



## APPLICATION AND ENROLLMENT AGREEMENT

### STEP 1: COMPLETE PERSONAL INFORMATION

I hereby apply for enrollment at ATLANTIS UNIVERSITY. A representative has provided me with a university catalog and explained the programs and terms of the Enrollment Agreement. I am 18 years or older or have permission from my parent or guardian.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home phone [ ] \_\_\_\_\_ Work phone [ ] \_\_\_\_\_ Cell phone [ ] \_\_\_\_\_  
Date of birth: \_\_ / \_\_ / \_\_ Social Security # \_\_ - \_\_ / \_\_ - \_\_ Email Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Name of Emergency Contact (Relationship): \_\_\_\_\_ Home Phone [ ] \_\_\_\_\_

### STEP 2: CHOOSE YOUR PROGRAM / PROGRAM LANGUAGE & PROGRAM DELIVERY METHOD

I hereby apply for admission to the Program indicated below. I agree to follow the requirements and upon the successful completion of all courses and the payment of all required tuition and fees, I will receive a:

☐ Masters ☐ Bachelor of Science ☐ Associate of Science ☐ Diploma ☐ Other

**Program Delivery** ☐ In Campus ☐ Online **Program Language** ☐ English ☐ Spanish

Textbooks, learning materials and certification exams costs are additional and are paid for by the students. Registration begins 6 weeks prior to the first day of class and ends one week after the first day of class.

Program Level Check one from list below	Program	Credit/Clock Hours Required	Months/Weeks For Graduation	Fee per Credit	Total Program Tuition Due
<b>DEGREE</b>					
<input type="checkbox"/> Master Degree Program	<input type="checkbox"/> Master of Business Administration (MBA) <input type="checkbox"/> Master of Information Technology <input type="checkbox"/> Computer Engineering <input type="checkbox"/> Healthcare Management	30 Credit Hours	20 months	\$897 Per credit hour	\$26,910.00 Plus books, registration and fees
<input type="checkbox"/> Bachelor of Science Degree	<input type="checkbox"/> Business Administration <input type="checkbox"/> Management Information Systems <input type="checkbox"/> Computer Engineering	123 Credit Hours	41 months	\$410 Per credit hour	\$50,430.00 Plus books, registration and fees
<input type="checkbox"/> Associate of Science Degree	<input type="checkbox"/> Business Administration <input type="checkbox"/> International Business <input type="checkbox"/> Computer Information Technology	60 Credit Hours	20 months	\$410 Per credit hour	\$24,600.00 Plus books, registration and fees
<b>DIPLOMA</b>					
<input type="checkbox"/> Business Diploma Program	<input type="checkbox"/> Office Administrator	336 Clock Hours	8 months	N/A	\$10,500.00 Plus books, registration and fees
<input type="checkbox"/> IT Diploma Program	<input type="checkbox"/> Computer Network Technician (CNT)	192 Clock Hours	4 months	N/A	\$7,500.00 Plus books, registration and fees
	<input type="checkbox"/> Microsoft IT Professional (MITP)	288 Clock Hours	6 months	N/A	\$11,250.00 Plus books, registration and fees
	<input type="checkbox"/> Systems & Network Administrator (SNA)	192 Clock Hours	4 months	N/A	\$7,500.00 Plus books, registration and fees
	<input type="checkbox"/> Computer Network Professional (CNP)	672 Clock Hours	14 months	N/A	\$14,650.00 Plus books, registration, and fees
<b>Tuition</b>	Tuition is \$410.00 per credit hour for undergraduate level programs, and \$897 per credit hour for graduate level programs. Tuition is charged by semester depending on the number of credits the student is enrolled in. The total amounts for tuition listed are the cost per credit hour and/or program multiplied by the number of credit hrs. Tuition for Diploma programs is charged by program and not by the number of credits the student is enrolled in.				
<b>Application Fee</b>	There is a one-time application fee of \$50 for undergraduate/diploma programs, and \$100 for graduate programs.				
<b>Other Fees</b>	Fees are charged by semester and are calculated on a semester basis depending on the number credits the student is enrolled in during the semester: * Undergraduate and Diploma Programs Semester Fee Per Credit: \$40.00 * Graduate Programs Semester Fee Per Credit: \$223.00 * A one-time \$325 Graduation Fee is due in the last semester prior to graduation.				
<b>Books/Learning Materials</b>	Approximate costs are \$100 to \$200 per course.				

PROGRAM START DATE: \_\_\_\_\_ SEMESTER TERM: ☐A ☐B ☐C ☐D ANTICIPATED DATE OF GRADUATION: \_\_\_\_\_

CREDENTIAL TO BE AWARDED UPON COMPLETION OF THE PROGRAM SELECTED: ☐ Degree ☐ Diploma \_\_\_\_\_

Tuition for the program is shown. There is no carrying, interest, or service charges connected to any of these programs. Contracts are not sold to a third party at any time. A one-time Application Fee must be paid at the time the Enrollment Agreement is completed.

**GRADUATION REQUIREMENTS:** a) Completion of Hours and Services as stated in the catalog for the program, b) Overall G.P.A. of 2.0 or higher for undergraduate students and an overall G.P.A. of 3.0 or higher for all graduate students, c) Full payment of all fees and charges, d) Atlantis University cannot guarantee placement upon graduation; however, AU does offer placement assistance, e) Atlantis University cannot guarantee transferability of credits. Students wishing to transfer credits from AU to another institution should inquire with the receiving institution to determine transferability of credits.



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### STEP 3: TUITION, PAYMENT PLANS AND TERMS OF PAYMENT

**SELECT ONE**    ☐ I am paying the Application Fee of \$50.00.  
(For undergraduate/diploma programs)    ☐ I am paying for the Application Fee of \$100.00  
(For graduate degree programs)

**TUITION AND PAYMENT PLANS:** (Select one).

- ☐ **Plan One:** Full payment at time of signing enrollment agreement. Total: \$ \_\_\_\_\_
- ☐ **Plan Two:** Payment Schedule as follows: \_\_\_\_\_ Payments in installments of \$ \_\_\_\_\_ each.

TERMS OF PAYMENT Total cost of Tuition for your Academic Program	NUMBER OF PAYMENTS	AMOUNT PER PAYMENT	WHEN PAYMENTS ARE DUE
\$ _____	_____	\$ _____	Beginning On ____/____/____ and on the same day each: <input type="checkbox"/> Week <input type="checkbox"/> By-weekly <input type="checkbox"/> Month <input type="checkbox"/> Other

**TERMS OF AGREEMENT:** This agreement covers a tuition period of \_\_\_\_\_ semesters. Each semester is 16 weeks in length. And the program's estimated time of completion is \_\_\_\_\_ semesters. Terms of payment indicated are for the length of the program. Late fees may be assessed to past due balances. You may prepay the unpaid balance at any time. The student's transcript and degree will be withheld until all fees and financial obligations have been met.

Beginning On \_\_\_\_/\_\_\_\_/\_\_\_\_ and from: \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

☐ Monday   ☐ Tuesday   ☐ Wednesday   ☐ Thursday   ☐ Friday   ☐ Saturday   ☐ Online

### CANCELLATION AND REFUND POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. For Students enrolled in Degree Programs: Courses can be added or dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program after completion of the first full week of classes will result in no refund, and student will be responsible for the full cost of the semester.
5. For Students enrolled in Diploma Programs: Courses can be added or dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 40% completion of the program will result in a prorated refund of tuition based on the number of days completed divided by the number of days in the program. Cancellation after completing 40% of the program will result in no refund, and student will be responsible for the total cost of the program.
6. Books and materials for degree programs are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the school, books and materials are returnable if they are in good "as new" condition within 20 days of withdrawal.
7. The termination date for refund computation purposes is the last date of actual attendance by the student.
8. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the school.

**Other Terms and Conditions.** A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the University site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The University will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

### STEP 5. READ, SIGN YOUR NAME, ADD TODAY'S DATE

**Notice to student:** Do not sign this Application/Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights.

- \_\_\_\_\_ I have read the terms and conditions contained in this Application/Enrollment Agreement and understand that  
This agreement constitutes a binding contract upon written acceptance by the School.  
\_\_\_\_\_ I have received a copy of the current catalog and have read it.  
\_\_\_\_\_ I have received a copy of this Application/Enrollment Agreement, signed by the school and me as student/parent.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/guardian signature if student is less than 18 \_\_\_\_\_

Date \_\_\_\_\_

#### FOR SCHOOL USE ONLY

Payment has been received in the amount of \$ \_\_\_\_\_

Date \_\_\_\_\_

Signature of Director of Admissions: \_\_\_\_\_

Title \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature of Authorized School Representative: \_\_\_\_\_

Title \_\_\_\_\_