

Print Name: _____ Day Phone: _____ Home Phone: _____

Student No. _____ SSN: _____ - _____ - _____ E-Mail Address: _____

Change of Address? _____
Please Update _____ Address _____ City, State _____ Zip Code _____

Degree Program: B.A. in _____ M.A. in _____ M.B.A. Degree _____

Course Registration: __Spring 1 (Jan) __Spring 2 (Mar) __Summer (May) __Fall 1 (Aug) __Fall 2 (Oct)

TERM	DEPT & COURSE NO. (e.g. MNGT5590)	SEC # (27 for San Diego)	COURSE TITLE (e.g. Organizational Behavior)	UNITS

_____ *Academic Advisor's Signature* _____ *Date* Total Units: _____

STATEMENT OF PAYMENT OPTIONS *(please check all that apply)*

_____ **DB Direct Billing to Employer** (non-military)
 Bill sent to authorized third party for immediate payment

_____ **TA Tuition Assistance** (Military)
 Submit completed TA form with student portion of payment.
 If using Top Up program, check VA option also.

_____ **ER Employer Reimbursement** (non-military)
 Payment from employer due within 3 wks after class completed

_____ **VA Veteran's Administration** (Military)
 Pay using U.S Veteran's benefits. Additional forms req'd.

_____ **FA Financial Aid**
 Tuition paid using Federal Student Loans. Additional forms req'd.

_____ **VR Vocational Rehabilitation**
 Pay using authorized training funds from VA. Additional forms req'd.

_____ **TM Tuition Mgmt.** (Advanced Education Services)
 Pay fees in two monthly installments. \$25 service charge applies.
 Additional forms req'd.

_____ **PD Paid in Full Two Weeks Before Class**
 Pay by check, money order, Visa, Discover, Master Card

I understand and agree that I am fully and personally liable for all tuition and other fees and charges incurred by me to Webster University. If, at any time, any amount is not paid as and when due to Webster University, for any reason whatsoever, including without limitation, delay or error of a government entity, corporation or other third party, I agree to pay the entire amount due within ten (10) days of receipt of a request for payment. I further agree that Webster University shall have the right to withhold transcripts or diplomas related to my enrollment, cancel my enrollment for a current term and/or refuse my enrollment for future terms. If, at any time, my account is overdue or has been overdue in the past, Webster University reserves the right to refuse to allow me to participate in its Deferred Payment Plan. In the event that my account is referred to an agency or attorney for collection, I promise to pay, in addition to all amounts otherwise due to Webster University, the costs and expenses of such collection and or representation, including, without limitations, reasonable attorney's fees and expenses (whether or not litigation is commenced), to the extent permitted by applicable law. I hereby acknowledge and agree that I will be bound by any instructions or authorizations I may give over the telephone to Webster University. I have reviewed the University's course cancellation and refund policy which is printed on the reverse side of this form and a copy of the University's catalog that governs my academic degree program.

_____ *Student Signature* _____ *Date*

A. This enrollment agreement contains information required by California Education Code (CEC) 94810. Its purpose is to fully inform students of their rights and responsibilities and to clearly identify other available sources of information or assistance.

B. This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature acknowledges that you have been given a **catalog**, which includes a description of the academic program and requirements which you have enrolled in, and which outlines Webster University's academic policies and regulations. These include the guidelines for course withdrawal, tuition and fees, refund policies, graduation requirements, program withdrawals, or dismissal, and all other applicable guidelines. Your signature also acknowledges that you have made an initial visit to the University. Upon signing this agreement, you will be given a copy of it to retain.

C. This agreement is only for the degree and program for which you have applied to and been accepted in by Webster University. Courses are offered according to an academic calendar as outlined in the **University Catalog** at the **San Diego Campus at 6480 Weathers PI, San Diego CA 92121**.

D. Buyers Right to Cancel

The student has a right to cancel this enrollment agreement and obtain a refund according to the University's tuition refund schedule. As a student, you may add/drop courses or withdraw from courses as outlined in the University Catalog. You may terminate study at the University before the end of a term and withdraw from your program of study. You may be eligible to change programs of study at the University. You may also be eligible to obtain a refund or tuition waiver for withdrawal from courses. It is the student's responsibility to file an official drop form or a withdrawal form for each enrolled course. These forms are available at any Webster University campus facility and are filed with the University Registrar, Webster University, 470 East Lockwood Avenue, St Louis, Missouri 63119.

E. Refund Information

The student has a right to a full refund of tuition if he/she cancels this agreement prior to or on the first day of instruction. After course instruction has started, a student may withdraw from a course and receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the instruction. Tuition refunds are contingent upon the drop, or, the withdrawal date of the enrollment. It is the student's responsibility to file drop or withdrawal forms for each course with the University Registrar. If the University cancels or discontinues a course, the University will make a full refund of all charges. Tuition refunds are made according to the following weekly term schedule based on number of contact hours of instruction remaining in the course:

Drop Period	Refund Percent	
Week 1	100%	Drop course prior to first class meeting
Week 2	100%	Drop course within one week of the first class meeting
Week 3	78%	Withdraw from course after Week 2 instruction concludes
Week 4	67%	and receive a pro rata refund through Week 6 based on
Week 5	56%	number of contact hours of instruction remaining in the course
Week 6	44%	
Week 7-9	0%	Withdraw from course after Week 6 concludes-No refund

Non-Resident Students or Students receiving 3rd party tuition funds are not eligible for protection under and recovery from the California Student Tuition Recovery Fund. The state assessment amount for student tuition recovery is paid from the total tuition charges in Item F. below.

F. Tuition and Fees

Tuition charges are calculated on a per credit hour basis. Tuition and fees for each academic year are announced and printed in the University **catalog**. This academic year, **TUITION CHARGES** are calculated at a rate of \$_____ **per credit hour**.

For this enrollment period you have registered for _____ **credit hours** with **TOTAL TUITION CHARGES** of \$_____.

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. I have received a copy of the University's catalog and have visited the campus.

Year: 20 _____

Term: S1 S2 SU F1 F2
(circle one)

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 COUNCIL FOR PRIVATE POSTSECONDARY EDUCATION, 1625 N. MARKET BLVD, SUITE S-202, SACRAMENTO, CA 95834, 916/574-7720.

I certify that Webster University has met the disclosure requirements of California Education Code 94810. Additionally, the institution has met all requirements for the administration of any state aid program or any federal student assistance program under Title IV of the Federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act amendments to that act, and rules and regulations adopted under the act.

This agreement is accepted by: _____
Webster University
Date