



STUDENT ENROLLMENT AGREEMENT

10395 NW 41st Street Suite 125, Doral, FL 33178
Phone: (305) 629-2929 Fax: (305) 629-2910
Website: http://www.sanignaciocollege.edu
E-mail: info@sanignaciocollege.edu

STUDENT INFORMATION

Last Name: First Name: Middle initial:
Address:
City: State: Zip Code:
Telephone (Home): Business or Cellular:
E-Mail: Social Security Number:
High School / College / University: Year of Graduation: GED Date:
Date of Birth: Age:
Program:
Program Entrance Date: Anticipated Program Completion date:
Freshman: X Transfer: Re-entry: International Student (Seeking F-1)
Class Schedule: AM X PM Date: Spring Summer Fall

PROGRAMS

Table with 2 columns: Associate Degrees, Credits. Rows include AA in Early Childhood Education (66), AA in International Business (60), AA in Hospitality Management (60), AA in Marketing (60), AA in Business Administration (60), As in Culinary Arts (71).

Table with 2 columns: Diploma, Hours. Row includes Baking and Pastry (720).

Table with 2 columns: Bachelor Degrees, Credits. Rows include BA in International Business (120), BA in Hospitality Management (120), BA in Marketing (120), BA in Business Administration (120), BS in Culinary Arts (129).



Master Degrees			Specialization				
MA in Education	36	Early Childhood Education		Education Leadership		Special Education	
MA in Hospitality Management	36	Human Gastronomy and Restaurant Management				Tourism Management	
MBA	42	International Business		Human Resources		Marketing Management	

PROGRAM COST (A)

The investment of this program at San Ignacio College is as follows, subject to the terms and policies as stated in this Enrollment Agreement:

GENERAL TUITION AND FEES	AA in Business / International Business / Marketing / Hospitality	AS in Culinary	AA in Early Childhood	BA in Business / International Business / Marketing / Hospitality	BS in Culinary	MBA	MA in Education / Hospitality	Diploma of Baking and Pastry
Cost per Credit	340.00	264.78	340.00	340.00	291.47	510.00	510.00	720 Hours
Tuition	20,400.00	18,800.00	22,400.00	40,800.00	37,600.00	21,420.00	18,360.00	11,900.00
Student Package	0.00	1,600.00	0.00	0.00	1,600.00	0.00	0.00	1,000.00
Application Fee* Domestic	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Application Fee* International	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00
Graduation Fee	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00
Total Domestic	20,600.00	20,600.00	22,640.00	41,000.00	39,400.00	21,520.00	18,560.00	13,100.00
Total International	20,700.00	20,700.00	22,740.00	41,100.00	39,500.00	21,620.00	18,660.00	13,200.00



STUDENT'S TUITION AND FEES	COST (US\$)
Tuition = <u>42</u> credits	\$21,420
Student Supplies Package (If Applicable)*	N/A
Application Fee* Domestic (US) Student	\$50
Application Fee* International Student	N/A
Graduation Fee*	\$150
Total Cost Including Tuition (<u>42</u> credits) and Fees Florida Resident	\$21,620
Total Cost Including Tuition (_____ credits) and Fees International Students	NA

*STUDENT SUPPLIES PACKAGE	
Culinary Kit	\$300
Uniforms	\$200
Laboratory	\$1,100

ESTIMATES OF LIVING EXPENSES PER SEMESTER		
Expenses	Live with Parents	Off Campus
Books & Supplies	1,200	1,200
Room and Board	995	3,800
Transportation	600	600
Personal Expenses	600	600

*The Application Fee is a one-time non-refundable fee paid at the time of application. All Students must make tuition and fee payment arrangements for each semester prior to or at the time of registration.

CASH PAYMENT AGREEMENT

FOR VALUE RECEIVED, the undersigned promises to pay to the order of SAN IGNACIO COLLEGE, a Florida Corporation, the principal sum of \$_____paid in accordance with the Option – Method of Payment selected below being payable on the dates and in the amounts specified below, to wit:

(Please initial box next to payment option selected)

OPTION 1 – METHOD OF PAYMENT: SEMESTER

Total for Domestic US Students: \$_____

Total for International Students: \$_____

(Retake fee is 100% of the full cost)

Semester I _____

Semester II _____

Semester III _____

Semester IV _____



APPLICATION FEE: \$50 for domestic or \$150 for international students paid at time of application, plus; STUDENT SUPPLIES PACKAGE (if applicable) \$1,600 paid in full at time of enrollment, plus; GRADUATION FEE: \$150 paid 15 days prior to graduation day.

OPTION 2 – METHOD OF PAYMENT: MONTHLY (B)

Total for Domestic US Students: \$ _____

Total for International Students: \$ _____

(Retake fee is 100% of the full cost)

TUITION: \$ _____ paid in () installments of \$ _____ paid the first week of each month, plus; APPLICATION FEE: \$50 for domestic or \$150 for international students paid at time of application, plus; STUDENT SUPPLIES PACKAGE (if applicable) \$1,600 paid in full at time of enrollment, plus; GRADUATION FEE: \$150 paid 15 days prior to graduation day

OPTION 3– METHOD OF PAYMENT: IN FULL

Total for Domestic US Students: \$ _____

Total for International Students: \$ _____

(Retake fee is 100% of the full cost)

TUITION: \$ _____ paid in full as a onetime payment FIVE days before the start of the first semester, plus; APPLICATION FEE: \$50 for domestic or \$150 for international students paid at time of application, plus; STUDENT SUPPLIES PACKAGE (if applicable) \$1,600 paid in full at time of enrollment, plus; GRADUATION FEE: \$150 paid 15 days prior to graduation day

OPTION 4– METHOD OF PAYMENT: THIRD PARTY

(DVR PROGRAM)

SCHOLARSHIP OTHER: _____

Scholarship Awarded: Research and Development Scholarship Amount \$ 18,207.00

Total for Domestic US Students: \$ 3,420.00

Total for International Students: \$ _____

(Retake fee is 100% of the full cost)

TUITION: \$ 3,220.00 paid in (20) installments of \$ 161.00 paid the first week of each month plus; APPLICATION FEE: \$50 for domestic or \$150 for international students paid at time of application, plus; STUDENT SUPPLIES PACKAGE (if applicable) \$1,600 paid in full at time of enrollment, plus; GRADUATION FEE: \$150 paid 15 days prior to graduation day

Any and all payments must be made in United States currency in immediately available funds in care of



SANIGNACIOCOLLEGE
10395 NW 41st Street, Suite 125
Doral, FL 33178

I, _____ understand that I will be a student of San Ignacio College and that I will be charged tuition and fees at rates establish from time to time by the College and published in the catalog. The tuition and fees charges stated above will not change, provided that the Student starts classes as scheduled and continues without interruption. Tuition rates may also vary depending on a student's enrollment status. Tuition is billed on a payment period basis (the terms "payment period" and "term" are used interchangeably in this Agreement). The tuition and fees do not include other program costs, including, but not limited to: books, supplies, laboratory fees, and other costs associated with the selected program of study. It is my obligation to pay these additional costs.

I understand that it is my sole responsibility to ensure that all tuition and fees for each term are to be paid prior to my beginning that term. Please refer to the cash payment agreement for more details. If I leave the College for any reason (other than an approved leave of absence) and return at a later date, I will be charged tuition at the rates in effect at the time of my return as well as any applicable reinstatement fees. I understand that I am not released from any of my obligations or commitments to the College if I leave the College for any reason or if I am not satisfied with the services provided.

I understand that I will be entitled to my diploma and official grades once I complete all payments owed.

CANCELLATION AND REFUND POLICY OF COURSE AND/OR PROGRAMS

Courses may be cancelled due to lack of students, lack of instructors or lack of facilitation space. In this event the school will try to provide the student with a viable alternative course. If this cannot be accommodated the school will fully refund all tuition and fees paid by the students for that specific course within 30 days from the original initiation date.

If for any reason a student should be terminated or his/her classes need to be canceled, all refunds will be made according to the following refund criteria:

- Cancellation must be made in person, by electronic mail, certified mail, or by termination notice.
- All payments received will be refunded in accordance with the tuition and fee refund table below.

The following refund policy will be applied after a student has been admitted to the College:

1. **Application fee** is non-refundable: \$50.00 for Domestic Student; \$150 for International Student
2. **Refund Policy: Withdrawal from individual courses**

During add/drop period

Students who drop individual courses during the drop/add period specified in the Academic Calendar and below will receive a total refund for the tuition and fees for the course.

After add/drop period

Students who drop individual courses after the drop/add period specified in the Academic Calendar and in the graph below will receive a refund for the tuition and fees for the courses as specified below.

Procedure

To drop an individual course or courses but remain enrolled in the College, students must obtain and filled a Change of Status Form from the Office of the Registrar. This completed form must be delivered to the Financial Department.



3. Refund Policy: Withdrawal from the college

Students who register but do not attend classes or who withdraw from the College for any reason after attending classes will receive refund or credit according to the graph below.

Procedure

Students withdrawing from the College must do so officially by obtaining a withdrawal form from the Office Student Services and Academic Affairs and by making the following arrangements:

- Take the Change of status form to their Academic Coordinator or Director for his/her signature.
- Request a Certificate of Compliance from the Library to make sure there are no pending overdue book charges, etc.
- Go to the Registrar Department to amend the records accordingly as per the Change of Status Form.
- File a Refund Petition with the Financial Department.

The effective date of withdrawal will be the date on which the notice is received by the Registrar.

Tuition and fees will be refunded as follows:

Student Withdrawal – Fall/Spring/Summer	Percentage of Refund of full Semester Charge
During drop/add - first week of class	100%
Weeks 2 and 3 of the semester	60%
Week 4 of the semester	40%
Week 5 of the semester	20%
Week 6 of the semester and after	No Refund

For purposes of determining the percentage of refund, the first week of classes will be considered the start of the semester. All refunds hereunder shall be made by the College within thirty (30) days of the date that the College determines that the student is eligible for a refund. Student must claim refunds within one calendar year.

- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- Refunds will be made within 30 days of termination or receipt of Cancellation notice.
- If a student reapplies within one academic school year, the student will not have to pay the application fee. However, all other fees will apply.
- If a student makes any payment in the form of a check and the check is returned to us by our Banking Institution as “Insufficient Funds”, there will be a fee of \$50.00 in addition to the amount of the Check.
- There will be a late fee penalty of \$ 50.00, when monthly tuition payments are not paid on the due date.



- If a student fails a course, he or she must retake the failed course, before being eligible to continue to the next designated class. The cost of a course retake will be 100% of the full course cost. The grade is recorded permanently on the student's academic record. Both grades will appear on the academic transcripts.

POLICIES AND DISCLOSURES

1. **Catalog:** Information about the College is published in a catalog and contains a description of the majority of the policies, rules, procedures, and other information about the College. The College reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the College catalog, any revisions and supplements to the catalog, and with all College policies. By enrolling in the College, the Student agrees to abide by the terms stated in the catalog and all College policies as may be in effect and/or amended from time to time.
2. **Changes:** The College reserves the right to make changes at any time to any provision of the catalog, including the amount of tuition and fees, academic programs and courses, College and procedures, faculty and administrative staff, the College calendar and other dates, and other provisions. The College also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and when size and curriculum permit, to combine classes.
3. **Elimination of Classes:** The College reserves the right to cancel or postpone a scheduled class when the number of students scheduled to start the program is not sufficient as determined by the College. If the Student chooses not to enroll in the same class at a different scheduled hour, the Student will be eligible for a full refund.
4. **Success of Student:** The Student's individual success or satisfaction is not guaranteed, and is dependent upon the Student's individual efforts, abilities and application of himself/herself to the requirements of the College.
5. **Career Service:** The College does not represent, promise or guarantee that Student or any other student will obtain employment. Student will not consider any employment information or career services provided by the College to Student as an express or implied (a) guarantee or promise of employment, (b) Likelihood of employment, (c) indication of the level of employment or compensation Student or graduates of the Program may expect, or (d) indication of the types or job titles of positions for which Student or graduates may qualify.
6. **Default:** If any of the following events shall occur, the outstanding principal balance owed under this Student Enrollment Agreement, together with accrued interest thereof, shall become due and payable immediately on demand by the College:
 - A. If any amount owing under this Student Enrollment Agreement is not paid when due;
 - B. A default under any provisions of the Student Enrollment Agreement or under any guarantee or other agreement providing security for the payment of this Student Enrollment Agreement;
 - C. A breach of any representative or warranty under this Student Enrollment Agreement;



- D. The liquidation, dissolution, death or incompetency of the maker or endorser or any individual corporation, partnership or other entity guaranteeing or providing security for the payment of this Student Enrollment Agreement;
- E. The filing of a petition under any bankruptcy, insolvency or similar law by the maker or endorser or by any individual, corporation, partnership or other entity guaranteeing or providing security for the payment of the amounts owed hereunder, and such petition not being dismissed within a period of thirty (30) days of the filing; and
- F. The making of any assignment for the benefit of creditors by the Maker or Endorser or by any individual, corporation, partnership or other entity guaranteeing or providing security for the payment of this Student Enrollment Agreement.

IN THE EVENT OF ANY DEFAULT HEREIN STATED, THIS STUDENT ENROLLMENT AGREEMENT shall bear interest at the highest rate allowable by the law from maturity until paid.

THE FAILURE OR DELAY of the College in exercising any of its right hereunder in any instance shall not constitute a waiver in any other instance. The College may not waive any of its rights except by an instrument in writing signed by an authorized representative of the College. This Student Enrollment Agreement may not be amended without the written approval and acceptance of the College.

- 7. Student's Failure to Meet Obligations: The College reserves the right to terminate a Student's enrollment for failure to maintain satisfactory academic progress, failure to pay tuition or fees by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the College community, or failure to abide by the College policies and procedures. The College can discontinue a student's enrollment status, not issue grades, and deny requests for transcripts should a student fail to meet all of his/her financial and institutional obligations.
- 8. Employment: The College does not guarantee employment following graduation but does offer career planning assistance to students and graduates.
- 9. Use of Images and Works: The undersigned agrees that the College may use his/her name, voice, image, likeness, and biographical facts, and any materials produced as a student while enrolled at the College, without any further approval or payment, unless prohibited by law. The undersigned acknowledges that the foregoing permission includes the right to tape and photograph him or her and to record his or her voice, conversation and sounds for use in any manner or medium in connection with any advertising, publicity, or other information relating to the College.
- 10. Discrimination: The College does not discriminate on the basis of race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law in the recruitment and admission of students, the operation of any of its educational programs and activities, and the recruitment and employment of faculty and staff.
- 11. The administrator is in charge of ensuring compliance with, and enforcing, all laws and College regulations dealing with discrimination such as those mentioned above.



12. **Dispute Resolution:** Any disputes or controversies between the parties to this Agreement arising out of or relating to the student's recruitment, enrollment, attendance, education or career service assistance by the College or to this Agreement shall be resolved first through the grievance policy published in the catalog. If the dispute is not resolved in accordance with the procedures outlined in the College catalog to the satisfaction of the student, outside arbitration may be used. Any outside arbitration must strictly follow the protocol set forth by law. An outside arbitrator may award monetary damages but shall not have any authority to award punitive damages or to alter any grade issued to a student. The parties shall bear their own costs and expenses. The parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the parties agree otherwise or the arbitrator determines otherwise in the award. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties.

13. **Student Complaint/Grievance Procedure:**
Student detailed complaint/ grievance procedure can be found in the College Catalog. If the complaint has not been resolved by the staff of San Ignacio College to the satisfaction of the student, the complaint may be referred to:

Florida Commission for Independent Education
325 W. Gaines Street Suite 1414
Tallahassee, FL 32399-0400
Ph.: (850)-245-3200

Accrediting Counsel for Independent
Colleges and Schools (ACICS)
750 First Street NE, Suite 980
Washington DC 20002

14. **Assignment:** None of the rights of the Student or the Student's parent under this Enrollment Agreement are assignable to any other person or entity.

15. **Entire Agreement:** This Student Enrollment Agreement constitutes the entire agreement between Student and the College concerning all aspects of the education and training the Student will be provided by the College. By signing this agreement, the Student agrees that no binding promises, representations or statements have been made to the Student by the College or any employee of the College regarding any aspect of the education and training the Student will receive from the College that are not set forth in writing in this Student Enrollment Agreement or the College catalog.

By signing below, _____ certifies that I have received a copy of this Student Enrollment Agreement, and that I have read, understand and comply with all of its terms. I also acknowledge that I have received a copy of the College catalog in one of the following formats: printed (hard copy), CD-ROM, or downloaded from the College online registration site, and I agree to comply with all College policies and rules contained therein. I also understand and agree that this Student Enrollment Agreement supersedes all prior or contemporaneous verbal or written statements and agreements made by the College or any employees of the College, and that no binding promises, representations or statements have been made to me by the College or any employee of the College regarding any aspect of the education and training I will receive from the College that are not set forth in writing in this Student Enrollment Agreement. I further understand and agree that this Student Enrollment Agreement may not be modified



without the written agreement of me and the College. I hereby certify that all information I provided in my

application for admission to the College is complete, accurate and up to date. Once I sign this Student Enrollment Agreement, and the College accepts this Student Enrollment Agreement, I understand that a legally binding contract will be created. I certify that all information about me is accurate and truthful including my completion of a High College degree or GED equivalency and that I have read and understand all of the pages and terms of this Student Enrollment Agreement and will abide by, be bound by and be subject to its terms. I have kept a copy of this Student Enrollment Agreement with all appropriate blanks completed. This Agreement is a legally binding instrument when it is signed, either electronically or in ink, by student and accepted, either electronically or in ink, by the College. My signature indicates that I agree to all the terms

Signature of Student: _____ Date _____

Signature of Parent or Guardian (required if Student is under the age of 18)

_____ Date: _____

ACCEPTED BY SAN IGNACIO COLLEGE

Signature of Authorized College Official Name of College Official Date

ALL SIGNERS HAVE RECEIVED AND READ COPY OF THE ENROLLMENT AGREEMENT AND CATALOG

APPROVAL SECTION

NAME	POSITION	SIGNATURE	DATE
Sergio Cubillos	Admissions & Marketing Director		

REVISION HISTORY

REVISION NUMBER	EFFECTIVE DATE	REASON FOR REVISION	SECTION AFFECTED	INITIATED BY



(A)

This information applies to American Dual Bachelor Degree Program students.

Program Cost

STUDENT TUITION AND FEES	COST (US\$) (1) (2)
Application Fee	\$100
Registration Fee	\$1 000 (i)
Tuition	\$5 000 (ii)
Graduation Fee	\$150
Total Tuition and Fees	\$6 250

(1) All rates are subject to change. San Ignacio College agrees to communicate any increases before the registration process.

(2) The information is calculated in 10 regular periods.

(i) Payable in ten installments of \$100 each one.

(ii) Payable in fifty installments of \$100 each one.

(B) This information applies to American Bachelor Degree Program students. For tuition and other fees, refer to the table above.