

Nexford University Enrollment Agreement

Nexford University (the University) is a United States based higher education institution located in the District of Columbia. The language of instruction for academic programs and all communications are in English. By accepting this Enrollment Agreement, the enrolling learner acknowledges that he/she has had reasonable time to read and understand the contents within and have access to Nexford University's Catalog including policies, procedures, course and program descriptions.

Learner Information

Name: **Christian Elochukwu Nzoka-Okoye**
Email Address: **chrisnzokaokoye@gmail.com**
Mailing Address: **Onitsha, Nigeria**

Program Course Information

Learner is enrolling in **Advanced Business Foundations Certificate** beginning **March 1, 2023**, with a maximum end date of **June 1, 2024**. This agreement is in effect for a maximum of 150% of the time normally required for completion – **10 months**.

Tuition and Fees

Tuition is calculated and charged monthly allowing learners to complete multiple courses concurrently without incurring additional fees. Self-funded learners pay for a set period of time to access the academic content in which they are enrolled. The period of access begins once learners are enrolled and have logged in to the Nexford Learning Management System. Access to academic content continues uninterrupted provided the learner continues to make progress toward program completion and submits full and on-time payments. Learners make monthly payments and do not incur finance or interest charges. Learners may select to pay tuition in advance and may submit payment for two months or six months. Regardless of payment interval, tuition costs remain the same.

Learners who complete their programs with an increased course load can decrease their total cost of attendance resulting in fewer monthly payments. Standard tuition rates are set based on targeted geographic pricing in consideration of local economic factors. It is the sole responsibility of self-funded learners to remit all tuition payments by the end of their payment period. The University does not accept responsibility for any additional fees that might be assessed by external entities for the use of credit cards, money transfers, or other payment methods in the payment of tuition.

Payment Details

Tuition / Monthly	\$180
Payment Frequency	Every Two Months
Total Finance / Interest Charges	\$0
Estimated Program Cost (standard completion/maximum time for completion)	\$1,800 for standard completion time / \$2,700 for maximum completion time

* Provided estimate is the current cost per month multiplied by the standard number of months to complete. Learners who complete their program faster than the standard completion time will only be charged the number of months taken to complete their program. Nexford University

reserves the right to change its tuition at its discretion, learners receive 60-day advance notice in the event of a change in tuition.

Tuition Payment

Learners receive an invoice generated on the 20th every month for their succeeding month(s) of study with instructions for submitting payment. If a learner fails to meet a tuition payment deadline, which is the end of every month, then the learner's access to the Nexford Learning Management System is suspended and may result in dismissal from the University.

Learner Rights and Responsibilities

A learner has the right to cancel this agreement at any time. The University must receive a learner's notice of cancellation of this enrollment agreement in writing to success@nexford.org. Cancellation is effective at the time that the written notice is received at this email address. Official notice of program cancellation or withdrawal shall be sent by the Registrar's Office to chrisnzokaokoye@gmail.com. The University shall refund all tuition paid to the learner following the University's refund policy. Learners who cancel their enrollment within five days after signing an enrollment agreement are eligible to receive 100 percent of any tuition paid including the application fee. Learners who cancel more than five calendar days after signing the enrollment agreement, but prior to beginning their first term, are entitled to a refund of all tuition paid. Learners are not entitled to a refund of the application fee. Nexford University does not charge a registration or library services fee.

To ensure the University's integrity and academic excellence and that each learner benefits from their academic program, learners are obliged to read and comply with all University policies, including those outlined in this Enrollment Agreement. Learners must also comply with all University academic requirements and procedures and meet all financial obligations to the University.

All learners are expected to demonstrate academic integrity and professionalism throughout their time at the University. They must adhere to strict etiquette on all University platforms by being respectful, keeping an open mind, and being sensitive to the perspective of others. They must always remain committed to maintaining an environment in which all members feel free from concern about mistreatment, preferential treatment, conflicts of interest, undue influence, favoritism, or any other types of harassing behavior. Finally, they must also comply with all state, federal, and US national laws, as well as intellectual property and academic honesty policies described in the University Catalog.

Transfer Credit

Acceptance of credits earned at Nexford University is at the discretion of the receiving institution.

University Rights and Responsibilities

The University reserves the right to cancel the enrollment of any learner who fails to maintain the University's standards outlined in the University Catalog. Nexford University reserves the right to deny admission to any applicant, or to terminate the enrollment of any learner, who is determined to have made false or misleading statements to the University or to have encouraged another applicant or enrolled learner to have made false or misleading statements to the University.

The University offers an exclusively online learning experience that combines a course-based competency learning approach with learner communities and personalized support. To ensure the University's integrity and academic excellence and to ensure that each learner benefits from their program of study, the University is obliged to act in accordance with its mission and

institutional goals and deliver high-quality academic programs and instructional materials. The University ensures that academic standards are maintained, provides an appropriate level of learner and ancillary support services, maintains its technological systems, evaluates and improves its services, and adheres to all University policies and procedures. The University maintains and protects learner records and privacy and manages the University's affairs with the highest degree of ethical and fiscal responsibility in compliance with applicable laws and regulations.

Refund Policy

Cancellations

Newly admitted learners are required to submit their first monthly tuition payment after signing their enrollment agreement to finalize their enrollment into Nexford University. Learners have five (5) calendar days after signing the enrollment agreement to cancel enrollment in writing at success@nexford.org and receive a full refund of all monies paid to the University. Once the cancellation request has been received and processed, a notification will be sent to the Billings Team to complete a refund. The refund will be made to the learner within 30 days of the learner's notice of cancellation.

Withdrawals

Learners who want to withdraw from the program must send a request in writing to success@nexford.org. Learners who withdraw from a term prior to engaging in the course(s) in which they enrolled will receive a 100% tuition refund for payments made to Nexford University for that term. Learners who withdraw from a term having completed a portion of that term are eligible for a refund based on their last date of academic activity or withdrawal date.

Prorated refunds are calculated based on a learner's last academic activity date, i.e., the last date within the term they submitted an assignment in Canvas.

Please note the following exception to Nexford's policy on tuition refunds: completing a course in less time than the standard 8-week timeframe is not grounds for requesting a refund of tuition.

Once the withdrawal request has been received and processed, a notification will be sent to the Billings Team to determine if the learner is eligible for a refund, and they will contact the learner to provide the university with appropriate account information in order for the refund to be processed. The refund will be made to the learner within 30 days of the learner's notice of withdrawal.

Calculating the Refund

Learners who withdraw from all courses during a term are eligible for a refund of tuition paid for that term (two monthly payments) based on the week of last academic activity:

Withdrawal Date Term Week	Refund Amount
One	100%
Two	80%
Three	60%
Four	40%
Five	20%
Six	0%
Seven	0%
Eight	0%

Learners are eligible for a tuition refund based on the date of their last academic activity. In all cases, learners are eligible to receive a refund for tuition paid in advance for future terms.

Refund Example 1

For example, if a master's degree learner from the United States (who paid two \$280 monthly payments for the term) withdraws from all courses during the fifth week of the term, he or she would be eligible to receive a 20% refund of the term's tuition: \$112.

Example 1

Tuition paid (two months of tuition @ \$280 per month)	\$560
Tuition refund percentage (withdrawal term week five)	20%
Tuition Refund:	\$112

Refund Example 2

If a bachelor's degree learner from the United States (paying \$150 per month), withdraws from all courses during the second week of the term, he or she would be eligible to receive an 80% refund of the term's tuition. Assuming that the learner pays monthly and therefore had not yet paid the next month's tuition fee, they would receive a \$90 refund.

Example 2

Tuition owed for term (two months of tuition @ \$150 per month)	\$300
Tuition refund percentage (withdrawal term week two)	80%
Term refund amount	\$240
Minus term tuition not paid(second monthly payment)	\$150
Tuition Refund:	\$90

Complaint Policy

Nexford University is licensed by the Higher Education Licensure Commission of the Office of the State Superintendent of Education for Washington DC. All degree-granting institutions of higher education licensed by the Higher Education Licensure Commission are governed by District of Columbia Municipal regulations Title 5, Subtitle A: Chapter 5-A80 Postsecondary Degree Granting Institutions. For internal grievances or complaints about University services and products, learners should refer to the appeals processes found in the University Catalog. Nothing in the university's grievance procedures nullifies a learner's right to seek other legal remedies.

Any grievance regarding Nexford University's licensed operations as approved by the Higher Education Licensure Commission of the Office of the State Superintendent of Education, in Washington DC, that cannot be resolved by the University directly may be submitted to the commission. More information about contacting the commission can be found [here](#).

Learner Signature and Date

By signing my name below, I am affirming my agreement with and understanding of the information disclosed in this Agreement. I further affirm that I have received access to the Academic Catalog and that by typing my name in the space provided below it shall carry the same authority as affixing my signature. Additionally, I understand that if I enroll into a Nexford University degree or certificate program, I will need to meet the all admission requirements in the catalog prior to the start of that program.

Learner Signature

Date

Nexford Signature and Date

By signing my name below, I am affirming Nexford University's agreement to provide the education and services disclosed in this agreement, subject to the terms and conditions of this

agreement and the policies and processes set forth in the Academic Catalog.

Nexford Representative Signature

Date

Nexford Representative Name And Title

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