

# 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: **Raymond Kipkemei Yegon**  
Email Address: **raymondyegon17@gmail.com**  
Mailing Address: **Nairobi, KE**

## Program Course Information

Learner is enrolling in **Bachelor of Business Administration program** beginning **January 1, 2025**, with a maximum end date of **January 1, 2031**. This agreement is in effect for a maximum of 150% of the time normally required for completion – **48 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 of the program in which they are enrolled. The access period 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 submit payment for two or six months. Regardless of payment interval, tuition costs remain the same.

Learners who complete their programs with an increased course load can finish their program more quickly than the standard completion time, thus reducing their total cost of attendance due to 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

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**Standard Tuition / Monthly**

**Discounted Tuition / Monthly** \$92.50 for 1 month, then \$129.50/month

**Payment Frequency** Monthly

**Total Finance / Interest Charges** \$0

**Maximum Program Cost** \$6,179

\* The maximum program cost is the monthly tuition multiplied by the standard completion time. Learners who complete their program more quickly than the standard completion time will only be charged for the months they were enrolled. Learners who take longer than the standard

completion will not pay additional tuition for the remaining months of enrollment, until reaching 150% of the standard completion time. Beyond 150% of the standard completion time, learners will be charged for each additional month enrolled.

Nexford University reserves the right to reasonably adjust pricing for services rendered under this Agreement to reflect significant changes in market conditions, substantial increases in input costs, unforeseen expenses essential to the delivery of the services, or changes in applicable laws or regulations. The Company will provide the Learner with 60 days written notice prior to the implementation of any price adjustments.

## **Tuition Payment**

Learners receive an invoice generated on the 20th of every month for their succeeding month(s) of active enrollment 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. Failing to meet tuition payment deadlines may constitute a breach of the terms of this agreement and may result in Nexford University revoking any scholarships or other forms of tuition assistance that may have been extended to learners.

Dismissal from the University will result in a termination of this contract, and a new Enrollment Agreement must be signed to re-enroll at the University. It is important to note that the monthly tuition rate and the maximum total tuition specified in this contract are applicable only to this Enrollment Agreement and are not guaranteed in the event of re-enrollment under a new agreement.

## **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.edu](mailto:success@nexford.edu). 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 [raymondyeon17@gmail.com](mailto:raymondyeon17@gmail.com). The University shall refund prorated 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**

Nexford University's refund policy ensures learners a fair and equitable refund benefit while complying with the requirements of the Higher Education Licensure Commission (HELC). The university charges tuition monthly and sends an email with the invoice to learners. This covers instructional access, regardless of the number of courses or credit hours taken in a term (not to exceed four courses per term provided they maintain satisfactory academic progress). Refunds will be made to learners within 30 days of the learner's notice of withdrawal.

## **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.edu](mailto:success@nexford.edu) 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.edu](mailto:success@nexford.edu). 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.

In the event of withdrawal from the university, this contract shall be terminated. Re-enrollment at the University requires the signing of a new Enrollment Agreement. It is important to note that the monthly tuition rate and the estimated or maximum total tuition specified in this contract are applicable only to this Enrollment Agreement and are not guaranteed in the event of re-enrollment under a new agreement.

### 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:

<b>Withdrawal Date Term Week</b>	<b>Refund Amount</b>
1st week	80%
2nd week	60%
3rd week	40%
4th week	20%
5th week +	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

If an MBA learner from the United States withdraws from the university during the fourth week of the term, he or she would be eligible to receive a 20% tuition refund.

<b>Example 1</b>	
Tuition paid for the term (two months of tuition @ \$390 per month)	\$780
Tuition refund percentage (withdrawal term week four)	20%
Tuition refund:	\$156

#### Refund Example 2

If a BBA learner from the United States withdraws from the university during the second week of the term, he or she would be eligible to receive a 60% tuition refund.

<b>Example 2</b>	
Tuition paid for term (two months of tuition @ \$340 per month)	\$680
Tuition refund percentage (withdrawal term week two)	60%
Tuition refund:	\$408

## Complaint Policy

Nexford University is licensed by the Higher Education Licensure Commission (HELC) of the Office of the State Superintendent of Education for Washington DC. All degree-granting institutions of higher education licensed by the HELC 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](#).

Learners may also contact the Distance Education Accrediting Commission (DEAC) to file a complaint. The student may also contact the DEAC at 1101 17th Street NW, Suite 808, Washington, D.C. 20036, and at <https://www.deac.org/>. Telephone: 202-234-5100.

DEAC's Online Complaint System enables individuals to file a complaint directly using the DEAC website. The complaint form is found at <https://www.deac.org/Student-Center/Complaint-Process.aspx>. Written complaints will also be accepted by mail or other form of effective delivery to DEAC, provided they include (1) the complainant's name and contact information (2) the basis of any allegation of noncompliance with DEAC standards and procedures; (3) all relevant names and dates and a brief description of the actions forming the basis of the complaint; (4) copies of any available documents or materials that support the allegations; and (5) a release authorizing DEAC to forward a copy of the complaint, including identification of the complainant(s) to the institution

## 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.

By signing this Enrollment Agreement, I acknowledge and agree that Nexford University reserves the right to take all necessary actions to collect any overdue and unpaid invoices related to my account. In the event of any invoice remaining unpaid following its due date, Nexford University may, at its sole discretion, refer such overdue invoices to external collection agencies for the purpose of collecting the amounts owed. I understand that this action may also result in additional charges or fees imposed by the collection agency, for which I will be fully responsible. I further agree that Nexford University may disclose necessary personal and financial information to these agencies for the purpose of collecting the amounts owed. It is my responsibility to ensure that all fees and charges are paid in full by the specified due dates to avoid such action.

Raymond Kipkemei Yegon

Learner Signature

December 11, 2024

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.

Cathy Plunkett

Nexford Representative Signature

December 11, 2024

Date

Cathy Plunkett - Chief Academic Officer

Nexford Representative Name And Title

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