

Caroline University
3660 Wilshire Blvd., Suite 320, Los Angeles, CA 90010
Tel: 213-246-4174; Email: info@caroline.edu; Website: www.caroline.edu

Enrollment Agreement

This Enrollment Agreement is made between Caroline University, hereinafter called School and
Last, First/Middle Name: _____ Date of Birth (MM/DD/YY): ____/____/____
Student Id. #: _____ Phone #: _____ Email: _____
Current Address: _____ City: _____ State: _____ Zip Code: _____

Students have the right to obtain a clear explanation of the terms and conditions and all policies pertaining to their program.

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, or PO BOX 980818, West Sacramento, CA, 95798-0818. Also at their Web site Address: www.bppe.ca.gov, Telephone #: Toll-free telephone # (888) 370-7589 or by Fax: (916) 263-1897; (916)574-8900 or by fax (916)263-1897

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling the toll-free number: (888) 370-7589 or by submitting the complaint form, which can be obtained on the bureau’s website: www.bppe.ca.gov.

The Student requests enrollment in taking courses whose title and objective is described in the School catalog:

Please check one:

- | | |
|--|---------------------------|
| <input type="checkbox"/> Bachelor of Business Administration (BBA) | 120 semester credit units |
| <input type="checkbox"/> Master of Business Administration (MBA) | 36 semester credit units |
| <input type="checkbox"/> Master of Philosophy (MPH) | 36 semester credit units |
| <input type="checkbox"/> Master of Computer Information Systems (MCIS) | 36 semester credit units |
| <input type="checkbox"/> Doctor of Business Administration (DBA) | 60 semester credit units |
| <input type="checkbox"/> Doctor of Philosophy (DPH) | 60 semester credit units |

Program start date: ____/____/____. Program scheduled completion date: ____/____/____.

Period covered by enrollment agreement (Please check one):

- Spring Semester, 20____ Summer Semester, 20____ Fall Semester, 20____

This enrollment agreement begins ____/____/____.

Caroline University requires students to take online certification courses necessary for the student’s ability to take online class and its success. All course schedules are subject to change in starting and completing dates. The Student will be duly, notified. The Student will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund may be provided. The School reserves the right to withdraw a scheduled program if enrollment is insufficient to make up a class. All monies paid will be refunded, less the registration fee.

All instruction is provided, unless otherwise noted, on campus at the address of the school listed in this form.

This School has not had any pending petition in bankruptcy, and has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

The School reserves the right to postpone training in the event of a national disaster, acts of God, such as fire, flood, earthquake and/or labor disputes, equipment failure, for a maximum of 30-days. The Student will be duly notified and compensated if applicable.

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization, as necessary, with approval of the Bureau for Private Postsecondary Education (BPPE); if required. Such changes may be required to keep pace with technological advances, and/or to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for currently attending Students.

The School reserves the right to refuse any applicant for admission not meeting the requirements for the elected program. The Student's enrollment may be terminated at the request of the President, if the student's academic progress, behavior, absences, tardiness or attire does not conform to the requirements, rules and regulations of the institution, as stated in the School Catalog. The extent of the student's tuition obligation will be in accordance with the School's refund policy.

* _____ STUDENT TUITION RECOVERY FUND Disclosures:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

* _____ STUDENT'S RIGHT TO CANCEL"

"The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later." Cancellation occurs when the student gives written notice of cancellation to the President, at the address of the School, shown on the top of this agreement. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to:

Caroline University, 3660 Wilshire Blvd., #320. Los Angeles, CA 90010, USA

* _____ WITHDRAWAL FROM COURSE

The Student has the right to withdraw from the School at any time. If the Student withdraws from the course of instruction after the cancellation period, the School will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% of training or less of the instruction. The amount of the refund is determined by deducting the registration fee from the total tuition charge, then dividing the remainder by the number of hours in the course to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, including the non-refundable registration fee.

Date by which the student must exercise his or her right to cancel or withdraw: ____/____/____.

* _____ REFUND POLICY and PROCEDURES

Students have a right to a full refund of all charges, less the registration fee, if the student cancels the enrollment agreement prior to or on the first day of instruction. The amount retained by the School will not exceed the registration fee.

* _____ HYPOTHETICAL REFUND EXAMPLE

If a student withdraws from the program after instruction has begun the student will receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the students had completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the School of the decision to cancel, or the last date of attendance, if the student fails to notify the School. The student will be charged for all hours attended. For example, if the Student completes only half of a 100-hour course (50 hours), and paid \$2,000 in tuition, the student would receive half of the tuition as refund or \$1,000.

The School will refund money collected from a third party on the student's behalf, such as Veteran's Benefits, Title II, III, IV, and/or WIA funds, if the School cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount will be paid to the student.

The School will provide all supplies for the program selected at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the student. The cost of medical or other examinations, if required, is to be paid for by the student.

* DISTANCE EDUCATION:

The school offering a distance educational program shall transmit the first lesson and any materials to any student within seven days after the school accepts the student for admission. The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date within notice of cancellation is sent. The School shall make the refund in accordance with its regulation. If the School sent the first lesson and materials before an effective cancellation notice was received, the School shall make a refund within 45 days after the student's return of the materials.

* DISCLOSURE (1) The School shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.

* DISCLOSURE (2) If the School transmits the balance of the material as the student requests, the School shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

* LOANS NOTICE

Caroline University does not offer any state or federal loan guarantees; no loans of any kind are offered at this School. "If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund."

"If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) * The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) * The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid".

* "NOTICE" of Indebtedness Disclosure

"You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note."

* NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

“The transferability of credits you earn at Caroline University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in our Programs **BBA, MBA, MPH, MCIS, DBA, and DPH (circle one)** is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Caroline University to determine if your credits, degree, diploma or certificate will transfer.”

* _____ (1) "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

* _____ (2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

TUITION FEES & POLICIES

Fees are to be paid in U.S. Dollars prior to the class start date, unless other arrangements are made:

Item/Program	Bachelor of Business Administration	Master of Business Administration	Master of Philosophy	Master of Computer Information Systems	Doctor of Business Administration	Doctor of Philosophy
Application Fee (Non-Refundable)	\$100	\$100	\$100	\$100	\$100	\$100
Processing Fee (NR)	\$100	\$100	\$100	\$100	\$100	\$100
Local Shipping & Handling Fee (NR)	\$25	\$25	\$25	\$25	\$25	\$25
International Shipping & Handling Fee (NR)	\$100	\$100	\$100	\$100	\$100	\$100
Language Assessment Fee (NR)	\$50	\$50	\$50	\$50	\$50	\$50
Registration Fee Per Semester (NR)	\$25	\$25	\$25	\$25	\$25	\$25
Credit Evaluation Fee (NR)	\$300	\$300	\$300	\$300	\$300	\$300
Initial I-20 Fee Per Person (NR)	\$200	\$200	\$200	\$200	\$200	\$200
I-20 Reprint (NR)	\$20	\$20	\$20	\$20	\$20	\$20

Tech Fee Per Semester (NR)	\$50	\$50	\$50	\$50	\$50	\$50
Library Fee Per Semester (NR)	\$50	\$50	\$50	\$50	\$50	\$50
Per Unit	\$333	\$500	\$500	\$800	\$500	\$500
Per Semester	\$5,000	\$5,000	\$5,000	\$7,200	\$5,000	\$5,000
STRF* Non-refundable Charge	\$2.50 per \$1,000 tuition	\$2.50 per \$1,000	\$2.50 per \$1,000	\$2.50 per \$1,000	\$2.50 per \$1,000	\$2.50 per \$1,000
Annual Tuition and Fees - Trimesters (Estimated charge for annual tuition and fees)	\$15,000	\$15,000	\$15,000	\$21,600	\$15,000	\$15,000
Total Tuition	\$40,000	\$18,375	\$18,375	\$29,175	\$30,375	\$30,375
Books and Supplies (NR)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Total Tuitions and Fees (Estimated charge for the entire educational program)	\$41,800	\$19,375	\$19,375	\$30,175	\$31,750	\$31,750
Diploma Duplication (NR)	\$100	\$100	\$100	\$100	\$100	\$100
Enrollment Verification (NR)	\$100	\$100	\$100	\$100	\$100	\$100
Returned/Bounced Check (NR)	\$25	\$25	\$25	\$25	\$25	\$25
Student ID (NR)	\$20	\$20	\$20	\$20	\$20	\$20
Graduation Fee (NR)	\$300	\$300	\$300	\$300	\$300	\$300
Dissertation Fee (NR)	N/A	\$300	\$300	\$300	\$300	\$300
Official Transcript & Unofficial Transcript (NR)	\$50	\$50	\$50	\$50	\$50	\$50
Expedited/Rush Request (2 days) (NR)	\$100	\$100	\$100	\$100	\$100	\$100
Wire Fee (NR)	\$100	\$100	\$100	\$100	\$100	\$100

*Application Fee and STRF are non-refundable. Rest of all charges are non-refundable after the cancellation period.

\$5,125.00 TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.

\$40,000.00 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM for BBA.

\$15,000.00 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM for MBA, & MPH.

\$28,800.00 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM FOR MCIS

\$30,000.00 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM for DBA & DPH

\$5,125.00 TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

Caroline University has received \$ _____ as down payment. The applicant or cosigner promises to pay CAROLINE UNIVERSITY the BALANCE in sum of \$ _____.

Adherence to the Schedule of Payments may lengthen this term of payment. The payments for the BALANCE are due on the following payment schedule: 1st Payment of \$ _____ on ____/____/____.

* _____ **The enrollment agreement is legally binding when signed by the student and accepted by the institution. The student (and Cosigner if applicable) is bound by all of the terms and conditions of this agreement. Failure to comply with the schedule of payments is considered a breach of this agreement.**

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Applicant

Date

Signature of Cosigner

Date

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution's cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements of the California Education Code and for the administration of State and/or Federal Student Assistance Program under Title IV.

School Admissions Officer

Date