



**ENROLLMENT AGREEMENT**  
**Master of Science in Technology Management**  
 Lindsey Wilson College  
 210 Lindsey Wilson Street Columbia, KY 42728

Degree and Program: Master of Business Administration  
 Campus: Lindsey-San Diego Campus at San Diego City College District  
 3375 Camino del Rio S., San Diego, CA 92108  
 1313 Park Blvd., San Diego, CA 92101

Semester and Term: Spring 2021- March

Semester Start Date: 03/01/2021 Semester End Date: 06/25/2021  
 Program Start Date: 03/01/2021 Program Completion Date: 10/21/2022  
 Program Length: 5 semesters; 19 months

**FY 2020 and FY 2021 Program Costs: Master of Business Administration**

		Per Semester Costs	Program Costs
Application Fee (non-refundable)	\$100		
Credits/semester	6		
Tuition/credit hour	\$515	3,090	
Technology Fee per term (non-refundable)		\$57	
Inclusive book fee (per term)		\$160	
Late Payment	\$250		
Student Tuition Recovery Fund (STRF)		*	
Total Costs per Semester		3,307	
Total Program Costs			\$16,535
<i>Note: - total/year excludes application fee.</i>			

--Book fees for MBA are \$80 per course x 2 courses per semester.
*STRF fees are currently \$0 but may be increased in the future. See STRF section of this agreement

The completion date applies only if you successfully pass all classes and remain in sequence for courses offered each term.

The tuition and fees, including the total program costs, may increase if the you extend your program of study beyond the projected program completion date.

Tuition and fees may increase for the following academic year(s); the total program cost is an estimate.

### **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## **STUDENT'S RIGHT TO CANCEL**

### **Cancellation of the Enrollment Agreement**

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **Cancellation and Withdrawal Refund Policy**

Official withdrawals from the college require that a formal withdrawal process be followed. This includes the completion of an official Withdrawal form that requires authorizing signatures from the Academic Affairs, Financial Aid, Registrar's, and Business Offices. Contact the Business Office at (270) 384-8011 for specific semester dates and refund amounts. Students who withdraw are subject to the following tuition refund policy:

### **Withdrawal & Tuition Refund Policy for Students Attending in California**

Refunds of tuition for withdrawal from courses are given according to the following schedule: Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, for a return of all monies paid, less the amount for the application fee of \$100.

- Should the official withdrawal date occur after 60% of the instructional days in the semester have been completed, no refunds will be granted.
- In determining the percentage of the payment period or period of enrollment completed for a student who withdraws from a program offered in modules, the school includes in the denominator (the total number of calendar days in the payment period or period of enrollment) all days within the period that the student was scheduled to complete prior to ceasing attendance. Unless a student provides written confirmation of future attendance in the payment period or period of enrollment, a student who drops all the future classes that s/he was scheduled to attend between modules (when the student is not attending classes) is considered to have withdrawn, and a Return of Title IV Funds calculation is required. Adjustment to a student's enrollment status made after a student has ceased attendance has no bearing on the Return of Title IV Funds requirements. Therefore, if a student who is scheduled to attend both modules in a payment period or period of enrollment drops all future classes (the two remaining modules) during the period between the first and second module (when the student is not attending any classes), the days in module two are included in the total number of calendar days in the payment period or period of enrollment. The days in the remaining modules are included whether a student ceased attendance during or completed the first module. The days in the remaining modules are included in the number of days in the payment period or the period of enrollment whether the student's future enrollment is cancelled by the student or the College.

The official date for the refund calculation of "instructional days not attended" shall be the date on the official Withdrawal form presented to the Business Office. The Office of Student Financial Services will review unofficial withdrawals (F or NC grades) at midterm and at the end of each semester to determine if a Return of Title IV Funds calculation is necessary.

The formula used in the federal Return of Titles IV Funds calculation divides the aid disbursed to the student account into "earned aid" and "unearned aid." During the first 60 percent of the period of enrollment (semester), the student "earns" Title IV funds in direct proportion to the length of time the student remains enrolled. If the student remains enrolled beyond the 60 percent point of the semester, then aid is considered earned for the period (semester). "Unearned" Title IV funds are the amount of disbursed aid that exceeds the amount of aid earned under the formula.

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 program funds.

**Note:** Also see the following policies in the college catalog: Transcript Records of Dropped Courses and Adding and/or Dropping a Course.

#### **Return of Title IV Federal Student Aid**

If a student completely withdraws from the college during the first 60 percent of a semester, a portion of the federal Title IV aid disbursed to the student must be returned to the financial aid programs. The

percentage of Title IV aid required to be returned is based on the percentage of time remaining in the semester as of the student's date of withdrawal. (This is the date a student provides a properly completed Withdrawal form to the Registrar's Office indicating the student's intent to completely withdraw from the college.) The amount of assistance that a student has earned is determined on a pro-rata basis. The college must determine the treatment of the student's Title IV program assistance on a payment period basis. The percent of the payment period represents the percentage of aid earned by the student.

It is the college's responsibility to return unearned aid within 45 days of withdrawal.

Funds will be returned first to the Title IV loan programs and then the Title IV grant programs in the following order:

1. Unsubsidized Federal Loan
2. Subsidized Federal Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

### **Other Refund Rules**

#### **Dropping a Course**

In all cases, once a financial aid disbursement check is mailed to the student, there will be no refunds given on any courses dropped. If a course is dropped before it begins and adjustments are made to the student's account, the financial aid package will be adjusted accordingly. For day courses, no refund will be made on a course dropped after the second week following the first day of classes for the fall and spring semesters. For AIM courses, no refund will be made on a course dropped after the first week following the first day of classes. For Lindsey Wilson College courses at community campus locations and in online courses, no refunds will be given on a dropped course once the course has begun.

#### **Loan Repayment Statements**

If a 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 a student defaults on a federal or state loan, both 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 financial assistance until the loan is repaid.

## Transferability of Credit Disclosure Compliance Statement

The transferability of credits you earn at Lindsey Wilson College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Business Degree you earn in Administration is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Lindsey Wilson College to determine if your credits or degree will transfer.

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 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone (888) 370-7589 (toll-free) or (916) 574-8900, 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 (888) 370-7589 toll-free 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).

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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

\_\_\_\_ I certify that I have received the link to the LWC Academic Catalog, California Catalog Addendum, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default 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.

### **This enrollment agreement is legally binding when signed by the student and accepted by Lindsey Wilson College.**

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.

Student ID/ L-Code: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

LWC Business Office Representative

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	\$ 3,307
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	\$16,535
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	
Students enrolling prior to the first day of the semester:	\$ 0.00 (zero)
Students enrolling on the first through seventh day of the semester will either pay in full the total direct costs for the semester:	\$ 3,307
Or you may opt to pay one-half plus the \$55 payment plan fee:	\$1,708.50
with the balance due within 30 days of the semester start date:	\$1653.50

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date