



# HIS UNIVERSITY

## Student Enrollment Agreement

1245 West 6th Street Corona, CA 92882 USA  
 E-mail: [hisuniv@yahoo.com](mailto:hisuniv@yahoo.com)

Tel: 951-372-8080 Fax: 951-372-8070  
 Website: <http://www.hisuniversity.org>

Enrolling in:     Fall Semester 20\_\_\_\_     Spring Semester 20\_\_\_\_  
                    Winter Intensive Seminar     Summer Intensive Seminar     Special Seminar \_\_\_\_\_

**ENROLLMENT CONTRACT PERIOD:**    Begins \_\_\_ / \_\_\_ / \_\_\_                      Ends \_\_\_ / \_\_\_ / \_\_\_

Name of Student: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ SSN: \_\_\_\_\_

### 1. AGREEMENT FOR EDUCATIONAL SERVICE

This is an agreement for educational services provided by HIS University to the student named on page 5 of this Student Enrollment Agreement. HIS University is not a public institution. The name and address of the institution where instruction will be provided, is as above. Once this document is signed by the student and approved by HIS University, it legally obligates both HIS University and the student.

(1) 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

(2) 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).

### 2. EDUCATIONAL PROGRAMS

Program & Tuition

Check One	Degree Focus	Total Units	Tuition Per Unit	Total Program Cost (US\$)	Clock Hours
	Doctor of Philosophy in Family Ministry	60	\$500	\$30,000	750
	Doctor of Education	60	\$500	\$30,000	750
	MA in Marriage & Family Therapy	67	\$450	\$30,150	838
	MA in Christian Counseling	48	\$350	\$16,800	600
	MA in Christian Education	48	\$350	\$16,800	600
	Bachelor of Arts in Counseling	60	\$300	\$18,000	750
	Associate Degree in Counseling	60	\$300	\$18,000	750
	Christian Counseling Diploma	24	\$300	\$7,200	300

Please refer to the students' catalogue for more detailed information on program & course descriptions.

**PROGRAM:**    Begins \_\_\_ / \_\_\_ / \_\_\_                      Schedule End \_\_\_ / \_\_\_ / \_\_\_                      Actual End \_\_\_ / \_\_\_ / \_\_\_

**3. ITEMIZATION OF TOTAL CHARGES AND FEES**

Application Fee (non-refundable)	\$100.00	Matriculation Fee	\$100.00
Registration Fee (each semester)	\$25.00	Add or Drop (each request)	\$5.00
Transfer Unit fee (each unit)	\$25.00	Transcript Copy Fee	\$5.00
Degree Change/Upgrade Fee (dependent on degree)	\$100.00	Degree Replacement Fee	\$25.00
Graduation Fee- Diploma, AA Degree, BA Degree	\$300.00	International Student I-20	\$300.00
Graduation Fee- Master's Degree	\$400.00	Student Counsel Fee	\$100.00
Graduation Fee- Doctoral Degree	\$500.00	Doctoral Continuation Fee (per semester)	\$1,000.00
Late Registration Fee (each semester)	\$25.00	Student Tuition Recovery Fund Fee (non-refundable)	*
Doctoral Proposal Fee	\$500.00	Textbook Fees, Learning Labs & Media Fees, Equipment, Uniforms (each semester)	**
Library Fee (each semester)	\$10.00		
Reinstatement Fee (After one semester of absence)	\$100.00	Counseling Practicum (If applicable)	***
		In-resident Housing/ Tutoring	****

\*All newly enrolled California residents will be assessed a STRF fee of \$.00 per \$1,000 charged for their program upon enrollment as required by California statute.

\*\*These fees vary with each student's course choices. This total will be determined for each student, each semester and included in the total charges included in the Enrollment Agreement.

\*\*\*This fee is determined by and paid directly to the Therapist or Agency where the student does their practicum.

\*\*\*\*HIS University does not offer in-resident housing or tutoring services.

**4. STUDENT SCHOLARSHIPS**

Students who have obtained or are applying for a scholarship(s) for the purpose of paying tuition must provide the following information.

Name of Scholarship	Organization Offered Through	Amount of Scholarship

**5. NON-REFUNDABLE FEES, CHARGES & DEPOSITS**

Certain fees, charges and deposits are non-refundable. Even if the student cancels this contract as permitted by law, the student may not receive a refund of the \$100 application fee.

**6. STUDENT'S RIGHT TO CANCEL**

Students have the right to cancel the enrollment and obtain a refund. If written notice of cancellation is made prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later, the institution shall refund all HIS charges, less the deposit or application fee not to exceed one hundred dollars (\$100). Cancellation shall occur when the student gives dated, written notice of cancellation at the address of HIS University shown on the cover of this enrollment agreement. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid and need not take any particular form. The student should request and keep Proof of Delivery from the post office until their refund is received. Refunds are paid within 30 days from receipt of written notice. 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.

**7. STUDENT'S RIGHT TO WITHDRAW AND RECEIVE A REFUND**

Unless the student has completed more than 60 percent of a course of instruction, the student has the right to withdraw and receive a refund of the unused portion of tuition and other charges. If the student withdraws from the program after the expiration of the time for canceling this agreement, the student is obligated to pay only for educational services rendered, plus a non-refundable application fee of \$100. For an explanation of the kinds of expenses included in the refund, the student should read the explanation entitled "Refund Policy", Item 12 of this agreement.

## **8. STUDENT TUITION RECOVERY FUND DISCLOSURES (STRF NON-REFUNDABLE)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund if all of the following applies to you:

- 1) 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 either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
  1. You are not a California resident, or are not enrolled in a residency program, or
  2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this division within 30 days before the school was closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. It is important that copies are kept of the enrollment agreement, receipts, or any other information that documents the monies paid to the school. Any questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, West Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 Tel. (888) 370-7589 or (916) 431-6959. Fax (916) 431-6959 or (916) 263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **9. IMPORTANT INFORMATION REGARDING STUDENT LOANS**

If the student obtains a loan to pay for the universities 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 the student is eligible for a loan guaranteed by the state or federal government and the student defaults on the loan, both of 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 assistance until the loan is repaid.

## **10. OBLIGATIONS OF STUDENT AND SCHOOL**

The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (paragraph 6) and withdraw from the course (paragraph 7). The student will demonstrate reasonable progress toward completion of their program. The school respects student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation, will supply an official transcript.

## **11. STUDENT INTEGRITY AND ACADEMIC HONESTY**

Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest,

deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.

**12. REFUND POLICY**

**HIS University only offers face-to-face education.** The student may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction. The refund will be based on tuition paid and costs derived from the HIS Catalogue or the student entry year. The refund will be calculated as outlined by the State Educational Code. Tuition paid by a third party will be refunded to that party as described above. If HIS University cancels or discontinues a course or educational program, the school will make a full refund of all charges unless a course or comparable program is substituted. If student has received federal student aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Refunds will be paid within 30 days of cancellation or withdrawal and require written notification. **The student has the ability to cancel without financial obligation other than non-refundable fees, not to exceed \$250, no later than the first class of the of the semester. The students who choose to cancel enrollment should notify the school's administrative officer by written notice via mail.** The remaining tuition, (tuition charges remaining after subtracting the non-refundable fees already retained) will be refunded based on the course completion ratio and the tuition percentage listed below:

Student who withdraws during the:			
13 Week Course	Receive	15 Week Course	Receive
1st week	100%	1st week	100%
2nd, 3rd and 4th weeks	75%	2nd, 3rd, 4th and 5th weeks	75%
5th, 6th, and 7th weeks	50%	6th, 7th and 8th weeks	50%
8th week	25%	9th week	25%

HIS University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

**NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by September 1, 2017, and full accreditation by July, 2020.
- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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

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

**13. TRANSFER CREDIT**

Do you have any courses you wish to be considered for transfer credit (\$25/unit)? YES \_\_\_\_\_ No \_\_\_\_\_

If yes, name of course(s) \_\_\_\_\_

M.A. credits are assessed by the Academic Affairs Committee for comparability. Maximum M.A. units transferable are 9 semester units. Ed.D. and Ph.D. transfer units are also assessed by the Academic Affairs Committee. Twelve (12)

semester units may be accepted if fully comparable and documented. Transfer fees are paid at enrollment. There are no assessment fees for transfer of credits.

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

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 P.O. Box 980818, West Sacramento, CA 95798-0818  
 Telephone and Fax #: (888) 370-7589 or by fax (916) 263-1897  
 Telephone and Fax #: (916) 431-6959 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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 or by completing a complaint form, which can be obtained on the bureau's Internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov).

**CHECKLIST OF PRE-ENROLLMENT DISCLOSURES** (Please Initial)

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.

*I certify that 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.*

**STUDENT INITIAL** \_\_\_\_\_

		<b>Office Use Only</b>
* <u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u>	\$ _____	Copy given to student:
* <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u>	\$ _____	
* <u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	\$ _____	_____

*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. The enrollment agreement is legally binding when signed by the student and accepted by the institution. This enrollment agreement will remain effective from the date to be filled in below up until my graduation from the institution or formal withdrawal from the institution.*

\_\_\_\_\_  
**Student Name (Printed)**

\_\_\_\_\_  
**HIS University Representative Name (Printed)**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date (M/D/Y)**

\_\_\_\_\_  
**HIS University Representative Signature**

\_\_\_\_\_  
**Date (M/D/Y)**