

Washington International University

16530 Ventura Blvd. # 204
Encino, CA 91436

Telephone: (818) 285-1978
Fax: (818) 783-5458

**Enrollment Agreement
Student Application**

Personal Data:

Last Name: _____ First Name: _____ Middle _____
Address _____ City _____ State _____
Zip _____ E-mail address: _____ Date of Birth _____
Soc. Sec. No. _____ - _____ - _____ Gender: M ___ F ___ High School Graduation Year _____ GED Year _____
Work phone(_____) _____ Home Phone (_____) _____

Previous Education:(Please list name and location of previously attend institutions. Attach copy of transcripts.

College/University	Location	Degree awarded	Major	Units of credit	Dates

Degree Program:

Master of Business Administration (MBA) with emphasis in (Please check mark your selection)

Accounting Finance Marketing **Credit Units 39 No. of Lessons 13 Est. Length (months) 24 Total Tuition \$5,850.00**

Bachelor of Business Administration (BBA) with emphasis in (Please check your selection)

Accounting Finance Management Marketing **Credit Units 126 No. of Lessons 42 Est. Length (months) 48 Total Tuition \$8,820.00**

Associate of Science in Business (ASB) with emphasis in (Please check mark your selection)

Accounting Finance Management Marketing **Credit Units 60 No. of Lessons 20 Est. Length (months) 24 Total Tuition \$4,200.00**

****Tuition/MBA Concentration \$ 5,850.00 + ***Registration Fee (Non refundable) \$ 100 .00 = TOTAL AMOUNT
STUDENT IS OBLIGATED TO PAY (MBA Concentration) = \$ 5,950.00**

****Tuition/BBA Concentration \$ 8,820.00 + ***Registration Fee (Non refundable) \$ 100 .00 = TOTAL AMOUNT
STUDENT IS OBLIGATED TO PAY(BBA Concentration) = \$8,920.00**

****Tuition/ASB Concentration \$ 4,200.00 + ***Registration Fee (Non refundable) \$ 100 .00 = TOTAL AMOUNT
STUDENT IS OBLIGATED TO PAY (ASB Concentration) = \$4,300.00**

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

***Registration fee of \$100.00 (non- refundable) is required for all applicants and is due at the time of registration.

** The tuition fee per concentration includes tax, exams, shipping and handling, Student Tuition Recovery Fund (STRF), and \$80.00 proctored exam administrative fee per option.

*The State of California assessment amount for the Student Tuition Recovery Fund (STRF), must be paid by the student, and is included in the tuition fee.

Paid in full _____ OR Installment payment of \$ _____ monthly _____ Date of first payment: _____

WIU does not participate in any state or federal financial aid or grant programs. However, WIU offers financial assistance to students in the form of payment plans. In addition, it is an understanding among staff members to work with students who are experiencing temporary financial problems and provide a deferral of payment. Student is allowed to make _____ monthly installment payments of \$ _____ to cover the total cost of the program. No interest is charged on these payments. The first payment is due 30 days after the Enrollment Agreement is accepted. Thereafter, payments will be due on the same day of the month as your first payment. An invoice will be mailed to you. Under the law you have the right to pay in advance the full amount due. If there is a finance charge a Disclosure Statement must be executed and become a part of this contract. THE PARTIES EXECUTING THIS AGREEMENT ACKNOWLEDGE THEY HAVE READ AND WILL RECEIVE A COPY OF THIS AGREEMENT. IT IS UNDERSTOOD THAT FINANCIAL ARRANGEMENTS ARE FINALIZED AND CLARIFIED WITH THIS ENROLLMENT AGREEMENT. The school and the student agree that this Enrollment Agreement, WHICH INCLUDES INFORMATION PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT AND INCORPORATED HEREIN BY REFERENCE, contains all the agreements between the school and the student. No representations have been made by any person or party except as set out in the Agreement and the Academic Catalog, and may not be modified except in writing and signed by the student. This Agreement is not legally binding until accepted by the school and signed by the student.

“NOTICE ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.”

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.

My signature below certifies the school has met all the disclosure requirements of California Code Section 94816.

Student Signature

Date

Director of Admissions Signature

Date

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to: The Bureau of Private Postsecondary Education, 1625 North Market Blvd., Suite S-202, Sacramento, California 95834. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone Number: (916) 445-3427.

Washington International University
BUYER'S RIGHT TO CANCEL

- 1- Students may cancel the contract for school, without any penalty or obligation, until midnight of the eighth business day following the mailing of the first class session as described in the Notice of Cancellation form that will be given to you with the first lesson of your correspondence course. If you have lost your Notice of Cancellation form, ask the school for a copy.
- 2- After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described below. If you have lost your contract, ask the school for description of the refund policy.
- 3- If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Post-secondary and Vocational Education at the address and telephone number printed below.
- 4- If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Council for Private and Post-secondary Education: The Bureau of Private Postsecondary Education, 1625 North Market Blvd., Suite S-202, Sacramento, California 95834. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone Number: (916) 445-3427.

The written notice of cancellation, if submitted by mail, is effective when deposited in the mail properly addressed with postage prepaid. WIU will send the first lesson of the program by first-class mail, postage prepaid, documented by a certificate of mailing. Cancellation will occur when the student mails, or delivers a written, signed and dated notice of cancellation to the following address: Washington International University, Attention Parvin Heravi, 16530 Ventura Blvd. # 204, Encino, CA 91436. Washington International University shall advise each student that any notification of withdrawal or cancellation, and any request for a refund must be in writing. If the school cancels or discontinues a program, the school will make a full refund of all charges. All refunds will be paid within 30 business days of cancellation or withdrawal. In the event that the school is unable to perform any of its obligations under this contract by reason of fire, strike, work, stoppage, riot, utility failures or shortages, damages by weather, acts of God, or any unavoidable misfortune, the school will ensure that the student completes their education at another time or place or receives a complete refund.

Refund Policy

Every student has the right to cancel the Enrollment Agreement at any time. A student is entitled to a full refund if the first course materials are not sent within seven days after acceptance by Washington International University, less the \$100.00 registration fee. A student may withdraw until midnight of the eighth business day after the first course material was mailed for a full refund less the \$100.00 registration fee. The notice of cancellation, must be in writing and withdrawal is effective when hand-delivered or when postmarked. Refunds will be made within 30 days thereafter. A student may withdraw after the program of instruction has begun. Each student of our institution has the right to withdraw from a program of instruction at any time. Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, and the method of calculation. See the following examples for purpose of determining the scheduled length of program for refund calculations.

The following calculations reflect the California Refund Policy:

- a) Deduct a registration fee not to exceed one hundred dollars (\$100.00) from the total tuition charge.
- b) Multiply by a fraction. The numerator is the number of lessons for which the student has paid but which the student has not completed and submitted.
- c) The denominator is the total of lessons for which the student has paid.

**** Please refer to the catalog for BBA and MBA examples**

Example:

The total cost of the ASB program is \$8,800.00 (including registration fee) and the student has paid the total amount in full. The refund calculation would be as follows:

If the student completes 3 lessons out of the 20 program lessons required, and paid \$8,700.00 for tuition, exams, taxes, and shipping and handling plus \$100.00 registration fee; the student paid \$8,800.00 in total. The student would receive a refund calculated as follows:

$8,700.00 + 100.00 = 8,800.00$ Total amount paid by student
 $8,800.00 - 100.00 = 8,700.00$ Subtract the registration fee
 $8700.00 \div 20 \text{ lessons} = 435.00$ per-lesson charge
 $3 \text{ completed lessons} \times 435.00 = 1,305.00$ Total charge for completed lessons
 $8,700.00 - 1,305.00 = 7,395.00$ **Total Refund**

If the student cancels the agreement within the first eight days after registration the student shall have no liability and the institution shall refund any consideration paid by the student within 10 days after the institution receives the notice of cancellation in writing.

If the student cancels beyond 60% completion of the program there is no refund.

The Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private post-secondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay court judgment.

Non-California Residents are not eligible for protection under and recovery from the Student Tuition Recovery Fund.

To be eligible for STRF, student must be a "California Resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence institution. If the student tuition and fees are paid by a third party organization he or she is not eligible for payments from the Student Tuition Recovery Fund. To qualify for STRF reimbursement student must file a STRF application within one year of receiving notice from the council that the school is closed. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that student keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the following address: The Bureau of Private Postsecondary Education, 1625 North Market Blvd., Suite S-202, Sacramento, California 95834. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone Number: (916) 445-3427.

Student's Initials _____

GENERAL STUDENT INFORMATION

TRANSFERABILITY OF UNITS

Units you earn in our _____ program in most cases will probably not be transferable to any other college or university. For example, if you enter our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our _____ program, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

TRANSFER CREDIT

Coursework successfully completed at other state-approved or regionally accredited universities, colleges, or institutions of higher learning may be accepted for transfer credit. The accepted course work must be comparable to Washington International University's requirements for content and semester units. All accepted coursework must be documented on official transcripts prior to official enrollment.

SERVICES NOT PROVIDED

WIU does not provide any type of student housing, lodging, ESL courses, Visas for International Students, or transportation. The school does not provide, pay for, or reimburse students for the acquisition or use of any electronic tools and/or services, such as computers, access to online database services, consulting fees and/or other services.

TEXTBOOKS

Each of the courses offered by WIU requires a textbook. Students are provided all required information regarding the textbook with their course material.

LIBRARY SERVICES

Students are responsible for costs to obtain library cards, access to local college libraries, or any other costs that may be incurred during the research stage of their study program. Students may be reimbursed up to \$ 30.00 for costs associated with obtaining library cards or the student can request WIU to loan a book from our Library, with a deposit of \$10.00 per book that will be refunded when the loaned book is returned. Please find attached the Library Access Certification.

COURSE PROGRESS:

All students will be sent the first course of their degree program with their initial enrollment package. As soon as our testing office has received examination answer sheets for the course provided, and has determined that the student successfully passed the course, the next course package will be mailed to the student. This process will help assure availability of text and study materials and measure the student's academic progress.

FIXED DEGREE REQUIREMENTS

All students registered in a degree program are enrolled in a fixed degree requirements program. This means no changes in graduation requirements are permitted, once enrolled.

EMPLOYMENT ASSISTANCE

Washington International University does not provide employment assistance upon graduation.

CATALOG

All applicants will receive a copy of Washington International University's catalog along with the application package.

PERFORMANCE FACT SHEET

This program is new. We are not yet able to tell you how many students graduate, how many students find employment, or what level of salaries they earn after finishing this course.

FINANCIAL AID OR GRANTS

Washington International University does not participate in any state or Federal Financial Aid or Grant program.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation policies, refund policies, transferability policies and disclosure requirements have been clearly explained to me as in compliance with the California Education Code Sections 94810 and 94816.

Applicant's Signature

Date

School Official

Date

Notice of Cancellation

(Date)

[Enter date of first lesson received]

You may cancel this contract for school, without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to: Washington International University, 16530 Ventura Blvd. # 204, Encino, CA 91436.

NOT LATER THAN MIDNIGHT OF THE DATE THAT IS THE EIGHTH BUSINESS DAY FOLLOWING THE DAY OF THE FIRST LESSON WAS MAILED.

I cancel the contract for school.

(Date)

(Student's signature)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not submitting course work.

If you have any complaints, questions, or problems which you cannot work out with Washington International University, write or call the Bureau of Private Postsecondary Education, 1625 North Market Blvd., Suite S-202, Sacramento, California 95834. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone Number: (916) 445-3427.

Washington International University
LIBRARY ACCESS CERTIFICATION

Date: _____

I, _____, Social Security Number _____ hereby
acknowledge that as a distance learning student it is **my responsibility** to have access to a library or
to electronically delivered learning resources.

Student's signature