



ENROLLMENT AGREEMENT

Any questions or problems concerning this school, which have not satisfactory answered or resolved by the school, should be directed to the:
SCHEV- State Council of Higher Education for Virginia, 101 N. 14th St., James Monroe Bldg, Richmond, VA 23219

STUDENT INFORMATION:

Last Name:

First Name:

Middle Name:

Total Classes Enrolled:

Cost Per Class: \$

Total Tuition: \$

Estimated Program Cost:	X	=	
# of Classes	\$ Per Class		Total

STUDENT RIGHT TO CANCEL:

Student has right to cancel this enrollment agreement and receiving a refund by providing a written notice to the School Dean. REMEMBER, YOU MUST CANCEL IN WRITING. You do not have right to cancel just by telephoning the school or by not coming to class. Effective date of cancellation notice is the received by School Dean or Administrator. The student has a right to a full refund of all charges except the \$40 application fee if student cancel this agreement prior to or on the first day of instruction.

STUDENT FEES:

SCHEDULE OF FEES

Application fee for graduation	\$125
Application fee for certificate program	\$75
English Language Diagnostic fee	\$15
Transcript fee	\$5/copy
Registration & Technology fee	\$60/copy
Late (after Quarter begins) registration fee	\$100
Textbook and Materials fee	variable

Dantes Test Fee	\$120
CLEP Test fee	\$80
Life Experience Application Fee	\$100
Undergraduate Tuition Fee	\$700/class
Graduate Tuition Fee	\$1,200/class
Extended Payment Plan Fee	\$25
Late Payment Plan Fee (7 Days)	\$20

REFUND

2 Weeks prior to the start of the new term	100%
Less than 25% of the term.....	75%
25% and up but less than 50%	50%
50% and up but less than 75%.....	25%
75% and up.....	No Refund

I understand that a certificate cannot be conferred until all my financial obligations have been completed or otherwise cleared with the registrar. My signature below certifies that I have received a copy of the institution's cancellation and refund policies have been clearly explained to me.

Student Signature:

Date of Signature:

Date of Tour/Visit:

Admitting Officer Signature:

Date: