

ENROLLMENT AGREEMENT of AMERICA EVANGELICAL UNIVERSITY

1204 W 163rd Gardena, Gardena, CA 90247. 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 OF TOTAL TUITION & FEES

Application Fee \$ _____	\$ 100 (Non-Refundable)
Registration Fee \$ _____	\$ 50/semester
Student Activity Fee \$ _____	\$ 50/semester
International Student Fee \$ _____	You are required to pay when you apply for an I-20.
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.
Period of Attendance Total Charge: \$ _____	Theology: \$250 per credit unit for undergraduate program; \$300 per credit unit for graduate programs (DMin & DC \$375 / \$600.00 per credit hours for PhD). Business Administration: \$180 per credit unit for undergraduate program; \$280 per credit unit for MBA. Refundable
Names of Programs: Total Units:	Bachelor of Min Leadership (120 units), Master of Divinity (72 units), MA in Intercultural Studies (40 units), MA in Counseling (40 units), MA in MFT (66 units), Master of Arts in Org. Leadership (30 units), Bachelor of Arts in Business Administration (128 units), Master of Business Administration (45 units), Doctor of Ministry (40 units), Doctor of Philosophy (40 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. Textbooks are required for most courses. Estimated cost per semester: \$300-\$600. Bible Comprehensive Exam: \$ 20, Grad. Exam: \$ 20, Graduation Fee: \$ 300, Student Council Fee: \$ 50, Auditing fee: \$ 60, Thesis Fee : \$ 200, Transcript per copy: \$ 10, textbooks are required for most classes and students are required to buy them.

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.

X _____
Signature of student Date

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

X _____
Signature and title of school official accepting enrollment Date

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C. REFUND POLICIES

1. Student's Right to Cancel = to Withdraw: The institution shall refund 100 percent of the amount paid for institutional charges, minus a non-refundable application fee, if notice of cancellation is given by attending the first class session or by the seventh day after enrollment, whichever is later. You may withdraw from the school at any time, but it is your responsibility to notify the university. It is your responsibility to notify the university and the university shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. You must notify the **university Registrar's office** in writing, or by email (jacobkim@aeu.edu).

2. Basic Tuition Refund Policies: In order for all tuition to be refunded, a student must withdraw by the end of the seventh day since classes began.

If you have received federal student financial aid funds, you may be entitled to a refund of monies not paid from federal student financial aid program funds.

If any portion of the tuition was paid from the proceeds of a loan from a 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.

For courses beyond the current semester, if you withdraw before the next semester begins, all tuition collected for those courses in that next semester will be fully refunded.

The school will issue refunds within 45 days of the official withdrawal date (see below).

3. Fees that are not Refundable: The (one-time) Application fee is non-refundable.

4. Books, Supplies, and other Equipment Purchased from the University:

Books, supplies and any other items purchased by the student from the university are not returnable. Once received by the student, such items belong to the student and may not be returned for a refund.

5. Official Withdrawal Date:

The official date of your withdrawal shall be determined as follows:

- a. For the following two cases, the student will be determined to have withdrawn from school on the earlier of:
 1. The date they notified the Registrar of their intent to withdraw in writing or by email. Only the Registrar is authorized to accept a notification of a student's intent to withdraw.
 2. The date the University terminates a student's enrollment due to academic failure or for violation of its rules and policies stated in this Catalog.
- b. For students who do not return following an Approved Leave of Absence (LOA):
 1. If a student on an approved LOA notifies AEU that he or she will not be returning, the official date of withdrawal will be the earlier of: the scheduled date of return from the LOA, or, the date the student notifies AEU that he/she will not return.
 2. In the event that a student fails to return from an approved leave of absence and does not notify the university, the official withdrawal date shall be the scheduled date of return from the LOA.
- c. For students who otherwise withdraw without formally notifying the university:

If a student withdraws without formally notifying the university (= quits attending class, no longer participates in online sessions, etc.), their official withdrawal date will be the last date of that academic session.

6. Tuition Refund Schedule:

The following schedule will be used to determine the amount of any tuition refund that might be owed.

Enrollment Time	Weeks	Tuition 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%-60%	9	46.6%
After 60%	10~15	0%

7. Possible Monies Owed to the School after Withdrawal:

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If you did not pay your full tuition at the start of the semester, and if the amount that you owe is more than the amount that you have already paid, then you will not receive any refund, and you will have to arrange with the institution to pay that balance.

D. OTHER PROVISIONS OF THIS ENROLLMENT AGREEMENT

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 has withdrawn and is subsequently approved to re-enroll.

Graduation: I understand that I will be awarded a MA in Counseling when I have completed all of the program requirements. A graduate must have a 2.5 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 AEU you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the AEU 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 diploma/credits 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 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone: (916) 574-8900; Toll-free: (888) 370-7589; 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 (916) 574-8900, or toll-free: 888.370.7589, 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.

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Distance Education (instruction offered which is not real-time):

Some courses at AEU are offered through distance education, and if such is the case for a course, the school shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student shall have the right to cancel the enrollment 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. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Furthermore, the school shall:

(1) 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. (2) if the school transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Responsibility to Repay Any Loans:

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. Students receiving federal financial aid have varying rights and responsibilities in accordance with the Borrower's Rights and Responsibilities Statement, <https://ifap.ed.gov/direct-loan-bulletins/10-04-2007-summary-revised-master-promissory-note-direct-plus-loans>, in the Master Promissory Note (MPN)

Student Default on a State or Federal 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:

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 0 assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834; (916)574-8900 or toll-free (888) 370-7589**. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

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5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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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