



# University of South Los Angeles

1045 W. Redondo Beach Blvd. Suite 200, Gardena, CA. 90247

Phone: (310) 756-0001 Fax: (310) 756-0004

www.usla.edu

School of Science

School of Theology

School of Business and Management

## Enrollment Agreement

Enrollment Date \_\_\_\_\_ Program Start and Completion Dates \_\_\_\_\_ Quarter / Year \_\_\_\_\_

Student's Name (Last, First) \_\_\_\_\_ Student ID Number \_\_\_\_\_

Student Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student's Email Address \_\_\_\_\_ State \_\_\_\_\_ Zip-Code \_\_\_\_\_

Student Type [Check One]  Domestic  Transfer  I-20  
Program Type [Check One]  On Campus  Correspondence /Distance Learning

\*Period Coverage date is the same as the enrollment dates

Institution Where Education Will Be Provided: \_\_\_\_\_

Degree Program of Enrollment: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Number of Clock Hours \_\_\_\_\_

### Fees and Tuition Per Program

1	Admission Application Fee: one-time (new students only, non-refundable)	
2	Registration Fee*per quarter	
3	Tuition: (per program) Prorated upon course drop, withdrawal, or cancellation. Refer to the policies printed on the remaining pages of this Agreement	
4	Student Tuition Recovery Fund (STRF) (\$0.00 per \$1,000 of the total tuition, non-refundable)	
5	Other Fees: Itemization attached (See Page 7)	

Total Charges

\*The Registration Fee is non-refundable for each quarter where the students has attended one or more class sessions.

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.

Student Initials  
Here:

You are responsible for this amount. 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 any 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 assistance until the loan is repaid.

**This Enrollment Agreement is legally binding document when signed by the student and accepted by the institution.** You will receive a diploma upon the successful completion of the program and the complete payment of the total charges listed above.

**Schedule of Total Charges**

Total of non-refundable fee (Admission, Registration, STRF):	
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</b>	
<b>ESTIMATED TOTAL CHARGES FOR THIS ENTIRE EDUCATIONAL PROGRAM:</b>	
<b>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</b>	

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. Furthermore, I have received a copy of this Enrollment Agreement and two copies of the Enrollment Agreement Cancellation Form.

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Student Signature	Date	Signature & Title of Institution Official	Date
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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 1747 N. Market Blvd Ste 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution 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).

**Notice**

Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the Debtor Hereunder.

### **Student's Right to Cancel**

You have the right to cancel this Agreement for a course of instruction and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. Cancellation shall occur when you give written notice of cancellation at the address shown above (1045 W. Redondo Beach Blvd. #200 Gardena, CA 90247). You can do this by mail, hand delivery, or telegram. The written notice of cancellations, 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.

You will be given two "Enrollment Agreement Cancellation" forms along with the Enrollment Agreement for you to use in the event you decide to cancel this enrollment agreement, but you can use any written notice that you wish. The "Enrollment Agreement Cancellation" forms may also be obtained at the administration office during normal business hours.

If the Institution has given you any equipment, including books or other materials, you shall return it to the Institution within 45 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within this 45 day period, the Institution may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this Agreement, the Institution shall refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The amount of refund shall be in accordance with the terms and conditions of the University of South Los Angeles' refund policy which is based on Code Section 94909 (a) (8) (B), as described below.

The amount of refund shall be in accordance with the terms and conditions of University of South Los Angeles' refund policy which is based on CEC 94911 (e), as described on page 4 of this document. However, the STRF is non-refundable after the cancellation period.

End Date to Cancel or Withdraw: \_\_\_\_\_

### **Drop or Withdrawal From Course**

You have the right to drop or withdraw from any course of instruction at any time. All requests to drop or withdraw a course must be in writing and delivered to the Registrar's office in person or by registered mail. If mailed, the date posted on the envelope constitutes the effective date of drop or withdrawal. Forms necessary to drop or withdraw are available at the Registrar's office.

If you withdraw or drop from a course of instruction after the period allowed for cancellation of the Agreement, the university will remit a pro-rated refund less any non-refundable fees within 45 days following the withdrawal or drop. You are obligated to pay only for educational services rendered and for any unreturned equipment. The amount of refund shall be accordance with the terms and conditions of University of South Los Angeles' refund policy which is based on Code Section 94909 (a) (8) (B), as described on page 4 of this document.

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Student Initials

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## **Refund Policy**

In accordance with Section 94909 (a) (8) (B) of the Code, a student is entitled to a full refund after the first class session or seven days after enrollment, whichever is later. A student is entitled to a prorated refund if the student withdraws or drops the program before 60% of the program has been completed. Pursuant to Section 94919(c) or 94920(d) or 94927 of the Code, the pro-rata refund shall be no less than the total amount owed of the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows:

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
2. Except as provided for in subdivision (a)(3) of Code Section 94909, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
3. Except as provided in Section 73120, of the Code all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable.
4. For purposes of determining a refund under the Act and this Section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
  - (a) If the University of South Los Angeles has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination, and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the University of South Los Angeles shall refund the money to the student within 45 days of the student's withdrawal or cancellation.
  - (b) The University of South Los Angeles shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.
  - (c) The University of South Los Angeles shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
  - (d) 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.

### **Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution**

The transferability of credits you earn at University of South Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 University of South Los Angeles to determine if your diploma will transfer.

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### **Amount of STRF Assessment.**

Pursuant to Code Section 76120, (a) Each qualifying institution shall collect an assessment of zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

### **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 N. Market Blvd., Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798, (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.

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Student Initials

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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 noncollection 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.

### **Instruction by Correspondence Program Policy**

Pursuant to Code Section 71716

University of South Los Angeles shall mail the first lesson and the initial correspondence material to the student within seven days after the institution accepts the student for admission.

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and initial correspondence materials are received. Cancellation is effective on the date the written notice of cancellation is mailed. University of South Los Angeles shall make the refund within 45 days of the cancellation, pursuant to CCR 71750. If the first lesson and materials were sent before an effective cancellation notice was received, University of South Los Angeles shall make a refund within 45 days after the student's return of the materials.

University of South Los Angeles shall transmit all of the lessons and other materials to the student if the Student has fully paid for the program, after having received the first lesson and initial materials, requests in writing that all the materials and lessons be sent.

If University of South Los Angeles transmits the balance of the material as the student requests, University of South Los Angeles remains 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. University of South Los Angeles shall not be obligated to pay any refund after all lessons and materials have been transmitted to the student.

### **Student Services - Language Translator**

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 cancellation and refund policies in his or her primary language. An appointment will be made with one of the school's international translators.

### **NOTICE**

YOU MAY ASSET 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.

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## Fee Listings

### General Fees

Admission Application Fee**	\$	200.00
Add/Drop Course Fee (Per Course)**	\$	30.00
Audit Fee (Per Unit)**	\$	40.00
Comprehensive Examination Fee	\$	150.00
Challenge Examination (Per Course)**	\$	240.00
Deferred Tuition (Per Quarter)*	\$	30.00
Diploma Replacement Fee*	\$	100.00
Dissertation Fee**	\$	300.00
Graduation Fee**	\$	200.00
Early Transfer Fee	\$	600.00
I-20 Application Fee (SEVIS)**	\$	200.00
Document Fee For I-20	\$	200.00
Institution Equivalency Report*	\$	275.00
Make-Up Exam Fee (Per Exam)**	\$	40.00
Registration Fee (Per Quarter)**	\$	50.00
Late Registration Fee (Per Quarter)**	\$	100.00
Professional Liability & Malpractice Insurance (Quarterly)**	\$	50.00
Returned Check Charge*	\$	50.00
STRF Fee*	\$0.00 per thousand of tuition	
Thesis Fee*	\$	200.00
Official Transcript (Per Copy)*	\$	20.00
Unofficial Transcript (Per Copy)*	\$	10.00
Other Documentation	\$	10.00
Pre-Internship Test Fee	\$	100.00
Withdrawal Fee ***	\$	200.00

**\*\*\* Withdrawal fee will not be applied during the cancellation period**

**\*\* Non-refundable, except for veterans and other eligible persons for which it is pro-rata**

**\* Nonrefundable**

*All other fees are non refundable after the cancellation period.*

Note: Fees are subject to change. The University reserves the right to withhold a student's diploma, degree, or grades if the student is in default on a student tuition contract. International students will have increased tuition and additional fees.

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