

ENROLLMENT AGREEMENT of AMERICA EVANGELICAL UNIVERSITY

1818 S. Western Ave. # 409 Los Angeles, CA 90006. Telephone: (323) 643-0301 / Fax: (323) 643-0302
 Instruction is provided at the above address. The policy of AEU is to provide opportunity to see clarification and understanding of the terms and conditions of the enrollment agreement for student whose primary language is not English.

Please Print or Type

New Student (____) Re-Entry Student (____)	
Applicant Legal Name: (First) _____ (Middle) _____ (Last) _____	
Social Security #: ____-____-____ Date of Birth: ____-____-____ Driver's License #: _____	
Home Telephone: (____) ____-____ Work: (____) ____-____ Cell: (____) ____-____	
Address: _____ City _____ State _____ Zip _____	
E-Mail _____ Fax No. _____	

A. EDUCATION SERVICE

Educational Program: _____ Total Semester Credit Hours _____/_____
 Enrollment Agreement Period: Start Date _____ End date _____
 Program Period: Start Date _____ Scheduled Completion Date _____
 Approx. No. of Weeks _____ Each semester is designed in 16 weeks in length
 A degree will be issued after the completion of the entire program and all tuition fees are paid in full or otherwise accounted for.

B. ITEMIZATION & TOTAL TUITION FEES

Application Fee \$ _____	\$ 100 (Non-Refundable);
Registration Fee \$ _____	\$ 50 (Non-Refundable)
Student Tuition Recovery Fund \$ _____	Non-Refundable - \$ 0.00 for every \$ 1,000 rounded to the nearest \$ 1,000
Total Tuition \$ _____	Prorated upon Withdrawal. You are liable for the charges in each payment period. Refer to refund policy provision within this Agreement
Graduation Fee \$ _____	
Period of Attendance	Theology: \$ 200 per credit unit for undergraduate program; \$ 220 per credit unit for graduate programs. Business Administration: \$250 per credit unit for undergraduate program; \$350 per credit unit for MBA. Refundable
Total Charge: \$ _____	
Names of Programs:	Bachelor of Theology (128 units), Master of Divinity (96 units), Master of Arts in Intercultural Studies (40 units), Masters of Arts in Counseling (40 units), Bachelor of Arts in Business Administration (128 units), Master of Business Administration (45 units), Doctor of Ministry (42 units)
Total Units:	

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM \$ _____ *
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____
THE TOTAL CHARGES DUE UPON ENROLLMENT \$ _____

*** 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. PAYMENT INFORMATION: CHARGES ARE DUE UPON ENROLLMENT AND WILL BE CHARGED WITHIN SEVEN DAYS UPON ACCEPTANCE OF THIS ENROLLMENT AGREEMENT.**

Method of payment: (cash) _____ (check) _____ (visa) _____ (Master) _____
 Cardholder Name: _____ Card No. _____ Expiration Date _____

Student Fees: Fees are charged when services are rendered, as applicable: Required and reference textbooks however are not included in tuition. Bible Comprehensive Exam: \$ 20, Grad. Exam: \$ 20, Grad. Fee: \$ 300, Student Council Fee: \$ 50, Auditing fee: \$ 60, Thesis Fee : \$ 200, Transcript per copy: \$ 10, etc.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASE OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE. I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET AND FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

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.

Signature of student _____ Date _____

Signature of student's parent or guardian (if student is under age 19) Date _____

Signature and title of school official accepting enrollment _____ Date _____

C. REFUND POLICY

STUDENT'S RIGHT TO CANCEL

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THIS SCHOOL. Revision Date: Feb 16, 2016.

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.

Cancellation is effective on the date the written notice of cancellation is sent to: 1818 S. Western Ave. # 409 Los Angeles, CA 90006.

Cancellation must occur at the first class session, or the seventh day after enrollment, whichever is later.

If the student has completed 60 percent or less of the period of attendance, a prorated refund will be applied. If the student has completed 60 percent or greater of the term, there will be NO refund. All fees are non-refundable.

Enrollment Time	Weeks	Refund
0-6.6%	1	100%
6.7%-13.1%	2	93.3%
13.2%-19.8%	3	86.8%
19.9%-26.5%	4	80.1%
26.6%-33.2%	5	73.4%
33.3%-39.9%	6	66.7%
40%-46.6%	7	60%
46.7%-53.3%	8	53.3%
53.4%to60%	9	46.6%
After60%	10~15	0%

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.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a prorated refund if you have completed 60 percent or less if the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$ 250.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan of third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

D. UNDERSTANDING

Catalog: Information about America Evangelical University is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. America Evangelical University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in America Evangelical University, the student agrees to abide by the terms stated in the catalog and all school policies.

Disclosure Authorization: I authorize the University to discuss with me over the phone my student record. It is further understood that it is my assigned student ID or social security number that will enable me to access my student records. If I am unable to verify these numbers to AEU, the University will not discuss my records with me.

Course completion Policy: A course must be completed within 16 weeks from the course start date. Assignments which are not completed by the course end date will be assigned a zero grade and the final course grade will be calculated based upon the grade weight found in the course assessment syllabus.

Re-entry Fee: A Re-entry fee in the amount of \$ 25.00 will be charged to any student who is withdrawn and is approved to re-enroll.

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Graduation: I understand that I will be awarded a _____ when I have completed all of the program requirements. A graduate must have a _____ grade point average, and have satisfied all financial obligations.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at America Evangelical University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the _____ you earn in _____ program is also at the complete discretion of the institution to which you may seek to transfer. If the _____ 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 America Evangelical University to determine if your _____ will transfer.

Career Service: Placement assistance is provided. However, it is understood that the school does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

Tuition: Tuition covers the cost of individual curriculum design, online study materials, examination, faculty and administrative counseling. Required and reference textbooks however are not included in tuition. Tuition is payable in US funds, by check from a US bank or by money order in US funds. Tuition must be paid in full before the final course grade will be released or the student will be allowed to continue to the next course enrollment. AEU reserves the right to change course materials (revise course content, required text etc.) of a program as deemed necessary.

Questions: Any question 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.**”

Complaint: A Student or any member of the public may file a complaint about this institution with 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 Website, www.bppe.ca.gov.

Arbitration: Any dispute arising from enrollment at America Evangelical University, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at Los Angeles, California, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The Award rendered by the arbitrator may be entered in any court having jurisdiction.

Financing: The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

Loan: If a 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:

a: 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.

b: 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.

Student Tuition Recovery Fund Payment: You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are not paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

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, 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. Initial _____.

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