**Grace University**

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

Tel: 714-486-2318 ; Email: admin@graceuniv.org

**ENROLLMENT AGREEMENT**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: 口 Female 口 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.

REFUND INFORMATION. You may withdraw from a course after instruction has started and after the cancellation period and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction. For example if the student completes only 10 hours of a 40-hour course and paid $400.00 in tuition and a registration fee of $100.00, the student would receive a refund of $300.00.

|  |  |  |  |
| --- | --- | --- | --- |
| $500.00 –  Amount paid for instruction | (Less $100.00)= $400 x  Registration fee | 30 clock hours of instruction paid for but not received  40 clock hours of instruction for which the student has paid | = $300.00  Refund amount |

**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.

**Enrolled Program**

Please choose the program you want to enroll:

* Bachelor of Arts in Business Administration
* Master of Business Administration

Program Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scheduled completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period covered by the enrollment agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date that the student must exercise his or her right to cancel or withdraw, and the refund policy: \_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

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.

|  |  |
| --- | --- |
| **Statements** | **Student’s Initial** |
| “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.” | \_\_\_\_\_\_\_\_ |
| “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.” | \_\_\_\_\_\_\_\_ |

**Schedule of Total Charges:**

|  |  |  |
| --- | --- | --- |
| **Fees & Tuition** | **Amount** | **Memo** |
| Registration Fee | $ | (non-refundable) |
| Tuition | $ |  |
| Equipment & Books | $ |  |
| Student Tuition Recovery Fund Fee | $ | (non-refundable)\* |
| Adjustment | $ |  |
| TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE | $ |  |
| ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM | $ |  |
| TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT | $ |  |

***“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 at following address, phone number and fax number, and web site:

Address:

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](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about California American 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](http://www.bppe.ca.gov)

**Student Tuition Recovery Fund (STRF):**

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 and educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 grogram 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 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 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 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 the educational 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 degree will transfer.

**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 wright 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.

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.