

STUDENT ENROLLMENT AGREEMENT

10395 NW 41st Street Suite 125, Doral, FL 33178
 Phone: (305) 629-2929 Fax: (786)360-2390
 Website: <http://www.sanignaciouniversity.edu>
 E-mail: info@sanignaciouniversity.edu

I. 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: **B.A.** _____

Program Entrance Date: _____ Anticipated Program Completion date: _____

Freshman/
 First Time _____ Transfer: _____ Re-entry: _____ International Student (Seeking F-1) _____

Preferred Schedule: AM _____ PM _____

Program Entrance Date: Spring _____ Summer _____ Fall _____

II. PROGRAM

| <i>Check your selected program</i> | | | Credits | Length | Credit Cost | Tuition Cost |
|------------------------------------|---|--|----------|-----------|-----------------|--------------|
| Diploma | Baking and Pastry | | 720 hrs. | 9 months | | \$11,900 |
| Associate Degree | AA in Early Childhood Education | | 66 | 16 months | \$340.00 | \$20,400 |
| | AA in International Business | | 60 | | | |
| | AA in Hospitality Management | | | | | |
| | AA in Marketing | | | | | |
| | AA in Business | | | | | |
| | As in Culinary Arts | | 71 | | \$264.78 | \$18,800 |
| Bachelor Degree | BA in International Business | | 120 | 32 months | \$340.00 | \$40,800 |
| | BA in Hospitality Management | | | | | |
| | BA in Marketing | | | | | |
| | BA in Business | | | | | |
| Master Degree | Master in Business Administration | MBA in International Business | 42 | 20 months | \$510.00 | \$21,420 |
| | | MBA in Marketing | | | | |
| | | MBA in Human Resources | | | | |
| | Master in Hospitality Management | MA in Gastronomy and Restaurant Management | 36 | 16 months | | |
| | | MA in Tourism Management | | | | |
| | | MA in Early Childhood Education | | | | |
| | | MA in Education Leadership | | | | |
| Master in Education | MA in Special Education | | | | \$18,360 | |
| | | | | | | |
| Fees | Student Package –Baking and Pastry | | | | \$1,000 | |
| | Student Package –Culinary (*) | | | | \$1,600 | |
| | Application Fee | | | | \$80.00 | |
| | Graduation Fee | | | | \$120.00 | |

Tuition for the program is shown. There are 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 Tuition.

| 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 |

| Fees | |
|-------------------------------------|---------|
| Application Fees | \$80 |
| Graduation Fees | \$120 |
| Student Package – Baking and Pastry | \$1,000 |
| Late Fee | \$50 |

| STUDENT PACKAGE CULINARY | |
|--------------------------|---------|
| Culinary Kit | \$300 |
| Uniforms | \$200 |
| Laboratory | \$1,100 |

III. TUITION, PAYMENT PLANS, AND TERMS OF PAYMENT

Payment

Tuition and fees will be paid at the time of registration unless the student is eligible for financial aid and clearance has been given by the Financial Aid Office or other financial arrangements have been made with the Business Office. Students are responsible for any financial obligation incurred while attending San Ignacio University regardless of any anticipated financial aid.

Promises to Pay

FOR VALUE RECEIVED, the undersigned promises to pay to the order of SAN IGNACIO UNIVERSITY, a Florida Corporation, the principal sum of \$ 40,800 paid in accordance with the Option – Method of Payment selected below being payable on the dates and in the amounts specified below (payable by cash, check or credit card)

(Please initial box next to payment option selected)

- OPTION 1: Full Payment at the signing enrollment agreement. Total of \$ _____
- Option 2: Payment by semester in the amount of: \$ _____ the first 5 days of each semester
- OPTION 3: Monthly Installments in the amount of: \$ 1,275 every first 5 days of the month
- These options are available to all students

| TERMS OF PAYMENT | NUMBER OF PAYMENTS | AMOUNT PER PAYMENT | DUE DATES |
|--|--------------------|--------------------|--|
| Tuition: \$ <u>40,800</u> Application Fee: \$ <u>80</u> Graduation Fee: \$ <u>120</u> <hr/> Total Tuition Cost: \$ <u>41,000</u> | 32 | \$1,275 | first 5 days of the month starting on 01/05/2019 |

TERMS OF AGREEMENT: This agreement covers a tuition period of semesters. Each semester is 15 weeks in length and 16 weeks for the Culinary Arts Program. And the program's estimated time of completion is 5 semesters. Terms of payment indicated are for the length of the program. **The student is responsible for the payment of the Semester Tuition.** 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. There will be a late fee penalty of \$ 50.00 when monthly tuition payments are not paid on the due date. (First FIVE days of each month)

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

SAN IGNACIO UNIVERSITY
10395 NW 41st Street, Suite 125
Doral, FL 33178

I, _____ understand that I will be a student of San Ignacio University and that I will be charged tuition and fees at rates establish from time to time by the University 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 the beginning of the term. Please refer to the payment agreement for more details. If I leave the University 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 University if I leave the University 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 University:

1. **Application fee** is non-refundable: \$80
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

University, 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 from the Office of the Registrar. This completed form must be delivered to the Financial Department.

Refund Policy: Withdrawal from the University

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

Procedure

Students withdrawing from the University 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 Registrar receives the notice.

Tuition and fees will be refunded as follows:

| Student Withdrawal – Fall/Spring/Summer | Percentage of Refund of full Semester Charge |
|--|---|
| During drop/add - the 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. The University hereunder shall make all refunds within thirty (30) days of the date that the University 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. (First FIVE days of each month)
- 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 University is published in a catalog and contains a description of the majority of the policies, rules, procedures, and other information about the University. The University 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 University catalog, any revisions, and supplements to the catalog, and with all University policies. By enrolling in the University, the Student agrees to abide by the terms stated in the catalog and all University policies as may be in effect and/or amended from time to time.
2. **Changes:** The University 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, University and procedures, faculty and administrative staff, the University calendar and other dates, and other provisions. The University 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 University 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 University. 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. **The 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 University.
5. **Career Service:** The University 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 University 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 of 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 thereon, shall become due and payable immediately on demand by the University:
 - 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 University in exercising any of its rights hereunder in any instance shall not constitute a waiver in any other instance. The University may not waive any of its rights except by an instrument in writing signed by an authorized representative of the University. This Student Enrollment Agreement may not be amended without the written approval and acceptance of the University.

7. **Student's Failure to Meet Obligations:** The University 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 University community, or failure to abide by the University policies and procedures. The University 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 University 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 University may use his/her name, voice, image, likeness, and biographical facts, and any materials produced as a student while enrolled at the University, 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 University.
10. **Discrimination:** The University 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 University 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 University 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 University 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 University Catalog. If the complaint has not been resolved by the staff of San Ignacio University 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 Council 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 University concerning all aspects of the education and training the Student will be provided by the University. By signing this agreement, the Student agrees that no binding promises, representations or statements have been made to the Student by the University or any employee of the University regarding any aspect of the education and training the Student will receive from the University that is not set forth in writing in this Student Enrollment Agreement or the University 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 University catalog in one of the following formats: printed (hard copy), CD-ROM, or downloaded from the University Website, and I agree to comply with all University 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 University or any employees of the University, and that no binding promises, representations or statements have been made to me by the University or any employee of the University regarding any aspect of the education and training I will receive from the University that is 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 University. I hereby certify that all information I provided in my application for admission to the University is complete, accurate and up to date. Once I sign this Student Enrollment Agreement, and the University 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 School degree or GED equivalency, Bachelor degree or official transcripts and that I have read and understood 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 the student and accepted, either electronically or in ink, by the University. My signature indicates that I agree to all the terms

Student's Signature: _____

Date: _____

If required, Signature of Parent or Guarding (If a student is under the age of 18):

Parent or Guardian's Signature: _____

Date: _____

STATEMENT OF UNDERSTANDING

Terms and Conditions of Admission

This Statement of Understanding (SOU) for Terms and Conditions of Admissions as well as the procedures, policies, and regulations referred within San Ignacio University Student Catalog may be amended from time to time as required by San Ignacio University. The Statement of Understanding (SOU) for of Admissions and the Enrollment Agreement signed through the admissions process constitute a binding contract between you and San Ignacio University regarding your studies at this institution in which you accept San Ignacio University Terms and Conditions. If you have any questions or concerns about this Statement of Understanding (SOU) for Terms and Conditions, please contact San Ignacio University Admissions Officer immediately.

Terms and Conditions of SOU:

- A. By signing this Statement of Understanding (SOU) which indicates Terms and Conditions of Admission, the student understands, acknowledges and accepts the terms and conditions hereinto.
- B. The student is responsible for the full amount of tuition and semester fees and the scholarship will be directly deducted from the student's balance statement. The student understands that in order to maintain the scholarship all semester requirements must be met.
- C. If the student is on a scholarship basis, the student is required to register and complete consecutively each academic semester during the chosen program of studies. Each academic year has three (3) academic semesters.
- D. The student is aware of each year tuition fees cost and material costs of the program.

Student's Print Name: _____

Date: _____

Student's Signature: _____

Date: _____

If required, Signature of Parent or Guarding (If a student is under the age of 18):

Parent's Print Name: _____

Date: _____

Parent or Guardian's Signature: _____

Date: _____

Admissions Representative Signature: _____

Date: _____

ALL SIGNERS HAVE RECEIVED AND READ COPY OF THE ENROLLMENT AGREEMENT AND CATALOG _____ (initial)

*****FOR OFFICIAL USE ONLY*****

ACCEPTED BY SAN IGNACIO UNIVERSITY

Date _____

Signature of Admission Representative _____ Name of University Official _____

APPROVAL SECTION SIGNED BY:

- Admission Director
- Vice President of the University or Administrative Director

| NAME | POSITION | SIGNATURE | DATE |
|------|----------|-----------|------|
| | | | |
| | | | |

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 University 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.