

### UNION UNIVERSITY OF CALIFORNIA

14200 Goldenwest Street, Westminster, CA 92683

(714) 903-2762; (714) 677-2076|registrar@uuc.edu|www.uuc.edu

**ENROLLMENT AGREEMENT**

1. This Enrollment Agreement is a legal document between Union University of California and

(name of Student)

Student’s current complete address:

1. This agreement is for the program:

1. Number of credits required to complete the program: ………….
2. Start date*:* ……………………………….. Projected completion date: ……………………………

(No more than 1.5 the required time to compete course.)

1. Tuition, Fees and Scholarship:
2. Application Fee: ………………………………… (non-refundable)
3. Total tuition charge for the whole program without scholarship: ………………………………
4. Tuition for each credit: …………………………………
5. Tuition for each 3-credit course: …………………………………
6. Scholarship given by UUC for each 3-credit course: …………………………………
7. The student has to pay for each 3-credit course with scholarship: …………………………………
8. Number of 3-credit courses this enrollment period: …………………………………
9. Name of courses for this enrollment period:

1. Assessment (non-refundable): …………………………….. □ not applicable
2. Estimated total tuition for the whole program **with** scholarship:………………………
3. STUDENT WILL PAY FOR EACH REGISTERED COURSE*.* UUC does not increase the tuition rate for a student once that student has begun their program.
4. Time period for the above scholarship*:* one year (……………………. – …………………….).
5. Deadline to submit Scholarship Application for the following year: May 31 each year.
6. To continue to receive a scholarship from UUC, the student must maintain a GPA above 3.0 on the scale of 4.0 and take at least 1 course per module (or 4 courses per year). Student can download scholarship application forms and submit scholarship applications in the Student Page.
7. Books, to be purchased separately, not included in tuition. Estimated textbook expenses:

* Undergraduate programs: 25-50 USD per course
* Graduate programs: 50-100 USD per course

1. Other fees:

* Transcripts evaluation: $15 (Transcripts Evaluation for Transcripts from Outside USA: $300)
* Master thesis: $300
* Graduation (master’s level): $100
* Additional transcript: $10
* Change of program: $50
* Leave of absence: $50
* DMIN - Continuation for the second year for the final project: $500
* DMIN – Diploma/graduation: $300

I, *…………………………………………………* (prospective student will print his/her name here) have read and understood the above tuition, fees and scholarship.

1. Student’s Right To Cancel.

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 30 days after the student's return of the materials.

1. A student has to the end of week 2 after signing the Enrollment Agreement to cancel enrollment and receive a full refund of all monies paid to Union University of California. After the end of week 2, Union University of California determines refunds for course cancellation as follows, regardless of whether or not the student attends the first or any class session.

* From day 1 to the end of week 2 (by ……/……/……), the student will be refunded at 100% and will not receive the W (withdrawal) grade.
* From week 3 to the end of week 4 (by ……/……/……), the student will be refunded at 70% and will receive the W (withdrawal) grade.
* From week 5 to the end of week 6 (by ……/……/……), the student will be refunded at 50% and will receive the W (withdrawal) grade.
* From week 7 to the end of week 10, the student will not receive a refund and will receive WF (withdrawal failing) grade*.*

**Pro-Rated Refund Chart for a 10 Week Class**

A full refund of all moneys paid is due during the initial two weeks of study in the term in which the student withdraws. After the end of week 2, the prorated refund is based upon the percentage as listed below. If a student withdraws:

|  |  |
| --- | --- |
|  | **Refundable Tuition  Due Student** |
| From Day 1 to the end of Week 2 | 100% |
| From Week 3 to the end of Week 4 | 70% |
| From Week 5 to the end of Week 6 | 50% |
| From Week 7 to the end of Week 10 | 0% |

The following is an example of how the pro-rated refund works for a 10 week class.

1. If the student pays $450 tuition for the term and withdraws **within the first 5 days after registration**, then the full $450 tuition will be refunded.
2. If the student pays $450 tuition for the term and withdraws, depending upon the day the student notifies UUC of their decision to withdraw, the student will receive the following:

|  |  |
| --- | --- |
|  | **Refundable Tuition  Due Student** |
| First day to the end of Week 2 | 100% = $450.00 |
| Week 3 to the end of Week 4 | 70% = $315 |
| Week 5 to the end of Week 6 | 50% = $225 |
| Week 7 to the end of Week 10 | No Refund |

1. To cancel this Enrollment Agreement, the student must notify UUC in any manner.  The effective date of the cancellation will be the date the student first notified UUC by using the Drop Class function in the Student Page, sending a notification via email, telephone, fax, post office, or using any other means of communication available to the student.  Refunds due to students will be refunded to the student’s account within 30 days of a cancellation request. Student can use this refund for future registration or request the Business Office for a refund in cash or check or bank transfer depending on the way the student sent the payment to UUC*.*
2. Tuition Collection Policy

To do online registration students must sign an electronic enrollment form to confirm the financial aid and charge for each course according to the provisions that students have signed in their enrollment agreement.

Seven days after the start date of a new module, the tuition charge for the courses will appear in student accounts and the business office will send emails to remind students to make payment. Students will not be able to do online registration for the next module unless their account balance is zero.

Payment options:

1. Paid in full on or before the first day of class
2. Divided into three monthly payments (First payment: first day of class; Second payment: last day of the 5th week; Final payment: last day of the 10th week)

Method of payment:

1. Check made payable to UUC
2. PayPal
3. Wire transfer
4. Cash (must deliver in person at 14200 Goldenwest Street, Westminster, CA 92683)
5. Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution. The transferability of credits you earn at UUC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at UUC is also at the complete discretion of the institution to which you may seek to transfer. If the credits (or degree) 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 UUC to determine if your credits (or degree) will transfer*.*
6. Student Tuition Recovery Fund. 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.

1. The University Catalog is where students can find important University policies regarding admissions, transfer of credit, finance, refunds, financial aid and scholarship, academics, enrollment, courses, core curriculum, and more. Students can access the University online Catalog with the following web address: <http://www.uuc.edu/form/UucCatalog-En.pdf>.
2. Technical Requirements.

The student is responsible for all incurred technical and Internet related expenses required for the educational program. To enroll in classes online, you must have access to a desktop computer or laptop (PC or Mac) with the following, in addition to Internet connection:

*Hardware Requirements*

* At least 10.0 GB of free hard-drive space (additional space may be needed for course-related files)
* A monitor capable of displaying 1024x768 or greater resolution
* Sound card with speakers and microphone (for selected courses)
* High speed internet connection with a connection speed of 1.5 MB/s or better

*Software Requirements*

* Operating System
  + Microsoft 7 SP1 8.1 or 10
  + Apple OS X
* Web Browser
  + Google Chrome: latest version
  + Mozilla Firefox: latest version
  + Microsoft Internet Explorer or Microsoft Edge: latest version
  + Apple Safari: latest version
* Microsoft Office: 2010, 2016 or 365
* Adobe® Reader: latest version
* Skype: latest version

1. Address where instruction will be provided. The method of instruction is through distance education and therefore, there is no physical address where instruction will be provided.
2. UUC will grant access to the first lesson and syllabus to any student within seven days after the student signs the enrollment agreement. The student will have the right to cancel the agreement in any manner and receive a full refund before the first lesson and syllabus are received. Cancellation is effective on the date written notice of cancellation is sent. UUC will make the refund within 30 days from the date the student cancels the agreement.

|  |  |
| --- | --- |
|  | **Refundable Tuition  Due Student** |
| From Day 1 to the end of Week 2 | 100% |
| From Week 3 to the end of Week 4 | 70% |
| From Week 5 to the end of Week 6 | 50% |
| From Week 7 to the end of Week 10 | 0% |

1. UUC will grant access to all of the lessons and other materials to the student if the student:
   1. has fully paid for the educational program; and
   2. after having received the first lesson and initial materials, request in writing that all of the material be sent.
2. If UUC transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

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 funds. 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*.*
3. Grievance Resolution Policy and Procedures. Union University of California views complaints as providing an opportunity to review and improve our policies and practices. Students, faculty, administrators, or any party, may make a complaint about any matter which relates to UUC’s policies and/or practices. Student complaints typically are defined as complaints regarding items such as administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, library services, or misrepresentation of career or placement services for institutions that offer such services. When a student has any of these issues, the student can contact to the Office of Student Services by any means (telephone, email, in person…) to seek an informal resolution. For matters where a resolution is not feasible, the student can submit a Formal Complaint Form. Union University of California is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administration.

Formal Complaint Forms can be downloaded at:

http://uuc.edu/form/FormalComplaintForm.pdf.

Complaints must be submitted within thirty (30) days of the incident. A student can expect a resolution of the complaint within thirty (30) days.

Procedures

Students who believe their rights have been denied may seek resolution in the following manner:

* Step 1: Login to the Student Page and complete/submit a Formal Complaint Form. All supporting documentation must be attached before completing the submission process.
* Step 2: A staff in the Office of Student Services will send an e-mail to the student to acknowledge receipt, and forward the complaint to the appropriate administrator within seven (7) days of receipt of the complaint.
* Step 3: Upon receipt of the complaint, the appropriate administrator will review the complaint and determine what additional information is necessary to resolve the problem.
* Step 4: After considering the complaint and related information, the administrator makes a decision as to the merits of the student’s complaint and notifies the student by e-mail as to the resolution within thirty (30) days of the filing of the complaint.

FIRST APPEAL

Students who feel another review is necessary must respond by e-mail to the administrator’s e-mail within seven (7) days, requesting the complaint be forwarded to a higher level administrator. The complaint and supporting documentation will be forwarded to an appropriate higher level administrator within seven (7) days. A higher level administrator will review the complaint and inform the student of a decision by e-mail within seven (7) days.

SECOND APPEAL

If not satisfied with the decision made by the higher level administrative, students have the right to appeal to UUC’s Board of Directors. Students will, within seven (7) days, request the higher level administrative forward their complaint to the Board of Directors. The complaint and supporting documentation will be forwarded to the President within seven (7) days.

* Within ten (10) days of receipt of the complaint, the President/CEO or the Board of Directors will notify the complainant of the receipt of the complaint.
* A hearing will be set up within 30 days of the Board’s receipt of the appeal.
* Within seven (7) days after the hearing, Board of Directors will give a written decision to the complainant.

The decision by the Board of Directors shall be final and there shall be no further appeals. If not satisfied, students have the right to contact:

Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website: http://www.bppe.ca.gov

Phone number: (916) 431-6959

Toll free: (888) 370-7589

Fax number: (916) 263-1897

OR

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808, Washington, DC 20036

Tel: 202-234-5100; Fax: 202-332-1386

Website: www.deac.org; Email: info@deac.org

Union University of California is accredited by the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a recognized accrediting agency. DEAC is recognized by the Council for Higher Education Accreditation (CHEA).

*……………………… (Initial here) 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 rate, if applicable, prior to signing this agreement.*

I, *…………………………………………………* (prospective student name here)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 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*.*

*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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833,* [*www.bppe.ca.gov*](http://www.bppe.ca.gov)*, email: bppe@dca.ca.gov, toll-free telephone number: (888) 370-7589 or by fax (916) 263-1897.*

*A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free number (888-370-7589) or by completing a complaint form, which can be obtained on the bureau’s Internet Web site* ([*www.bppe.ca.gov*](http://www.bppe.ca.gov)).

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS:

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS:

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

Period covered by this Enrollment Agreement:

…………………… - ……………………

I, *…………………………………………………* (prospective student will print his/her name here), understand that this enrollment agreement is legally binding when signed by me and accepted by Union University of California. 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 student: …………………………………………………………………………. Date:

Signature of UUC official:

Date: ……………………………… Title of UUC official: