



Enrollment Agreement

For Student Applicants

Student Name: _____

Student Address: _____

Student Phone Number: _____

Student Social Security Number (Student ID): _____

Program Title: _____

Projected Program Start Date: _____

Projected Program Completion Date: _____

Student Status: _____ Full Time

_____ Part Time

Date: _____

Webster University

Navy College Office, Bldg. S-241. Room 124

5722 Integrity Drive, Millington, TN 38054

901-873-1531

- Toured institution
- Received a graduate catalog and the website to find the online catalog
<http://www.webster.edu/gradcatalog>
- Was given the time and opportunity to review the institutional policies in the catalog:
- Knows the length of the program for full time and part time students in academic terms and actual calendar time verbally while being advised, provided in the catalog and on the website at <http://www.webster.edu/gradcatalog/policies.shtml>
- Informed of the total tuition and fee cost of the Memphis program is located at www.webster.edu/memphis and retrieved by clicking the link **Student resources tab** <http://www.webster.edu/memphis/resources.shtml> under the link **Download a Student Information Packet** http://www.webster.edu/memphis/documents/information_packet.pdf . Tuition information for all other Webster University Campuses is also located in the graduate catalog on the website <http://www.webster.edu/gradcatalog/index.shtml> and select **Tuition, Fees and Refunds** <http://www.webster.edu/gradcatalog/tuition.shtml> .
- Informed of the estimated cost of books and any required equipment purchases such as a stenography machine, computer, specialized tools, art supplies etc. will be their responsibility to purchase and given resource links to the **bookstore online** at <http://bookstore.mbsdirect.net/webster.htm> .
- Given a copy of the institutional cancellation and refund policy located in the catalog <http://www.webster.edu/gradcatalog> under **Tuition, Fees and Refunds** <http://www.webster.edu/gradcatalog/tuition.shtml> .
- Understands what “transferability of credits” means and the specific limitations (if any) should the institution have articulation agreements; student has signed the attached Disclosure of Transferability of Credit Form (Appendix 1) and has been given a link to the document online at the Memphis homepage <http://www.webster.edu/memphis/> and select under Helpful Links the **Disclosure of Transferability of Credit link**.
- Knows their rights in a grievance situation and can refer back to this information on the website at <http://www.webster.edu/about/policy/grievance.shtml> and including contacting the Tennessee Higher Education Commission and has been given the link to their website at <http://www.state.tn.us/thecc/> . I realize that any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission (THEC), Nashville, TN 37243-0830, (615) 741-5293.

Please Initial _____

- Received graduation placement data exactly as presented to the commission during the last reauthorization cycle in the following format (see Appendix 2) and the website www.webster.edu/memphis at the link **University Resources Information** <http://www.state.tn.us/thec/Divisions/LRA/PostsecondaryAuth/segpr.html>
- For the program checked below, the student has been informed and understands that in the past twelve months the number of students who have enrolled in this program is 270 and 93 completed this program as reported to THEC this calendar year.
- For the program checked below, the student has been informed that in the past 12 months 0 students were placed in their field of study out of the 95 students who graduated from this program as reported to THEC this calendar year.
- Understands the full and correct name of the location of the institution is **Webster University**.
- Understands that full time status is enrolling in 6 semester hours per nine (9) week term and part time is enrolling in 3 semester hours per nine (9) week term.
- Understands the cost of the total program at the current tuition rate is subject to the number of hours taken and the venue used to take the classes.
 - Thirty-six hours in Master of Business Administration or Master of Arts on site for military students \$ 11,880.00
 - Thirty-six hours in Master of Business Administration or Master of Arts on site for non military students \$ 15,660.00
 - Thirty-six hours in Master of Business Administration or Master of Arts on line for military students \$ 16,920.00
 - Thirty-six hours in Master of Business Administration or Master of Arts on line for non military students \$ 25,020.00
 - Forty-five hours in Dual Master of Arts onsite for military students \$14,850.00
 - Forty-five hours in Dual Master of Arts onsite for non military students \$19,575.00
 - Forty-five hours in Dual Master of Arts online for military students \$21,150.00
 - Forty-five hours in Dual Master of Arts online for non military students \$31,275.00
 - Forty-eight hours in Dual Master of Arts on site for military students \$ 15,840.00
 - Forty-eight hours in Dual Master of Arts on site for non military students \$ 20,880.00
 - Forty-eight hours in Dual Master of Arts on line for military students \$ 22,560.00
 - Forty-eight hours in Dual Master of Arts on line for non military students \$ 33,360.00
 - Fifty – one hours in Dual Master of Business Administration and Master of Arts on site for military students \$ 16,830.00
 - Fifty – one hours in Dual Master of Business Administration and Master of Arts on site for non military students \$ 22,185.00

- Fifty – one hours in Dual Master of Business Administration and Master of Arts on line for military students \$ 23,970.00
- Fifty – one hours in Dual Master of Business Administration and Master of Arts on line for non military students \$ 35,445.00
- Understands these costs cover tuition only and do not include fees, books and any required equipment. Students are encouraged to use different resources to ensure they get the best price on books and any equipment they may need.
- Understands cancellation and refund policy as noted in the graduate catalog. The student refund rates apply when a student drops or withdraws from a course in accordance with University enrollment policies and the refund has been approved. Students attending on campus classes in California will receive a pro rata refund of tuition if the withdrawal is within 60 percent of the beginning of the enrollment period. All other student refunds/tuition waivers, including those for online courses, are made according to the following schedule:

	Date	16-Week Class	8- or 9-Week Class
Drop:	Week 1	100%	100%
	Week 2	100%	100%
Withdrawal:	Week 3	50%	50%
	Week 4	50%	25%
	Week 5	25%	0%
	Week 6	25%	0%
	Week 7	25%	N/A
	Week 8	25%	N/A
	Week 9	0%	N/A

- The deposit and refund policies at our European and Asian campuses may differ from the above. Please refer to the catalog of the international campus you are attending for details. Note: This refund policy does not include laboratory fees associated with a class. Student can refer to online catalog as well at http://www.webster.edu/gradcatalog/policies.shtml#add_drop
- Student has received a copy of the Pre-Enrollment Agreement Checklist.
- Per the reauthorization for tuition, total cost of tuition will remain unchanged for one calendar year from Summer term to Spring 11 term unless otherwise notified via the St. Louis home office and approved by THEC.

Student Name: _____ **Student Initials:** _____

Date: _____

Original – Student File

Second Copy - Student

Appendix 1

Disclosure on Transferability of Credits per Tennessee Higher Education Commission

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 7, Part 1, is amended by adding the following language as new, appropriately designated section: § 49-7-1_.

Credits earned at Webster University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Webster University. You should obtain confirmation that Webster University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Webster University to determine if such institutions will accept credits earned at Webster University prior to executing an enrollment contract or agreement. The ability to transfer credits from Webster University to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Webster University if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Webster University and of any other educational institutions you may in the future want to transfer the credits earned at Webster University before you execute an enrollment contract or agreement.

By initialing and dating this form I acknowledge that I have read and understand the Transferability of Credits Disclosures and I was given a copy prior to executing an enrollment contract or agreement.

Student Initials: _____

Date: _____

Original – Registrar **Second Copy** - Student File **Third Copy** – Student

Appendix 2
Webster University – Memphis Campus

University Resources Information
Tennessee Higher Education Commission

SECTION 2. Tennessee Code Annotated, Title 49, Chapter 7, Part 20, is amended by adding the following language as new, appropriately designated section: § 49-7-20_.

Graduation http://www.webster.edu/gradcatalog/policies.shtml#grad_req

Petition/Graduation Requirements

- The student is responsible for completing degree requirements including, but not limited to, changes of grade, core course substitutions, program evaluation, and the petition to graduate, in accordance with the dates listed in the Academic Calendar. A student should complete a petition to graduate at the time of registration for his or her final term.
- Prior to their degree completion, students are assigned a non-refundable graduation candidacy fee, which covers degree audit functions, diploma production, and future transcript requests.

Job Placement The **Tennessee Higher Education Commission’s** website maintains useful information for students and the public. In order to view detailed job placement and graduation information on the programs offered by Webster University, please visit the Tennessee Higher Education Commission’s website (<http://www.state.tn.us/thecc>) and click on **the Authorized Institutions Data** button.

Webster University offers **Career Services** to all of its students.

<http://www.webster.edu/careers/eligibility.shtml>

Eligibility and Fees

Career Services is available to students and alumni of Webster University. Prospective students (individuals who have already applied and have been accepted to the university) may be eligible to receive some services.

Policies

- Currently enrolled students pay no fees for counseling sessions and assessments.
- Webster University alumni are welcome to contact Career Services for assistance, in accordance with the following guidelines:
- Alumni should receive career counseling services from the last college or university they attended or are currently attending. For example, if you received your Bachelor's degree from Webster University, but then went on to receive a Master's degree from another university, you should contact that university for career development assistance.
- Alumni are entitled to receive all services for free up to six months post graduation. For example, if you graduated in May you may receive complimentary services until November of that same year. If you graduated in December, you may receive complimentary services until June of the following year. Please see the [schedule](#) for details.
- Alumni who have graduated more than six months are entitled to the following complimentary services:
 - Access to Career Services Web site tools and resources
 - Access to Career Services online database
 - Access to career fairs

Tuition Costs <http://www.webster.edu/gradcatalog/tuition.shtml>

Tuition per credit hour

Active duty military enrolled at military locations	\$ 300
Other students enrolled at military locations*	\$ 395
Active duty military enrolled in online courses	\$ 445
Other students enrolled in online graduate courses	\$ 635

**Reservists and retired military, federal and contract employees of the installation and dependents of active duty military may be eligible for a reduced tuition rate at on-base, in-class courses.*

Fees

Application fee (all others – nonrefundable) \$ 50

Your application fee can be paid online with your application.

Graduation fee (nonrefundable) \$ 50

Facilities and Equipment per Section 1540-01-02-.11 Tennessee Code

Webster University provides the following equipment to be used for educational programs in classrooms:

- Audio visual carts with televisions and VCR's
- Laptop computers with projectors and speakers
- Wireless computer lab and hardwired computer lab with T-1 internet connection.

The **Tennessee Higher Education Commissions's** website maintains useful information for students and the public: <http://www.state.tn.us/thec/index.html>

Licensure: Webster University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Accreditation: Webster University is accredited by The Higher Learning Commission and is a member of the North Central Association, 312-263-0456, www.ncahlc.org.

For a complete listing of specialized accreditations, licensures, approvals, and memberships; see: <http://webster.edu/academics/oa/information/accreditation.shtml>

By initialing and dating this form I acknowledge that I have read and understand the Resources Information Form and I was given a copy prior to executing an enrollment contract or agreement.

Student Name _____ Student Initials _____

Date _____

Original - Student File

Second Copy – Student

