

ENROLLMENT AGREEMENT

Central Michigan University-
Address:

Phone:
Fax:
Website:
Email:

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #'S: H: _____ C: _____ W: _____

E-MAIL: _____

CMU STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____ PROGRAM/COURSE: _____
MO DAY YR

PROGRAM START DATE: _____ ANTICIPATED END DATE: _____

FULL-TIME: PART-TIME: DAY EVENING

TOTAL CREDIT HOURS _____

TUITION

THE TOTAL COST OF THE _____ PROGRAM

TUITION:	\$ _____
NON-REFUNDABLE APPLICATION FEE:	\$ _____ (may not exceed \$100)
BOOKS/SUPPLIES:	\$ _____
MISC. EXPENSES:	\$ _____
 TOTAL COST	 \$ _____

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REFUND POLICY

Application fees, main campus enrollment fees, prior learning assessment credit fees, and graduation fees are not refundable. Competency Assessment Workshops are fully refundable prior to the first meeting time and nonrefundable after the first meeting time.

Tuition refunds requested prior to the beginning of the course shall be made in full. Tuition refunds requested after the beginning of the first class meeting time or within the first week of an online class and before the second class meeting or before the second week of an online class shall be refunded 100%, less the \$50 withdrawal fee. Tuition refunds requested after the beginning of the second class meeting time or in the 2nd week of an online class and before the midpoint of the course shall be refunded in proportion to the calendar time remaining in the course, less a \$50 withdrawal fee, according to the refund chart at the end of this section. Students may not withdraw after the midpoint of the course.

In compliance with the State Council of Higher Education for Virginia, Title of Regulations: 8VAC 40-31-160(N)9, for students attending classes in Virginia, “A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program”.

In compliance with the State Council of Higher Education for Virginia, Title of Regulations: 8VAC 40-31-160(N)10, for Virginia students participating in distance education (online) courses, “A student who starts the program but withdraws after completing up to the third quartile (more than 50% but less than 75%) of the program is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period”.

Refund Chart for Course Drops and Course Withdrawals

All students dropping or withdrawing from courses after the start date and time will be assessed a \$50.00 fee in addition to the refund percentage in the chart below. Also, all withdrawals and drops require written notification to the center in which you are taking the course. See chart below for refund percentages.

CMU ONLINE COURSE FORMAT	16-WEEK CLASS	12-WEEK CLASS	8-WEEK CLASS	N/A	N/A	N/A	N/A
FACE-TO-FACE COURSE FORMAT	16-WEEK CLASS	12-WEEK CLASS	8-WEEK CLASS	5-WEEK CLASS	1-WEEK CLASS	4 WEEKS	3 WEEKS
FACE-TO-FACE COURSE MEETING TIMES	16 MEETINGS	12 MEETINGS	8 MEETINGS	10 MEETINGS	5 MEETINGS	8 MEETINGS	6 MEETINGS
COURSE DROPS:							
Prior to the second meeting time for face-to-face or prior to the start of the second week for CMU Online	100%	100%	100%	100%	100%	100%	100%
COURSE WITHDRAWALS:							
Prior to the third meeting time for face-to-face or prior to the start of the third week for CMU Online.	75%	75%	75%	75%	50%	75%	75%
Prior to the fourth meeting time for face-to-face or prior to the start of the fourth week for CMU Online.	75%	75%	50%	75%	0%	50%	0%
Prior to the fifth meeting time for face-to-face or prior to the start of the fifth week for CMU Online.	75%	75%	0%	50%	NA	0%	NA
Prior to the sixth meeting time for face-to-face or prior to the start of the sixth week for CMU Online.	50%	50%	NA	0%	NA	NA	NA
Prior to the seventh meeting time for face-to-face or prior to the start of the seventh week for CMU Online.	50%	0%	NA	NA	NA	NA	NA
Prior to the eighth meeting time for face-to-face or prior to the start of the eighth week for CMU Online.	50%	NA	NA	NA	NA	NA	NA
Prior to the ninth meeting time for face-to-face or prior to the start of the ninth week for CMU Online.	0%	NA	NA	NA	NA	NA	NA

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NOTICE TO STUDENT:

In compliance with the State Council of Higher Education for Virginia, Code of Virginia, Title 23.1, Chapter 2 § 23.1-230.

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. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school. Read both sides before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge receipt of the school's electronic catalog dated _____, which contains information describing programs offered, and equipment/supplies provides. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received an electronic copy of this catalog.
_____ Student initials
2. I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
_____ Student initials
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.
_____ Student initials
5. I understand that complaints, which can not be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing.
_____ Student initials
6. I certify that I have read the institution's cancellation and refund policies and I understand and agree to these policies.
_____ Student initials

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ENROLLMENT AGREEMENT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. 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 School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Central Michigan University.

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.

Signed this _____ day of _____, 20 _____

Signature of Student Date

Signature of School Official Date

REPRESENTATIVE’S CERTIFICATION:

I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the _____ (program name) at Central Michigan University, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official Date

Central Michigan University is certified to operate in the Commonwealth of Virginia by;

State Council of Higher Education for Virginia (SCHEV)

101 N. 14th Street, 10th Floor, James Monroe Building

Richmond, VA 23219

Phone: 804-225-2600