



## ENROLLMENT AGREEMENT

A. This Enrollment Agreement is a legal document between Union University of California and \_\_\_\_\_ (name of Student)

Student's current complete address:

\_\_\_\_\_  
\_\_\_\_\_

B. This agreement is for the program:

\_\_\_\_\_

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

C. Tuition, Fees and Scholarship:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. STRF Assessment (non-refundable): \_\_\_\_\_  not applicable
10. Estimated total tuition for the whole program **with** scholarship: \_\_\_\_\_
11. STUDENT WILL PAY FOR EACH REGISTERED COURSE.
12. Time period for the above scholarship: one year (\_\_\_\_\_ – \_\_\_\_\_).
13. Deadline to submit Scholarship Application for the following year: May 31 each year.
14. 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.
15. 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

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

**D. STUDENT'S RIGHT TO CANCEL.** The student has a right to cancel this agreement or drop the class(es) that the student has registered for and receive a pro rata refund based on a 10-week module of study.

1. 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.

If the student cancels this Enrollment Agreement

- From week 1 to the end of week 2 (by \_\_\_/\_\_\_/\_\_\_), the student will be refunded at 100%
- From week 3 to the end of week 4 (by \_\_\_/\_\_\_/\_\_\_), the student will be refunded at 70%
- From week 5 to the end of week 6 (by \_\_\_/\_\_\_/\_\_\_), the student will be refunded at 50%
- From week 7 to the end of week 10, the student will not receive a refund.

2. To cancel this Enrollment Agreement and receive a refund, the student must log into the Student Page, select the class(es) the student wants to drop under the Drop Class menu, and click Submit. UUC does not automatically cancel enrollment for non-attendance.
3. 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.

**E. 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 in \_\_\_\_\_ 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.

**F. Student Tuition Recovery Fund.** The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The rules provide for institutions to collect from students an assessment that provides funds if and when such are required by the administrator of the fund. The assessment is designated as "STRF Assessment" in the **Tuition, Fees and Scholarships** portion of this enrollment agreement, and further information about the fund is within the University Catalog. The STRF Assessment is non-refundable.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payers unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

**G. 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-2013.pdf>.

**H. Technical Requirements.** The student is required to have the minimum technical requirements for online learning: computer with Microsoft Word or compatible word processing software, up to date web browser software (Microsoft Internet Explorer or Mozilla FireFox), and Internet connection. The student is responsible for all incurred technical and Internet related expenses required for the educational program.

**I. 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.

**J. 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 and receive a full refund before the first lesson and syllabus are received. Cancellation is effective on the date the written notice of cancellation is sent. UUC will make the refund within 45 days from the date the written notice of cancellation is sent.**

1. UUC will grant access to all of the lessons and other materials to the student if the student:
  - a. has fully paid for the educational program; and
  - b. after having received the first lesson and initial materials, request in writing that all of the material be sent.
2. If an institution 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.

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), 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: \_\_\_\_\_

: THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS: \_\_\_\_\_

I MUST PAY A TOTAL OF \_\_\_\_\_ 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: \_\_\_\_\_