

RCU ENROLLMENT AGREEMENT FORM

Personal Information:

First Name

sfsf

Middle Name

sdsd

Last Name

sdds

Address

sfs

City

sfs

Zip/Postal Code

sfs

Country

Bahrain

Mobile Number

Email

mohsanchaudhary11@mail.com

Date of Birth

2023-07-18

Program Information

Program Name:

Master of Business Administration (MBA)

#	COURSES	SEMESTER CREDIT HOURS
1	Strategic Management	3
2	Marketing Management	3
3	Cross Cultural Management	3
4	Finance for Managerial Decision Making	3
5	Project Management	3
6	Strategic Human Resource Management	3
7	Business Innovation and Creativity	3
8	Business Ethics and Corporate Governance	3
9	Business Research Methods	3
10	Capstone Project	3
	TOTAL CREDITS HOURS	30

Transfer Credits Accepted**6****Total Credit Hours of Enrollment *****24****Program Start Date****2023-08-03****Anticipated End Date****2023-08-04****Maximum Time Frame Date****2023-08-10****Delivery Modality****FULLY ONLINE**

Tuition Fees

Fee Type

regular

All tuition and fees are listed in U.S. Dollars (USD).

Required books and materials may be purchased through the students preferred third-party bookseller. RCU does not provide books and materials to students or operate a bookstore.

Payment Schedule

- Tuition is due upon enrollment. Students may pay in full via credit card or Wise.
- Alternatively, the student may arrange an installment payment plan with RCU.
 - Payment plans are a separate contract executed by RCU and the Student.
- Charges posted to the students account are due per the specified terms.

Payment Method (Please specify)

FULL PAYMENT

Truth in Lending Act (TILA)

Robert Cavalier University is not a Private Education Lender and complies with all Truth in Lending Act (TILA) Regulation Z disclosures.

No interest rate or fees are charged for entering into the course-by-course tuition payment plan. There are no prepayment penalties for making early payments or for paying off the balance of a payment plan before its due date.

Terms & Conditions

Cancellation and Refund Policy

1. Students may cancel their enrollment at Robert Cavalier University at any time. A student's notification of cancellation may be conveyed to the institution in any manner.
 2. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution.
 3. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement, but before beginning a course or program, is entitled to a refund of all monies paid.
- Upon cancellation, a student whose costs for education are paid in full, but not eligible for a refund, is entitled to receive all materials including kits and equipment.

Tuition will be refunded per the table below. Tuition for courses that have not been started will be refunded in full. There is no tuition refund for courses and/or terms that have been completed. Length of Term Tuition

Refund Amount 8 Weeks

Length of Term	Weeks	Percent
8 week	1st Week	80%
	2nd Week	60%
	3rd Week	40%
	4th Week	20%
	5th Week	0%

Any refund due to a student will be paid in full within 30 days.

REFUND CALCULATION EXAMPLE

The refund amount for a student who withdraws from the fourth (4th) course of the MBA program into the 3rd week of the course would be calculated as follows:

RCU Retains	
Tuition for completed courses	\$2,475(3 courses x \$825)

RCU Retains	
Portion of tuition for current course	\$495 ($\$825 \times 60\% = \495)
Total Retained by RCU	\$2,970

Student Refund Amount	
Portion of tuition for current course	\$330 ($\$825 \times 40\% = \330)
Tuition for courses not started	\$4,950 (6 courses \times \$825 = \$4,950)
Total Refund Amount	\$5,280

Refunds on books and materials are subject to the terms of the retailer from which they were purchased (ex: Amazon). The student refund amount is applied to any balance on the students account. Any and all money due to the student is refunded to the student within 30 days after the withdrawal.

Notice To Student

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official or the admissions officer of the University.
3. Please read all information carefully.
4. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
5. This agreement and the Academic Catalog constitute the entire agreement between the student and the University.
6. The University reserves the right to reschedule the program start date with the number of students scheduled is too small.
7. The University reserves the right to terminate a students enrolment for unsatisfactory progress or failure to abide established standards of conduct.
8. The University does not guarantee the transferability of credits to any other college, university or higher/further education institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Complaint & Grievance Procedure

A grievance is a serious complaint that demonstrates that the student has been or is being adversely affected by 1) inappropriate interpretation of Robert Cavalier University policies or 2) inappropriate response, lack of response, or decision by any person with administrative control and responsibility. A grievance is directed toward Robert Cavalier University, not a specific person, and should be in writing per the grievance procedure below.

In the event that a student has a complaint, grievance or dispute with Robert Cavalier University regarding procedures, decisions, or judgments, that cannot be resolved through informal channels, the student has a right to seek a satisfactory resolution through the formal avenues of appeal and redress as follows:

Step 1 - Notification:

- The student must notify the relevant faculty member, staff, or administrator in writing, by certified or

registered mail postmarked no later than fifteen (15) days after the occurrence, stating the basis for the grievance, the details of the matter, including relevant dates and the remedy requested. Copies of any documents supporting the students allegations are to be included. The individual so notified shall respond with a decision in writing within fifteen (15) days of receipt of the grievance.

Step 2 - Appeal:

- If the remedy requested is denied, or if the notified Robert Cavalier University faculty member, staff member, or administrator does not respond within fifteen (15) days after the notification of Step 1 has been mailed, the student may appeal in writing, sent by certified or registered mail, directly to the Chief Academic Officer within an additional fifteen (15) day period. The recipient of the appeal will review the grievance and render a decision within fifteen (15) days of receipt of the students appeal. However, failure to initiate a Step 2 appeal within the fifteen (15) day time frame indicates that the student accepts the Step 1 decision as final and that the matter is closed.

Step 3 - Final Decision:

- If the remedy requested is denied or the University does not respond within fifteen (15) days after the Step 2 notice has been mailed, the student may appeal in writing, sent by certified or registered mail, directly to the Chief Executive Officer within an additional fifteen (15) day period. The Chief Executive Officer, will meet with the individuals involved to investigate the matter and will render a decision within fifteen (15) days of receipt of the students appeal.

The Chief Executive Officers decision shall be final. However, failure to initiate a Step 3 appeal within the 15-day period indicates that the student accepts the Step 2 decision as final and that the matter is closed.

If a student has exhausted the complaint and grievance procedure at Robert Cavalier University and still feels that the issue has not been satisfactorily remedied, the student may file a complaint about this institution with the Louisiana Attorney General's Consumer Protection Section following the Louisiana Board of Regents procedure found here:

<https://regents.la.gov/student-complaint-process/>

The Consumer Protection Section of the Louisiana Attorney General:

PHONE: 225-326-6465 or 800-351-4889

FAX:225-326-6499

EMAIL: ConsumerInfo@ag.louisiana.gov

Student Acknowledgments

1. I hereby acknowledge receipt of the Academic Catalog dated **2023-08-15**, which contains information describing programs offered.

2. The Academic Catalog is included as part of this enrolment agreement and I acknowledge that I have received a copy of this catalog.

_____.Student initials

3. I have carefully read this enrolment agreement.

_____.Student initials

4. I understand that the University may terminate my enrolment if I fail to comply with attendance and academic requirements or if I fail to abide by established standards of conduct, as outlined in the University catalog. While enrolled in the University, I understand that I must maintain satisfactory academic progress as described in the catalog.

_____.Student initials

5. I understand that the University does not guarantee job placement to graduates upon program completion or upon graduation.

_____.Student initials

6. I understand that complaints that cannot be resolved by direct negotiation with the University may be filed with the Louisiana Board of Regents.

____ Student initials

7. I understand that as with any institution, the transferability of credits to another institution is determined exclusively by the receiving institution. The University does not guarantee the transferability of credits to any school, university, or institution.

____ Student initials

Obligations of the Student and the University

The student will meet all financial obligations as required in this agreement, subject to the students right to cancel and withdraw from the program. The student will demonstrate compliance with the policies contained in the Academic Catalog and make reasonable progress toward the completion of the program. The University will furnish all of the services listed in the Academic Catalog and required of this agreement. The University will provide the program described in the Catalog, delivered by qualified faculty. The University will maintain student records, taking care to maintain student privacy, and upon graduation will supply a diploma and official transcript.

____ Student initials

Contract Acceptance

I, the undersigned, have read and understand this agreement and acknowledge receipt of the Academic Catalog. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the University Official.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Date

Student Signature

02-08-2023

Date

RCU Admissions Signature