

Student Registration and Tuition Agreement



Personal Information

Full Legal Name

Last: _____

First: _____

Middle: _____

Former or Maiden Name: _____

Student ID Number: _____

Student SS Number: _____

Contact Information

Street Address: _____

City: _____

State: _____

Zip: _____

Home Phone: (____) _____ - _____

Work Phone: (____) _____ - _____

Cell Phone: (____) _____ - _____

Email Address: _____

Employer Information

Employer: _____

Employer Address: _____

City: _____

State: _____

Zip: _____

Tuition Reimbursement: _____ % or \$ _____ /yr.

START TERM: _____

LOCATION: _____

Program Information

I understand I am officially registering for the program marked below. I also understand if, at any time, I discontinue attendance in this program, **I MUST** notify the Registrar's Office **IN WRITING** of my intent to withdraw. Failure to do so may obligate me to pay for classes that I did not attend.

School of Business

- | | |
|---|--|
| <input type="checkbox"/> Prep Year | <input type="checkbox"/> MA in Management |
| <input type="checkbox"/> BS in Management | <input type="checkbox"/> MBA |
| <input type="checkbox"/> BS in Business | <input type="checkbox"/> MS Information Technology |

School of Education

- | | |
|--|--|
| <input type="checkbox"/> Teacher Credential | <input type="checkbox"/> MA in Education |
| <input type="checkbox"/> Professional Credential | <input type="checkbox"/> Ed.D. - Doctorate |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Special Status |

Continuing Studies

- | | |
|--|---|
| <input type="checkbox"/> Single Course | <input type="checkbox"/> Certificate Programs |
|--|---|

Registration & Tuition Agreement Type

- Standard
- University Partner: _____

Discount: _____% Onsite - Location: _____

Employee Spouse/Partner

Community College Transfer Student

Military Status

Branch: _____

Active - Date Range: _____ - _____

Veteran - Chapter: _____

Scholarship/Award: _____

Discount: _____%

No schedule change/Tuition update only

Notes: _____

TOTAL DISCOUNT: _____%

DISCOUNT CODE: _____

OFFICE USE ONLY

Tuition discount approved by: _____

Date: _____

Student Registration and Tuition Agreement

Liability _____ Student Initials

The current tuition rate is \$ _____ per credit. Tuition rates are subject to change annually on July 1 of each year. Tuition and fees are due within 30 days of invoice date, and the student is solely responsible for prompt payment. The University reserves the right to withhold services and/or dismiss any student whose account becomes delinquent. Any late payment or delinquent account shall accrue interest at the California legal rate. A Matriculation Fee of \$150 will be applied to your first bill. After you begin your program, this Fee is non-refundable.

Prep Year, Electives for Business and Continuing Studies students do not pay matriculation fee.

Payment Arrangements & Aid:

Students applying for Financial Aid are responsible for the timely submission of required forms. You must submit your Free Application for Federal Student Aid (FAFSA) upon initial admission; however, the timely submission of your renewal Free Application for Federal Student Aid (FAFSA) is necessary to continue financial aid eligibility for the entirety of your program. Please be advised you will not be eligible for Federal Direct Stafford Loans if you are currently in default on any previous federal loan. Students will be held responsible for payment of any outstanding tuition and fees if loans are denied, Financial Aid is not

available, or does not cover the entirety of your tuition billed. Students enrolled in preparatory coursework are limited to 12 consecutive months of federal loan eligibility and may not be eligible to receive federal, state, or institutional grant funding during this limited period.

Refund Policy

The University has adopted the Federal Refund Policy guideline as its institutional policy. Refund policy is subject to change at any time based on Federal and State regulations. Refunds are calculated from the date of official withdrawal or approved leave of absence. Students who withdraw before completing at least 60 percent of the term will "earn" funds in direct proportion to the time they were enrolled. Students who complete at least 60 percent of the term are not eligible for a refund. Student who withdraw unofficially or at the request of the University are not entitled to a refund for current course. A withdrawal or leave of absence is considered official when written notice has been provided to the Registrar, stating the intention of the student to discontinue the course(s) in which he or she is registered, and the withdrawal has been approved. If a student stops attending class but fails to withdraw in writing to the Registrar's Office, the student may be administratively dismissed (withdrawn from the program) after the second consecutive absence and will be charged in accordance with the University Refund Policy.

Acknowledgement

I have read and understand the above and agree to the following:

1. I understand I am solely responsible for payment of all tuition and fees, regardless of financial aid, employer reimbursement, letter of credit, military tuition assistance, VA benefits or other aid to which I might be entitled.
2. I understand if payment in full is not made **within 30 days** from the invoice date, the University of Redlands:
 - a. Will not allow me to enroll in subsequent courses until full payment has been made, and
 - b. Will not release a diploma or official transcript until payment in full has been made.
3. I understand if I withdraw from any course (or program), I will be liable for tuition and fees according to the Federal Refund Policy.
4. I understand all costs of collection including, but not limited to, reasonable attorney fees, late fees and other costs shall be paid by the person whose signature appears below. In addition, I hereby authorize the University to check my credit history, references, and employment, verify other information on this agreement, and provide credit information for use in connection with the review or collection of any account(s) during or after my time as a student.
5. I further understand that in the event that I fail to timely repay the tuition balance and the account is referred to Collections, I hereby waive my right to a defense based on lack of notice of default. I further hereby waive my right to a defense based on the applicable statute of limitations. If the University is required to use third-party collections (i.e. third-party collection agency or an attorney) to collect the student account balance due, future registrations will require payment in advance.

6. I understand that the University of Redlands offers multiple entry points into its programs. In the event my cohort size falls below a sustainable number, I may be asked to join a cohort at one of the regional campuses or take classes on a different night of the week. This policy may be applied at any time during my program and is designed to ensure every student is exposed to the best possible learning experience. I understand that in the event my schedule should require a change, my Student Services Manager will work with me to help me achieve my academic goals and take into consideration my geographic and scheduling needs.
7. I understand that there are multiple levels of admission. If I am provisionally admitted, I am being allowed to register with the anticipation of being fully admitted. I understand that my admission is provisional based on standards outlined within the University catalog for my academic program. Furthermore, I understand my academic progress will be reviewed for full admission decision as outlined within the catalog and that if I am not granted full admission by the specified date, I will be withdrawn from my program and any Financial Aid awarded will be returned. I understand I am liable for any and all costs incurred. I understand that I am responsible to personally make full payment for those costs by check, cash or credit card.
8. I understand that the University must obtain final official transcripts from my previous institution. If they are not received at the time of admission, I understand that I am responsible for requesting them from my previous institution to ensure they are received by the University of Redlands before the end of my first term.
9. I understand, acknowledge, and agree that my electronic signature, is official and binding.

Student Signature: _____ **Date:** _____

Office Use Only

Group ID# : _____ Student ID#: _____ **UG MOU?** Yes No

ADE: _____ **Date:** _____ **Enrollment Mgmt:** _____ **Date:** _____

SSM: _____ (for returning students only) **Date:** _____ **Registrar's Office:** _____ **Date:** _____