

OIKOS UNIVERSITY ENROLLMENT AGREEMENT

7901 Oakport St. Suite 3000, Oakland, CA 94621.

Telephone: (510) 639-7879 / Fax: (510) 639-7810

Please Print or Type

New Student (<input type="checkbox"/>) Re-Entry Student (<input type="checkbox"/>)	
Applicant Legal Name: (First) _____ (Middle) _____ (Last) _____	
Social Security # ___ - ___ - _____	Date of Birth: - - - - - _____
Driver's License #: _____	
Home Telephone: (____) _____ - _____	Work: (____) _____ - _____
Cell: (____) _____ - _____	
Address: _____	City: _____ State: _____ Zip: _____
E-mail: _____	Fax No. _____

A. EDUCATION SERVICE

Program: _____ Total Number of Credit Hours: _____

Enrollment Agreement Period: Start Date _____ Scheduled completion Date: _____

Program Start Date: _____ Scheduled Completion Date: _____

Each semester/term is designed in 16 weeks. A diploma/certificate will be issued after the completion of the entire program and all tuition fees are paid in full.

B. ITEMIZATION & TOTAL TUITION FEES	
Application Fee \$ 250	Non-Refundable
Admission Fee \$ 150	
Registration Fee/Semester or Term \$ 100	Non-Refundable
Graduation Fee \$ 300	
Student Service Fee \$ 50	
Student Tuition Recovery Fund	Non-Refundable: \$0 for every \$1,000 rounded to the nearest \$1,000
Assessment fees for transfer of credit	If applicable, approximately \$40-50 per hour
Total Tuition \$ _____	Prorated upon withdrawal. You are liable for the charges in each payment period. Refer to refund policy provision within this Agreement.
Period of Attendance Tuition	
<i>Undergraduate Theology</i>	
12-18 units	\$3,000.00
Per unit	\$250.00
<i>Graduate Theology</i>	
9-12 units	\$3,400.00
Per unit	\$378.00
<i>Doctor of Ministry</i>	
Course work	\$13,500.00
Per unit	\$450.00
Continuation fee	\$500.00 after coursework per semester
<i>Undergraduate Music</i>	
12-18 units	\$4,680.00

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Per unit	\$390.00
<i>Master of Music</i>	
9-12 units	\$4,950.00
Per unit	\$550.00
<i>Undergraduate Business Administration</i>	
12-18 units	\$3,000.00
Per unit	\$250.00
<i>Graduate Business Administration</i>	
12 units (1 st -3 rd semester)	\$5,634.00
9 units (4 th semester)	\$4,500.00
Per unit	Business: \$500/unit Theology: \$378/unit

The Total Charges for Current Period of Attendance \$ _____

The Estimated Total Charges for the Entire Educational Program \$ _____

The Total Charges the Student is obligated to pay upon enrollment \$ _____

*** YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU OBTAIN A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. PAYMENT INFORMATION: CHARGES ARE DUE UPON ENROLLMENT AND WILL BE CHARGED WITHIN SEVEN DAYS UPON ACCEPTANCE OF THIS ENROLLMENT AGREEMENT.**

Method of payment: (cash) _____ (check) _____ (visa) _____ (Master) _____
 Cardholder Name: _____ Card No. _____ Expiration Date _____

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASES OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE. I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET AND FURTHER ACKNOWLEDGE NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

C. REFUND POLICY

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the agreement and receive a full refund of tuition before the first class session or the seventh day after enrollment, whichever is later. Cancellation is effective on the date the written notice of cancellation is hand-delivered to registrar's office at: 7901 Oakport St. Suite 3000. Oakland, CA 94621 or emailed to info@oikos.edu. The student has the right to cancel and obtain 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), when a notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. (initial)

If a student obtains a loan to pay for an educational program, the student will have the responsibility

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to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund. The refund will be less non-refundable fees, and less any deduction for books and materials. _____(initial)

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For payments applying beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan of third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

The Pro Rata refund table

Enrollment Time	Weeks	Refund
On or before the Last Day of the Add/Drop date (0-6.6%)	1	100%
6.7%-13.1%	2	86.8%
13.2%-19.8%	3	80.1%
19.9%-26.5%	4	73.4%
26.4%-33.2%	5	66.7%
33.3%-39.9%	6	60.0%
40.0%-46.6%	7	53.3%
46.7%-53.3%	8	46.6%
53.3%-60%	9	40.0%
After 60%	10-16	0%

D. UNDERSTANDING

Catalog: Information about Oikos University is published in a school catalog that contains a description of policies, procedures, and other information about the school. Oikos University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Oikos University, the student agrees to abide by the terms stated in the catalog and all school policies.

Disclosure Authorization: I authorize the University to discuss with me over the phone my student record. It is further understood it is my assigned student ID or social security number which will enable me to access my student records. If I am unable to verify these numbers to OU, the

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University will not discuss my records with me.

Course completion Policy: A course must be completed within 16 weeks from the course start date. Assignments which are not completed by the course end date will be assigned a zero grade and the final course grade will be calculated based upon the grade weight found in the course assignment syllabus.

Re-entry Fee: A Re-entry fee in the amount of \$ 100.00 will be charged to any student who is withdrawn and is approved to re-enroll.

Graduation: I understand that I will be awarded a _____ when I have completed all of the program requirements. A graduate must have a _____ grade point average, and have satisfied all financial obligations.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Oikos University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in _____ program is also at the complete discretion of the institution to which you may seek to transfer. If the degree you earn at this institution is 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 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 Oikos University to determine if your credits, or degree will transfer.

Career Service: Placement assistance is provided. However, it is understood the school does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

Tuition: Tuition covers the cost of individual curriculum design, online study materials, examination, faculty and administrative counseling. Required and reference textbooks however are not included in tuition. Tuition is payable in US funds, by check from a US bank or by money order in US funds. Tuition must be paid in full before the final course grade will be released or the student will be allowed to continue to the next course enrollment. OU reserves the right to change course materials (revise course content, required text etc.) of a program as deemed necessary.

Questions: Any questions a student may have regarding this enrollment agreement which have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O.Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 888-370-7589 or (916) 431-6959 or by fax (916) 263-1897.

Complaint: A Student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website, www.bppe.ca.gov.

Arbitration: Any dispute arising from enrollment at Oikos University, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at San Francisco, California, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The Award rendered by the arbitrator may be entered in any court having jurisdiction.

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Financing: The Student understands if a separate party is financing their education, the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

Loan: If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a: 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.
- b: The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Tuition Recovery Fund Payment:

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.

NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of instruction all of the claims and defenses you could assert against this school, up to the amount you have already paid under the promissory note.

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, prior to signing this agreement. Initial_____

I certify I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. Initial_____

This enrollment agreement is legally binding when signed by the student and accepted by the institution

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I understand this is a legally binding contract. I enroll solely by means of executing an enrollment. My signature below certifies I have read, understood, and agreed to my rights and responsibilities, and the institution's cancellation and refund policies have been clearly explained to me.

Signature of student _____ Date _____

Signature of student's parent or guardian (if student is under age 19) _____

Date _____ Signature and title of school official accepting enrollment _____ Date _____

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