

**WESTERN SEMINARY SAN JOSE AND SACRAMENTO CAMPUSES
2009-2010 ENROLLMENT AGREEMENT (REQUIRED)
Complete One Agreement Per Year – Submit All Three Pages**

To enroll, you must be officially accepted into a Western Seminary program (San Jose Campus: 16330 Los Gatos Blvd., Ste. 100, Los Gatos, CA 95032 or Sacramento Campus: 2924 Bercerra Way, Sacramento, CA 95821). If you have any questions, please call 408-356-6889 x405 (SJ) or 916-488-3720 x0 (Sac). The California legislature is in the process of forming a regulatory agency to replace the Bureau for Private Postsecondary Vocational Education, which has been dissolved. **Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to The Department of Consumer Affairs, 625 North Market Blvd. Suite S-308, Sacramento, CA 95834.**

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies; and (b) a catalog including a description of the course or educational service including material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Please retain a copy of your signed agreement.

BUYER'S RIGHT TO CANCEL

You have a right to cancel this enrollment agreement and obtain a refund. To begin the cancellation process, please contact the Student Services Office in San Jose or Sacramento and complete the appropriate form.

REFUND INFORMATION *(Also listed in seminary catalog)*

Students withdrawing from the seminary or dropping a class will receive a refund based on the following refund information. Under normal circumstances, a refund is credited to a student's account at the time he/she makes a net reduction in the number of hours he/she takes. **Cash refunds may be made to the student if the student submits a written request to the Business Office. Cash refunds usually take approximately two weeks to process.** **NOTE:** If a student receiving a Stafford loan withdraws from school, the seminary will apply the provisions of the 1998 Higher Education Act in regard to the return of unearned funds. Contact the Financial Aid office for the Title IV calculation.

REFUND SCHEDULE

Refunds are made according to the number of class hours that have occurred for the specific course at the time the student withdraws. Please note that you have up until 3 months from the last day of the class to petition for a refund in writing; after that date no refund will be granted.

Number of class clock-hours taken place at time of refund (by credit hour of course):

<u>1 credit hour</u>	<u>2 credit hour</u>	<u>3 credit hour</u>	<u>4 credit hour</u>	<u>% refund</u>
0 - 2	0 - 5	0 - 8	0 - 11	100%
3 - 7	6 - 15	9 - 23	12 - 31	80%
8 - 9	16 - 19	24 - 29	32 - 39	50%
10+	20+	30+	40+	No Refund

EXAMPLES OF HOW THE REFUND POLICY MAY WORK

Student enrolls in three 2 credit hour classes (6 units x \$410 per unit = \$2460) and subsequently drops all classes after the tenth class clock-hour (80% refund). The refund is calculated as follows: \$2460 x 80% = \$1968 refund. Student enrolls in one 3 credit hour course and one 4 credit hour course (7 units x \$410 per unit = \$2870), then drops the 4 unit class at the end of the tenth clock-hour (4 units, 100% refund). The refund is calculated as follows: 4 x \$410 x 100% = \$1640 refund. Enrolled for 4 hours, drops course after 40 hours of class = no refund.

Withdrawal and Cancellation

Please note that any notification of withdrawal or cancellation must be in writing. Tuition refund follows above schedule.

ADDITIONAL ELECTIVES

External courses (audio and video) are available for independent study at \$410 per credit hour. Students may enroll for one external course at a time. **Some distance courses can be registered for online, while others require a paper form. Forms are available in the office and on the Western website. Paper forms must be submitted to the office of the student's campus.**

FINANCIAL AID

Stafford student loans are available. To qualify, a student must be in a degree program and be carrying a course load of 4 hours or more. For application forms for Stafford loans, please contact the Financial Aid Office at the Portland Campus at 1-877-517-1800 or go to http://www.westernseminary.edu/Admissions/Aid/aid_sac.htm. Please plan ahead if you foresee taking out a loan, as it takes about 6-8 weeks to complete the loan application process and receive your check.

INDEPENDENT AND INDIVIDUALIZED STUDY (please see catalog)

IMPORTANT: Requests on the appropriate form must be approved and submitted at least two weeks before the start of a semester.

REGISTRATION AND FEE INFORMATION 2009-2010

Early registration is advised for all students. Be aware that a completed application with official acceptance is necessary **BEFORE** registration is permitted. Please note that some courses have limited enrollment. Registration by phone is not permitted.

Fall 2009 Semester Deadlines:

- Application Deadline:** July 13, 2009
- Registration Deadline:** July 31, 2009
- Tuition Payment Deadline:** September 8, 2009
- Late Tuition Fee:** 1.5% per month on the unpaid balance

Spring 2010 Semester Deadlines:

- Application Deadline:** November 9, 2009
- Registration Deadline:** November 30, 2009
- Tuition Payment Deadline:** January 4, 2010
- Late Tuition Fee:** 1.5% per month on the unpaid balance

Summer 2010 Semester Deadlines:

- Application Deadline:** March 15, 2010
- Registration Deadline:** March 31, 2010
- Tuition Payment Deadline:** May 3, 2010
- Late Tuition Fee:** 1.5% per month on the unpaid balance

For all semesters:

Add and Drop Deadlines: Number of contact hours elapsed after which classes may not be added or dropped.

	1 unit class	2 unit class	3 unit class	4 unit class
ADD	2	4	6	8
DROP	6	12	18	24

- Late Add Fee:** \$10 the day after Open Registration closes;
\$15 three weeks before the start of class;
\$20 two weeks before the start of class
- Late Drop Fee:** \$10 the day after Open Registration closes

PAYMENT PLANS

DESCRIPTION

- Plan A** 100% tuition due on the first day of the semester. Mail checks to: Cashier, Western Seminary, 5511 SE Hawthorne Blvd., Portland OR 97215 or pay via credit or debit card online. Questions regarding your account, call the cashier at 1-877-517-1800 x 1888. Western Seminary would prefer you to make your payment with a check.
- Plan B** A monthly payment plan is available to students who apply through Academic Management Services (AMS). You may enroll by phone at 800-635-0120 or at www.tuitionpay.com. For further details, contact the campus.

All delinquent accounts will be turned over to a collection agency.

Notice: As listed in the Seminary catalog, "A student may not secure grade reports or transcripts, or attend classes in any subsequent semester, if he/she has not completed payment for courses already taken."

Print Student Name _____ Student ID # _____

Fee Schedule

Master's level courses:

Tuition per credit hour	\$ 410.00
Audit, per hour	\$ 140.00
Coaching Audit, per hour	\$ 315.00
Enrichment, per hour	\$ 140.00

Miscellaneous Fees:

Application Fee (non-refundable):	\$ 50.00	Advanced Standing fee:	\$ 25.00 per class (not to exceed \$100)
Transcript:	\$ 4.00 (see catalog)	Thesis/Product Binding	\$ 45.00 and \$20.00
Books & Supplies:	\$ 370.00 (approx. per sem)	Graduation Fee:	\$ 175.00
MFT Tests:	\$ 60.00		

Total Program Cost (Based on 2008-2009 tuition and fee rates [cost of books estimated]; note there is an annual tuition increase):

Program	Tuition	Books	Total Cost
M.Div	\$ 36,900	\$ 3,300	\$40,200
M.A. - Specialized	24,600	2,220	26,820
M.A.B.T.S.	26,240	2,220	28,460
M.A. - M.F.T.	29,520	3,340	32,860
Graduate Studies Diploma	12,300	1,110	13,410
Graduate Studies Certificate	6,560	595	7,155
Addictions Studies Certificate	10,660	1,110	11,770

I expect to complete my seminary program at the end of the _____ term 20_____


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 on page 1.

X _____ / _____ / _____
Signature of Student *Print Name* *Date*

This agreement is not operative until the student makes an initial visit to the institution and receives the offer of a thorough tour, or attends the first class or session of instruction. This requirement is not applicable to correspondence schools or other distance learning programs.

X _____ / _____ / _____
Signature of Student *Date of Visit* *Date*

I certify that Western Seminary has met the disclosure requirements of Education Code Section 94900 of the Private and Postsecondary and Vocational Reform Act of 2002. I further certify that the institution has met all requirements for the administration of any federal financial 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.

 _____
Site Director *6-15-09*
Signature *Title of School Official* *Date*