



Grace Mission University  
 1645 W. Valencia Dr. Fullerton, CA 92833  
 ☎ 714. 525. 0088 FAX 714.459.7414 <http://www.gm.edu>

## ENROLLMENT AGREEMENT

### Address where Education will be provided

Grace Mission University (Not for-profit California Corporation)  
 1645 W. Valencia Drive  
 Fullerton, CA 92833  
 Tel 714-525-0088, Fax 714-459-7414

### Student Information

Name of Student		SSN	
Address			
Phone (Home)		(Cell)	
Date of Birth		Gender	

### Degree and Program Information

CIP Code #: \_\_1927641\_\_ SOC Code #: \_\_1927641\_\_

Degree Programs

<input type="checkbox"/>	<p><b>M. A C E(Master of Arts in Christian Education)</b>          Total required Units to complete the program : 69 (units)           Starting Semester: _____           Scheduled Completion Year: _____</p>	<p><b>Graduation Requirements:</b>          When a student has completed the required semester unit, completion of all courses prescribed in curriculum, Pass the comprehensive examination with minimum and GPA</p>
--------------------------	--	--

Student's initial \_\_\_\_\_

# PAYMENT OF TUITIONS AND FEES

## 1. Educational Expenses and Fees

<b>Application &amp; Registration Fees</b> (Non-refundable)	Application fee	\$ 80.00	Non-refundable
	Registration fee (BA & Master)	\$ 90.00	
	Registration fee(Doctoral)	\$ 130.00	
	Registration change (drop/add per course)	\$ 20.00	
	Late registration fee	\$ 50.00	
	Final Registration fee	\$ 100.00	
	Student Association fee	\$ 70.00	
	Online service fee (per course)	\$ 10.00	
	Re-admission Fee	\$50.00	
	Program Transfer fee	\$200.00	
<b>I-20 Service Fees</b> (Non-refundable)	GMU Initial I-20 issue fee	\$ 250.00	Service fees are not refundable once the request or the work has been done.
	I-20 Transfer Processing fee	\$ 100.00	
	I-20 Reissue fee	\$ 50.00	
<b>Transcript &amp; Official Document Service Fees</b> (Non-refundable)	Academic Transcript(3 Biz day)	\$10/ Copy	Service fees are not refundable once the request or the work has been done.
	Verification of Enrollment(3 Biz day)	\$10/ Copy	
	Verification of Degree Received(3 Biz day)	\$10/ Copy	
	Other Verification(3 Biz day)	\$10/ Copy	
	-1 day Express fee	\$ 100.00	
	-Next Business day Express fee	\$ 50.00	
	-Hold for Pick-up fee	\$ 00.00	
	-E-mail scan file sending fee	\$ 5.00	
	-USPS 1 <sup>st</sup> Class mail	\$ 10.00	
	-USPS International mail	\$ 20.00	
	-Priority Domestic Express(USA) mail	\$ 50.00	
	-Priority International Express(USA) mail	\$ 100.00	
<b>Other Service Fees</b> (Non-refundable)	Library card & Student ID card fee	\$ 25.00	Service fees are not refundable once the request or the work has been done.
	Student E-mail Account set-up fee	\$ 20.00	
	MP3 File USB,CD & DVD Request	\$ 10.00/course	
	-Hold for Pick-up fee	\$ 00.00	
	-USPS 1st Class mail	\$ 10.00	
	-USPS International mail	\$ 30.00	
	Graduation fee (BA & Master)	\$ 400.00	
	Graduation fee (Doctoral)	\$ 500.00	
<b>Financial Service Fees</b> (Non-refundable)	Late Payment fee	\$ 25.00	
	Returned check/Denied credit card	\$ 25.00	
	Plan for Tuition Payment fee	\$ 25.00	
<b>Tuition Fees</b>	Tuition per unit (BA)	\$ 230.00	No refund after Add & Drop period
	Tuition per unit (Master)	\$ 190.00	
	Tuition per unit (D.Miss)	\$ 380.00	
	Tuition per unit (Ph.D)	\$ 480.00	

- These fees will be changed at any time by the decision of administration committee.

## 2. Schedule of total charges

The combination of tuition, fees and associated expenses at Grace Mission University is sufficiently high that it is necessary for students to carefully calculate their financial resources and costs. The following estimated student budget reflects the average cost to fulltime students for the 2012-2013 academic year (nine months)

<b>Graduate (MACE)</b>	Tuition \$3,420 (\$190/ unit * 9 units*2 semesters)	Full time Tuition & Fee per year: \$3,740 Combination Total per year :\$18,240 (Based on 9 units per semester per year)
	Registration fee and Student Association fee (\$160*2 semesters) \$320 Room & Board \$9,000 Books & Supplies \$1,500 Personal/ Misc. \$3,000 Transportation \$1,000	
	M.A.C E. Degree Total Tuition(\$190/ unit * 69 units =\$13,110) Registration and Student Association fee (\$160/per semester * 4 semester= \$640) (2 years plan : 34.5units/year)	Estimated Total Tuition & Fees for Degree Completion : \$13,750 (\$6,875/year)

## 3. Student Tuition Recovery Fund (STRF)

<b>STRF for Degree (Non-refundable)</b>	Assessment rate \$ 0.50 per \$1,000 of institutional charges (After Jan 1, 2013) Total STRF = = \$13,750/1000 *0.5=\$7  *Effected Jan 1, 2015.STRF assessment rate has changed from fifty cents(\$0.50)per one thousand dollars(\$1000) of institutional charges to zero(\$0)	\$0.00 Eligible Student Only
---	--	---------------------------------

## 4. Estimated Degree Schedule

Schedules	Date
Degree & Program	
Program Start Date	
Scheduled Completion Date	

## 5. Payable Total Charges

The total charges for the current period of attendance	
The estimated total charges for the entire educational program	\$
The total charges the student is obligated to pay upon enrollment.	\$

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

(Student's Initial \_\_\_\_\_) 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.

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 Capital Oaks Drive, Suite 400, Sacramento, CA 95933 Web site: www.bppe.ca.gov, Toll-free telephone number (888)370-7589 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.

**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.**

---

Signature of student	Printed Name	Date
----------------------	--------------	------

**Name and Title of School Official**

This agreement is accepted by

James Koo/Director of Administration

---

Signature of School Official	Printed Name/Title	Date
------------------------------	--------------------	------

**This enrollment agreement is a legally binding document when signed by the student and accepted by the institution.**

## AGREEMENT

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period. The Title IV aid stated on page one of this agreement are only estimates depending on your eligibility for funds.

Student remains responsible for all incurred charges.  
You are responsible for the total amount of charges stated on page one of this agreement.

### STUDENT TUITION RECOVERY FUND(STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: You are a student, who is a California resident and prepays 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. 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.

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).

## STUDENT’S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Administration Office, a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance.

<b>End date to Cancel or withdraw</b>	
---------------------------------------	--

## DETERMINATION OF WITHDRAWAL FROM SCHOOL

: The withdrawal date shall be the last date of recorded attendance.

The student would be determined to have withdrawn from school on the earliest of:	The date you notify the Registrar of your intent to withdraw. Only the Registrar would be authorized to accept a notification of your intent to withdraw.
	The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
	The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
	If you are absent for two consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
	In the event that you failed to return from the approved leave of absence, the effective withdrawal date shall be the last date of recorded attendance. The effective date of the withdrawal will be the first day scheduled to return from leave of absence.

## REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

Application & Registration Fees are non refundable item. Books, supplies and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and other fees. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the

time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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.

## **Return of Title IV**

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given semester, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the semester earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the 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: (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.

## **Refunds based on the Return of Title IV**

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from Direct Loan, 2 Subsidized Loans from Direct Loan, 3 PLUS (Graduate Students) Direct Loan, 4 PLUS (Parent) Direct Loan, 5 Pell Grant, 6. Other. This order would apply in accordance to the aid programs available at the institution. Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood. School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

## **Student defaults on the loan**

If the 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:

- (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.

## Responsibility to repay

If the 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.

## Charges paid to an entity other than an institution

Charges paid to an entity other than an institution that is specifically required for participation in the educational program.

Name of Entity other than an institution	Date	Charges Paid Amount
		\$
		\$
		\$

## DISTANCE EDUCATION PROGRAMS

An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student shall have the right to cancel the agreement and receive a full refund pursuant to section CCR 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section CCR 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

An institution shall transmit all of the lessons and other materials to the student if the student has fully paid for the educational program and after having received the first lesson and initial materials, requests in writing that all of the material be sent.

If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

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

The transferability of credits you earn at Grace Mission University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earned from your course of study, 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 earned 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 the institution you are transferring. 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 Grace Mission University to determine if your (credits or degree, diploma or certificate) will transfer.

## Note

Academic transcripts will not be released until tuition charges are paid in full.

## Placement

This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

**ANY DISPUTE ARISING FROM ENROLLMENT AT GRACE MISSION UNIVERSITY NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION (“AAA”), AT FULLERTON, CALIFORNIA UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.**

Student understandings: I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me.

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.

I have read and understood this agreement which consists of 7 pages.

Student’s signature \_\_\_\_\_ Date \_\_\_\_\_

*< 11/5/2018updated >*