

PLEASE PRINT OR TYPE New Student Re-Entry Student

Applicant Legal Name _____

Social Security # _____ (First) - _____ (Middle) - _____ (Last) Date of Birth _____ - _____ - _____ Driver's License / ID No. _____

Home Telephone: (_____) _____ - _____ Work: (_____) _____ - _____ Cell: (_____) _____ - _____

Address _____ City _____ State _____ Zip _____

E-Mail _____ Fax No. _____

A. EDUCATIONAL SERVICE

Program: () Bachelor of Business Administration () Bachelor of Science in Management () Master of Business Administration
Certificate in () Business Management () Financial Accounting () Human Resource Management
() Logistics & Supply Chain Management () Marketing Management

Total Semester Credit Hours: ____ Approximate number of months to complete: ____

Enrollment Agreement Period: Start Date: _____ Scheduled Completion Date _____

B. ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$	Non-Refundable
Student Tuition Recovery Fund	\$	Non-Refundable - \$0.00 for every \$1,000 rounded to the nearest \$1,000.
Tuition	\$	Prorated upon withdrawal. You are liable for the charges in each payment period. Refer to refund policy provision within this Agreement. Textbooks included in tuition.
Graduation/Diploma Fee	\$	
Credit	\$	Reason:

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY 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.**
THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

Student fees: fees are charged when services are rendered, as applicable. Shipping charges for students outside of the United States a one time fee of: \$150.00, Re-activation fee: \$250.00, Official transcript fee (first copy is free): \$25.00

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER 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.

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 and Title of School Official Accepting Enrollment Date

C. SCHEDULE OF TUITION PAYMENT

Payments to be made by _____. Total Amount Due: _____ or you will make _____ monthly or weekly payments of _____. Payments will begin on _____ and end on _____.

Tuition may be paid by check(s), Visa, MasterCard, PayPal or through the Western Union. International students may pay by Certified Check, Bank Wire Transfer or through the Western Union.

D. OTHER FEES

Graduation Fee: \$100.00	Returned Check Fee: \$25.00
Transcript Fee (per copy): \$20.00	Diploma Replacement Fee: \$100.00
Verification of Enrollment Letter (per copy): \$20.00	Student ID (per issue): \$20.00
Late Payment Fee: \$35.00	Foreign Transcript Evaluation Fee: \$75.00

E. REFUND POLICY**STUDENT'S RIGHT TO CANCEL**

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

Student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment. Cancellation is effective on the date the written notice of cancellation is sent to: 346 Rheem Blvd., Suite 203, Moraga, CA 94556. 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, minus the non-refundable registration fee of \$100.00.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) 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 material 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 are material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$100.00, 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 distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday stated within the catalog.

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 or 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.

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.

F. UNDERSTANDINGS

Initial

- 1. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, 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.
- 2. 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.
- 3. **Catalog:** Information about Frederick Taylor University (FTU) is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. FTU 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 at FTU, the Student agrees to abide by the terms stated in the catalog and all school policies.
- 4. **Location of Instruction:** Frederick Taylor University (FTU) offeres offline instruction at 2050 W. Chapman Ave, suite 108, orange, CA 92868. FTU also offers distance education, not offered in real time. Coursework is completed at a location determined by the student.
- 5. **Equipment (Online Students):**
Software Requirements: Email address, ISP account, Adobe Reader 7.0 or later, Microsoft Office 2003 or later.
Browser Requirements: Browser: Microsoft Internet Explorer version 6.0+, Mozilla Firefox 3.0+. *Operating System:* Windows XP, Vista, or 7 or MAC 10.X+. *Hardware Requirements:* A processor of 1.6 GHz or faster, 256MB RAM or greater, 20 GB hard drive or larger, Internet connection, Printer
- 6. **Transmission of Lessons/Materials (Online Students):** Frederick Taylor University (FTU) shall transmit all of the lessons and other materials to the student if: 1. The student has fully paid for the educational program; and 2. after having received the first lesson and initial materials, requests in writing that all of the material be sent. If FTU transmits the balance of the material as the student requests, the University 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.
- 7. **Graduation:** I understand that I will be awarded a diploma when I complete all of the program requirements. A bachelor’s degree graduate must have a 2.0 GPA, a master’s degree graduate must have a 3.0 GPA, and have satisfied all financial obligations.
- 8. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Frederick Taylor University (FTU) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in () program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate 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 Frederick Taylor University to determine if your credits or degree or certificate will transfer.
- 9. **Placement Assistance:** Placement assistance is not provided. 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.
- 10. **Questions:** 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 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number 888.370.7589 or by fax 916.263.1897.
- 11. **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 Web site, www.bppe.ca.gov.
- 12. **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.

13. **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:
1. 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.
 2. 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.
14. **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 in an educational program, 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.

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 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.

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 the 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 cost.
4. There was a material failure to comply with the Act or this 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.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.
