



**ARIZONA
ENROLLMENT AGREEMENT REQUIREMENTS
(A.A.C.R4-39-310.A.1.)**

ENROLLMENT AGREEMENT CHECKLIST

An Enrollment Agreement containing but not limited to the following information:

Name of School: PARK UNIVERSITY at Luke AFB **City:** Luke AFB **State:** Arizona **Zip Code:** 85707-3003

Student Name _____ Student ID # _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Planned commencement date of program: _____ Declared program/major: _____

Total Credit Hours in the declared degree _____ Student has access to an updated audit of required coursework for program in OPEN or at the Campus Center.

Total costs to student and payment schedule:

- a. Tuition period covered by agreement with beginning tuition for the Academic year of 2009/2010: July 1, 2009 – September 30, 2009, \$183 per credit hour; October 1, 2009– September 30, 2010, \$192 per credit hour. Tuition subject for increase each academic year.
- b. Other possible fees: (These fees are subject to change each academic year)

Application Fee, prior to admittance	\$25
Re-evaluation fee for different program	\$25
Credit by Examination Fee	\$150
Late Registration (Charged after Registration Day)	\$50
Commencement Fee (for graduation)	\$75
Online Course Fee	\$17 per credit hour
Writing Competency Test Administration	\$25
Validated Learning Equivalency (VLE)	
Petition Fee	\$30
Fee for each awarded hour	\$30 per credit hour
Return Check Charge	\$30
Late Payment Charge	\$20
- c. Payment method and terms of payment for the 2009/2010 Park University Undergraduate Catalog:

Payment Policies

The financial assistance award for each semester/term (excluding the lender origination fee for Subsidized, Unsubsidized, and Parent loans) may be applied toward the total charges if all required materials have been submitted to Student Financial Services. Park University will permit students to apply up to 50 percent of their work-study toward tuition charges. Any remaining balance due is payable on or before the Monday prior to the semester/term.

A student will not be allowed to re-enroll unless all debts are settled. Transcripts are not released until debts are paid.

Additional financial alternatives are available from the Student Accounts Coordinator/Campus Center Director.

If financial assistance results in a credit balance at registration, the balance will be refunded to the student approximately 30 days after the beginning of the semester/term or after the release of financial aid, whichever is later.

Refund Policy

To begin the refund process, the student must notify Park University as noted in the ACADEMIC WITHDRAWAL policy (please see page 94).

The Return of Federal Funds formula provides for a return of Title IV aid if the student received federal financial assistance in the form of a federal loan (Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent), Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and other Title IV programs. In addition these students must have withdrawn on or before completing 60% of the semester/term. *If funds were released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants or loans released.*

Students who have received federal financial aid and who have withdrawn from anything less than 100 percent of their courses will have tuition refunded using the refund schedule listed below. Students not receiving federal financial aid who withdraw from one or all of their courses (both officially and/or administratively), will also have tuition refunded using the refund schedule listed below.

Students with financial assistance awards who withdraw from Park University will have financial assistance refunded in compliance with federal regulations as stated in the *Federal Register*. Park University returns funds to federal programs in the following order: Federal Loans, (Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent); Federal Pell Grants; Federal Supplemental Educational Opportunity Grants (SEOG); other Title IV programs. Institutional awards are distributed after the federal programs.

All fees are non refundable.

PARK UNIVERSITY REFUND CALCULATION SCHEDULE

	16 Week Term	9 Week Term	8 Week Term	4 Week Term	2 Week Term
Week 1	90%	90%	90%	66%	0%
Week 2	80%	67%	60%	33%	
Week 3	70%	50%	40%	0%	
Week 4	60%	33%	20%		
Week 5	50%	12%	0%		
Week 6	40%	0%			
Week 7	30%				
Week 8	20%				
Week 9	10%				
Week 10	0%				

Policies and statements in this Enrollment Agreement have been incorporated from the 2009/2010 Park University Undergraduate catalog.

Job placement is not guaranteed to graduates upon completion of the training or upon graduation.

Student grievance procedures are listed in the 2009/2010 Park University Undergraduate catalog on pages 54-55

If the student complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007, Phone: 602-452-5709. Website: <http://azppsc.state.az.us>

Payment/Refund Information:

The applicant may cancel this contract and receive a full refund of all monies paid to the date if cancellation is made in writing to Park University and mailed/delivered to the institution at the address stated herein within three (3) business days after the date of signature."

Holder in due course statement:

Any holder of this consumer credit contract is subject to all claims and defenses, which 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. (FTC Rule effective 5-14-76).

CONTRACT ACCEPTANCE:

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract. I am signing this contract with the knowledge that tuition and fees may change each year. I have received a copy of the catalog and know how to obtain an audit of my academic progress through OPEN an Online Park University Service.

Applicant Signature _____
Date

Official Signature of the Institution _____
Date