



Grace University

1560 Brookhollow Dr., Suite 209, Santa Ana, CA 92705

Tel: 714-486-2318

Email: admin@graceuniv.org Website: www.graceuniv.org

ENROLLMENT AGREEMENT

Student Name: _____ Student ID#: _____

Date of Birth: _____ Gender: Female Male

Street Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Country of Citizenship: _____

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

STUDENT'S RIGHT TO CANCEL: (1) 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. (2) 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. (3) The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100).

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of and refund. If the student defaults on a federal or state loan, both 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 financial assistance until the loan is repaid.

Cancellation shall occur when you give notice at the address of GU shown on the top of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you are no longer wish to be bound by this Agreement.

ENROLLED PROGRAM

Bachelor of Business Administration - Total 180 Quarter Units

Estimated Schedule of Total Charges for the whole Bachelor of Business Administration Program:

Application Fee (One-Time Non-refundable)	\$100
International Student Processing Fee	\$400
Tuition (180 units x 150)	\$27,000
Registration Fee (\$50 x 16 quarters)	\$800
Graduation Fee	\$300
Estimated cost of Textbooks	\$4,500
STRF (Non-refundable)	\$0
Estimate 4-Year Program Cost	\$32,600

* Tuition rate may be adjusted in accordance with academic policies and regulations approved by the school.

Program Start Date: _____ **Planned Completion Date:** _____

Period covered by the enrollment agreement: _____

Class Hold Location - All classes will be held at the following location:

Grace University

1560 Brookhollow Dr., Suite 209, Santa Ana, CA 92705

Grace University only offers on-campus program. No distance education program is provided.

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Student Initials: _____ **Date:** _____

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Grace University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Bachelor or Master of Business Administration program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is 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 Grace University to determine if your credits or degree will transfer.

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. Cancellation, or Withdrawal request must be made in writing by submitting a Request for Refund (RFR) form to the Office of the Registrar. Cancellation is effective on the date written notice of cancellation is sent. A refund will be issued within 30 days after the effective date of written notice. Students fees (registration, application, materials, STRF and activities) are non-refundable.

If Grace University has collected money on the student's behalf (from the student) to be paid to a third party and Grace University has not paid the third party at the time the student withdraws from a program, Grace University will refund the money to the student within 30 days of the student's cancellation request.

Grace University will refund any credit balance on a student's account within 30 days of the effective date of cancellation request.

After the cancellation period, refunds will be issued to students who have completed 60% or less of the period of attendance. The student will not get a refund after more than 60% of the instruction has been presented. For students who have completed 60% or less of the period of attendance, refunds shall be on a pro rata basis. The exact amount of prorated refund will be based on the formula listed below.

The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

For example: if a student withdraws a course after 20 hours out of 40 hours (4 credits x 10 weeks) and its tuition is \$1000, the refund will be: $\$1000 - \$1000 \times \frac{20}{40}$ credit hours = \$500.
 $\$1000 - \$1000 \times \frac{20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}}$

$$= \$500 \text{ (Amount of refund)}$$

NOTE: Students must follow the withdrawal procedure to be officially withdrawn from a course. Failure to do so could result in the student being charged and receiving a failing grade in the class.

FEDERAL AID AND LOANS

In the event the student has obtained federal student aid, the student is entitled to a refund of moneys not paid from federal student financial aid.

If you have obtained a loan to pay for your education, you have a responsibility to pay back the loan(s) in full plus interest, less the amount of any refunds.

If you default on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are 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 financial assistance until the loan is repaid.

STUDENT TUITION RECOVERY FUND (STRF):

"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 STRF 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 North Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (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.
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."

Statements	Student's Initial
<p>"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."</p>	_____
<p>"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."</p>	_____

"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

Student's Signature	Date
FOR OFFICE USE ONLY ACKNOWLEDGED AND ACCEPTED	
_____ Signature & Title of School Official	_____ Date

THIS ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE GRACE UNIVERSITY.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by Grace University may be directed to the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about the University 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 or at following address, phone number and fax number, and web site:

2535 Capital Oaks Dr. Suite 400, Sacramento, CA 95833, or
P.O. Box 980818, West Sacramento, CA 95798-0810

Telephone and Fax:

(888)370-7589 or by fax (916)263-1897

(916)431-6959 or by fax (916)263-1897

Website: www.bppe.ca.gov

ENROLLMENT AGREEMENT LANGUAGE DISCLOSURE

An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancelation and refund policies in his or her primary language. Obtaining a third-party is the responsibility of the student, and the student shall have the option to take the terms and conditions to a third-party to obtain a clear explanation of the terms and conditions.