

FREDERICK TAYLOR UNIVERSITY

2050 W. Chapman Ave, Suite 108, Orange, CA 92868 Phone: 714.949.2304 Fax: 714.602.7243 Website: www.ftu.edu

ENROLLMENT AGREEMENT

Period covered by the Enrollment Agreement:

Start Date: _____ End Date: _____

STUDENT INFORMATION

Student Name _____ Date of Birth _____ Country of Citizenship _____ Phone No. _____

Street Address _____ City _____ State _____ Zip Code _____

Driver's License # _____ E-mail Address _____ Emergency Contact _____ Phone No. _____

Foreign Address (Online Students Only) _____ Foreign Phone No. (Online Students Only) _____

EDUCATIONAL SERVICES

Certificate in: () Business Management 10 Semester Units (9 Months)
() Financial Accounting 10 Semester Units (9 Months)
() Human Resource Management 10 Semester Units (9 Months)
() Logistics & Supply Chain Management 10 Semester Units (9 Months)
() Marketing Management 10 Semester Units (9 Months)

() Bachelor of Christian Leadership (BCL) 120 Semester Units
() Master of Christian Leadership (MCL) 30 Semester Units
() Doctor of Christian Leadership (DCL) 72 Semester Units

PROGRAM TITLE OR EDUCATIONAL SERVICE: _____

Total Number of Credits to be completed: _____

Start Date: _____ Scheduled Completion Date: _____

FEES, CHARGES & EXPENSES

Application Fee: \$ _____ Non-refundable one-time fee
Tuition (Entire Program): \$ _____ Prorated upon course withdrawal
Materials Fee: \$ _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: AND
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____
\$ _____
\$ _____

ONLINE STUDENTS

Frederick Taylor University shall transmit the first lesson and any materials to any student within _____ seven days after the institution accepts the student for admission.

REQUIRED EQUIPMENTS: *Software Requirements:* Email address, ISP account, Adobe Reader 7.0 or later, Microsoft Office 2003 or later; *Browser Requirements:* 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.

OTHER FEES

Estimated Books/Materials:	Verification of Enrollment Letter (per copy): \$20.00
Certificate Programs: \$200.00	Graduation Fee: \$150.00
Christian Leadership Programs: \$500.00/year	Late Payment Fee: \$35.00
Student ID (per issue): \$20.00	
Application Fee (Non-refundable): \$75.00	Returned Check Fee: \$25.00
Official Transcript Fee (per copy): \$20.00	Diploma Replacement Fee: \$100.00

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.

Student’s Initials _____ 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.

DO NOT sign this form if you do not understand English fluently. When you are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, you shall have the right to obtain a clear explanation of the enrollment agreement, school performance fact sheet, school catalog, disclosures, and statements including the terms and conditions and all cancellation and refund policies in your primary language from a qualified school officer, upon your request. Students at Frederick Taylor University must be able to read, write and speak English at a level necessary to actively pursue an academic program. Language proficiency documentation only applies if English is not your primary language. Therefore, unless English is the primary language of your country, you must provide official documentation of having met the Frederick Taylor University English Language Proficiency Requirement.

All admission activities and instruction occurs in English. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment 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 OF SCHOOL OFFICIAL

DATE

This Enrollment Agreement is legally binding when signed by the student and accepted by the institution.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL: Institution shall refund 100 percent of the amount paid for institutional charges, less an Application Fee not to exceed seventy-five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given a Notice of Cancellation form [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

WITHDRAWAL FROM COURSE: A student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, the student has the right to obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The school will remit a refund less an Application Fee, if applicable, not to exceed \$75.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

HYPOTHETICAL REFUND EXAMPLE: Assume that a student, upon enrollment in a 400 hour course, pays \$2,000 for tuition and \$75 for the Application Fee as specified in the Enrollment Agreement, and withdraws after completing 100 hours. The pro rata refund to the student would be \$1,500 based upon the calculations stated below.

\$2,075 Total paid	Minus	\$75 Application Fee [the amount the school may retain]	= \$2,000
\$2,000	Divided by:	400 hours in the program	= \$5 Hourly charge for the program
\$5	Multiplied by:	100 hours of instruction attended	= \$500 Owed by the student for instruction received.
\$2,000	Minus	\$500	= \$1,500 Total refund amount*

REFUND TABLE (Based on Actual Cost of Educational Service):

Refundable Amount	40% Refund	55% Refund	70% Refund	85% Refund	100% Refund
\$2,000	\$800	\$1,100	\$1,400	\$1,700	\$2,000

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

If the student obtained a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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: 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.

If a 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.

Frederick Taylor University does not participate in any state or federal financial aid programs.

ONLINE STUDENTS: Online students 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. Frederick Taylor University shall make the refund pursuant to section 71750 of the Regulations. If Frederick Taylor University sent the first lesson and materials before an effective cancellation notice was received, Frederick Taylor University shall make a refund within 45 days after the student's return of the materials.

Frederick Taylor University 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 Frederick Taylor University transmits the balance of the material as the student requests, Frederick Taylor University 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Frederick Taylor University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the _____ you earn in _____ is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 will transfer.

FTU does not imply, promise, or guarantee transferability of its credits to any other institution.

I have read the Enrollment Agreement, and had ample opportunity to ask questions in order to be satisfied. In doing so, I understand the aforementioned limitations on the transfer of academic credits earned at Frederick Taylor University.

Student's Name (Please Print)

Student's Signature

Date

School Official's Name (Please Print)

School Official's Signature

Date