Diploma Frame	\$100.00
Degree Diploma Replacement	\$125.00

Certified Official Transcript	\$10.00
Returned Check Fee	\$35.00
Late Payment Fee	\$35.00
Student ID Card	\$10.00
Student ID Card Replacement	\$15.00

Changes In Fee Schedule:

1. Tuition and fee charges are subject to change at the school's discretion.
2. If there are any tuition or fee increases, the changes will become effective after the 1st, 2nd or 3rd full year of completed study.
3. The student will be notified prior to any tuition changes.

Methods Of Payments:

Payments may be made by credit card (Visa, MasterCard, Discover), cash, money order, cashier's check, or certified check.

All payments can be paid in person on campus to the University Registrar. Payments can also be mailed to the University at the address 4199 Campus Drive #650, Irvine, CA 92612.

Tuition and Registration fees for each semester must be paid in full prior to the 1st start date of the class, unless you have received approval from the Registrar to pay using one of Westcliff University's payment plan options.

Payment Plan Options And Policy:

Westcliff University offers three payment plans to assist students with their financial needs.

As a student at Westcliff University, you are free to choose from any one of these options:

1. Monthly Payment Plan:

Students may choose make monthly payments towards their total tuition. An initial down payment must be made prior to beginning their monthly plan. Payments will be due the same date of each month. First payment must be made prior to starting their first course. Upon completion of their program, there may be a remaining balance. This can be paid as a lump sum, or by continuing to make monthly payments. Official transcripts will

not be released until the entire balance is paid in full. There are no interest charges added to the unpaid balance, however late fees may apply.

2. Installments Deferred Payment Plan:

Two Installments Deferred Payment Plan: This Westcliff University Deferred Payment Plan is available where deferrable charges, such as tuition and certain fee, are paid in two installments. The total fees for the semester are divided into two equal payments. The 1st payment is due prior to the 1st start date of the class, and the 2nd installment is due by midnight Saturday of the 8th week of the semester. There is a \$25 fee for the two-installment deferment plan.

Three Installments Deferred Payment Plan: This Westcliff University Deferred Payment Plan is available where deferrable charges, such as tuition and certain fees, are paid in three installments. For three installments, the total fees for the semester are divided into three equal payments. The 1st payment is due prior to the 1st start date of the class, the 2nd installment is due by midnight Saturday of the 5th week of the semester, and the 3rd installment is due by midnight Saturday of the 10th week of the semester. There is a \$50 fee for the three-installment deferment plan. To request a deferment plan, please complete the Deferment plan form available online or through the Registrar office. The form must be submitted to the Registrar prior to the start date of the 1st class to receive approval.

3. Other

Veteran's Benefits: The university's programs are approved for enrollment of persons eligible to receive educational benefits under Title 38, U.S. Code. Students who are eligible for educational assistance through the Veterans' Education Benefit programs may obtain forms directly from the Department of Veterans Affairs Educational Services at www.gibill.va.gov or by calling them directly at 888.442.4551. Members of the Selected Reserve may also be eligible for educational assistance. The VA Facility Code for Westcliff University is 21110805.

Schools Federal Credit Union Student Loans: For those students who are interested in applying for an unsecured personal tuition loan, Schools Federal Credit Union is working with the university to assist eligible students with their tuition costs. Information and forms may be obtained at the Schools Federal Credit Union website – www.schoolsfcu.org.

Students who apply for personal loans to pay for their educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Student Cancel and Withdraw Policy:

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

To cancel the enrollment agreement or withdraw from the institution and obtain a refund, a written notice must be submitted to the Office of the Registrar: 4199 Campus Drive #650, Irvine, CA 92612, FAX. 888-409-7306

For the students enrolled in distance education program, the student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 30 days regardless if the student has returned all lessons and materials.

The student has a right to cancel by _____(month/day /year) and receive a 100% refund. Student

Cancel Policy:

1. A student can cancel a course and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. The course is completely taken off the student's transcript, with no record of ever registering for the course.
3. Your refund rights are described in the Refund Policy below. You will receive up to a 100% refund – (minus) the application and registration fees.
4. To cancel your course(s), e-mail, mail or deliver a signed and dated copy of the Notice to Cancel form, which includes a written statement requesting to cancel to the University.

Student Withdraw Policy:

1. A student can withdraw from the enrolled program and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. When a student withdraws from a course after the first week, the student will receive a "W" on their transcript.
3. Your refund rights are described in the Refund Policy. You will receive up to a 60% refund – (minus) the application and registration fees.

- To withdraw from your course(s), e-mail, mail or deliver a signed and dated copy of the Notice of Withdraw form, which includes a written statement requesting cancellation to the University.

Policies on Distance Education Programs

The University shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the materials as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

The University shall mail its response or evaluation within ten days of its receipt of student lessons, projects, or examinations.

Refund Policy:

The student has 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. In addition, the student may cancel, or withdraw from course after instruction has started and receive a pro rata refund for the unused portion of the tuition, if the student has completed 60% or less of the instruction.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

All refunds will be paid within 30 days of cancellation or withdrawal.

Refund Calculation Example 1:

Refund Calculation Example for 5/6 Week Course		MBA/MA TESOL	BBA
Tuition and Registration for Single Course			
Cost of tuition paid		\$1,125.00	\$525.00
Non-refundable registration fee (w/cap of \$200/program)		\$25.00	\$25.00
Students withdrawing from course during:	% of Tuition Fees Refunded	Refund Amount	Refund Amount
Week 1 (Days 1-7)	100%	\$1,125.00	\$525.00
Week 2 (Days 8-14)	70%	\$900.00	\$367.50
Week 3 (Days 15-21)	40%	\$675.00	\$210.00
Week 4 (Days 22-28)	20%	\$450.00	\$105.00
Week 5 or Later (Days 29+)	0%	\$0.00	\$0.00

Refund Calculation Example 2:

Refund Calculation Example for 8 Week Course		MBA Capstone Course	Graduate TESOL
Tuition and Registration for Single Course			
Cost of tuition paid		\$1,125.00	\$2,200.00
Non-refundable registration fee (w/cap of \$200/program)		\$25.00	\$0.00
Students withdrawing from course during:	% of Tuition Fees Refunded	Refund Amount	Refund Amount
Week 1 (Days 1-7)	100%	\$1,125.00	\$2,200.00
Week 2 (Days 8-14)	80%	\$900.00	\$1,760.00
Week 3 (Days 15-21)	60%	\$675.00	\$1,320.00
Week 4 (Days 22-28)	40%	\$450.00	\$880.00
Week 5 (Days 29-35)	20%	\$225.00	\$440.00
Week 6 or Later (Days 35+)	0%	\$0.00	\$0.00

Loans

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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 Concerning Transferability Of Credits
And Credentials Earned At Our Institution**

The transferability of credits you earn at Westcliff University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in (Please circle one: BBA, MBA, MA TESOL, or Graduate TESOL certificate program) is also at the complete discretion of the institution to which you may seek to transfer. If the, credits, degree, or certificate that you earn at Westcliff University 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 Westcliff University to determine if your credits, degree, or certificate will transfer.

Student Agreement:

This agreement contains the complete understanding between Westcliff University and you regarding the University providing educational services in exchange for your payment of fees and tuition. Please initial each line and sign.

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.

Initial

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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.

I understand that my failure to comply with all University policies, including attendance, academic and financial requirements, will result in termination of my enrollment AND dismissal from the University.

I understand that I will receive official transcripts and/or a degree, only if I have met all the required academic standards and requirements and have paid my financial obligations to Westcliff University in full.

I understand that a degree or diploma cannot be conferred until all academic obligations have been completed or otherwise cleared with the Registrar and all financial obligations have been completed or otherwise cleared with the Director of Finance.

I have read and understood this agreement and the refund policy in the catalog of Westcliff University before signing. Further, I understand that my tuition does not include books and materials.

I understand that Westcliff University does not guarantee employment of any kind once my degree or certificate has been conferred.

I understand that this school does not participate in State or Federal Assistance programs.

Itemization & Total Tuition Fees:

- | | | |
|---------------------|----------|----------------|
| 1. Application Fee | \$ _____ | Non-Refundable |
| 2. Registration Fee | \$ _____ | Non-Refundable |
| 3. Student ID Fee | \$ _____ | |
| 4. Books & Supplies | \$ _____ | |

*Textbook prices fluctuate depending upon recent book editions and pricing changes by publishers.

- | | |
|------------|----------|
| 5. Tuition | \$ _____ |
|------------|----------|
- *Prorated upon withdrawal. You are liable for the charges in each payment period. Refer to refund policy provision within this Agreement.

<u>TOTAL DUE FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ _____ *
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ _____
<u>TOTAL CHARGES DUE UPON ENROLLMENT</u>	\$ _____ **

*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

***You have the right to cancel and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.**

All payment information on our site is securely stored and processed. You are protected by the security features of our website.

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.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

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.

Student Name

Signature

Date

Director of Admissions

Signature

Date