

Student Enrollment Agreement

Class Location: 255 North D Street, #403 San Bernardino, CA 92401, U.S.A.

Telephone (909) 884.9000 ♦ Fax: (909) 885.3000

www.amheritageuniv.net



STUDENT INFORMATION

Student Name:	
Date of Birth:	
Country of Citizenship:	
Social Security Number:	
Address:	
City, State and Zip:	
Email Address(s):	
Telephone Number:	

This agreement is for the duration of the following program:

BACHELOR OF BUSINESS ADMINISTRATION (BBA) 60 SEMESTER CREDITS

The Bachelor Degree program prepares students to become mid-level managers as well as better employees as they lead, direct and function in an organization and to provide leadership and professional judgment to develop an understanding of the concepts of Business Management. The University's main goal is to provide students with the opportunity to gain knowledge through core courses, and to provide students with expertise in the specific areas of concentration offered within the program.

MASTER OF BUSINESS ADMINISTRATION (MBA) 39 SEMESTER CREDITS

The Master's Degree program prepares students with the necessary skills and knowledge to understand, to manage, create a business and be able to assume leadership roles at the upper levels of management. The program also provides the tools for business and leadership professionals to develop operational knowledge, communications skills, creativity, and judgment in all organizational environments.

Total Number of Units to be completed: _____

Start Date: (__/__/__)

Expected Program Completion Date: (__/__/__)

Program Completion Date Cannot be Determined in Advance: The completion date for all academic programs and the total cost of a degree program at AHUSC cannot be precisely determined in advance. The length of time to complete a program is influenced by each student's life circumstances and the intensity with which they choose to pursue their studies.

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FEES, CHARGES & EXPENSES

Application Fee:	\$ _____	<i>Non-refundable (One-time fee)</i>
Student Registration:	\$ _____	<i>Refundable (See page 5)</i>
Student Tuition Recovery Fund (STRF)	\$ _____	<i>Non-refundable (See page 3)</i>
Student Technology Fee	\$ _____	<i>Refundable (See page 5)</i>
Tuition:	\$ _____	<i>Prorated upon course withdrawal (See page 5)</i>

<u>TOTAL CHARGES FOR PERIOD ABOVE:</u>	\$ _____
<u>ESTIMATED TOTAL FOR ENTIRE PROGRAM:</u>	\$ _____
<u>TOTAL CHARGE UPON ENROLLMENT:</u>	\$ _____

SCHEDULE OF PAYMENTS:

Payments to be made by _____.
Total amount due: _____ or you will make _____ monthly or weekly payments of _____.
Payments will begin on: _____ and end on: _____.

LATE FEE: Payments not received in accordance with the schedule of payments above, will attract a late fee of \$25.00. STUDENTS WHO FALL ONE MONTH BEHIND IN THEIR TUITION PAYMENTS ARE SUBJECT TO DISENROLLMENT FOR A MINIMUM OF SIX MONTHS.

OTHER FEES: Other fees may apply. For more information, please refer to the academic catalog.

ADDITIONAL INFORMATION: For other additional information, please refer to the academic catalog.

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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, INCLUDING SALARIES OR WAGES, IF APPLICABLE PRIOR TO SIGNING THIS AGREEMENT.

(Student's initial _____)

I certify that I have received the catalog, School Performance Fact Sheet, and information included in the School Performance Fact Sheet, and the most recent three-year cohort default rate, if applicable included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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

Date

Signature of School Official

Date

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STUDENT TUITION RECOVERY FUND

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

1. The school closed before the course of instruction was completed
2. The school's failure to pay refund 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 the Division within 30-days before the school 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.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) 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, 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 not paid by any third-party payer such as an employer, program or other payer unless you have a separate agreement to repay the third party.

I have read and understood the above statement/Disclosure.

Student Name

State or Country of Residency

Signature

Date

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STUDENT'S RIGHT TO CANCEL

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, consistent with the requirements of Article 13, section 94919. The institution for all students, without penalty or obligation, refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee of fifty dollars (\$50), if the notice of cancellation is made prior to or the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation to:

**Office of the Registrar
255 North D Street, Ste 403
San Bernardino, CA 92401.**

You can do this in person, by mail, special delivery, or fax. The written notice of cancellation, if sent by mail is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the this agreement. **Your last date to cancel is _____.**

WITHDRAWAL FROM COURSE

A withdrawal must be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the school cancels or discontinues a course or educational program, the school will make a full refund of all tuition for that course or course(s). Refunds will be paid within 30 days of cancellation or withdrawal. A student has the right to withdraw from school at any time and receive a refund for that part of the course not taken, for which the student paid. If the student withdraws after one (1) business day following first day of class, the student is entitled to only a partial refund.

The notice of withdrawal and the request for refund must be made in writing. The amount of the refund is to be "pro-rated" according to the incomplete portion of the course up to 60 percent, less the cost of any unreturned equipment and application fee of \$50. The formula for refund calculation is as follows: The \$50 application fee is deducted from the total amount of the tuition.

This amount is then divided by the number of weeks in the course to obtain a weekly rate which is multiplied by the number of weeks that the student actually completed and subtracted from the amount of money paid by the student (less the application fee). The refund is to be paid within 30 days of withdrawal.

A refund notice is to be sent to the student 30 days after the refund is made. After completing 60 percent or more of the course, the student will receive no refund. The refund policy of AHUSC follows the appropriate guidelines of the Veteran's Administration and exceeds the California Education Code. The student is also entitled to a refund of monies paid out of pocket.

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REFUND POLICY

The student has a right to a full (100%) refund of all monies paid, including the Registration and Student Technology fees, if cancellation is within seven (7) calendar days after midnight of the date the agreement was signed.

Assuming an eight-week course.

If the course is less than 60% complete use our formula...

$100\% - [(100\% \text{ number of week in course}) \times \text{number of weeks started}] \times \text{tuition charged} = \text{Amount}$

REFUND EXAMPLE: Amount of Credit to Student

TUITION REFUND FOR BACHELOR'S DEGREE PROGRAM

Tuition Charged \$450.00
 Time Attended 2 weeks
 Amount of Credit $\$450 - \$112.50 = \$347.50$

Number of units required for a Bachelor's degree program:

Example: Full Term: $120 - 90 = 30$ units $\times 150 = \$4,500.00$

One session: 6 units $\times 150 = \$900.00$

Week 1	Week 2	Week 3	Week 4
80%	70%	60%	50%
$\$450.00 \times 0.8 = \360.00 Back to Student	$\$450.00 \times 0.7 = \315.00 Back to Student	$\$450.00 \times 0.6 = \270.00 Back to Student	$\$450.00 \times 0.5 = \225.00 Back to Student
$\$450.00 - \$360 = \$90.00$ to AHUSC	$\$450.00 - \$315 = \$315$ to AHUSC	$\$450.00 - \$270 = \$180$ to AHUSC	$\$450.00 - \$225 = \$225.00$ to AHUSC

NOTE: There will be NO REFUND if a student drops out after week 4

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LOAN AGREEMENT

If a 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.

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:

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.

Please note that American Heritage University of Southern California **DOES NOT** provide Title IV federal funding or student loans. However, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

DISTANCE LEARNING ENROLLMENT AGREEMENT

Some of the University programs are offered through distance learning instruction. All units/ lessons will be completed and the required work will be submitted to AHUSC. An institution offering a distance education program where 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 71750 before the first lesson and materials are received. Cancellation is affective on the date written notice cancellation is sent. The institution shall make the refund pursuant to section 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.

1. An institution shall transmit all of the lessons and other materials to the student if the students:
 - a. has fully paid for the educational program; and
 - b. after having received the first lessons and initial materials, request in writing that all of the material be sent.
2. 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 inquires, students and faculty interaction, 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.

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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT AMERICAN HERITAGE UNIVERSITY OF SOUTHERN CALIFORNIA

The Transferability of credits you earn at American Heritage University of Southern California (AHSUC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn at AHUSC 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 AHUSC to determine if your (credits or degree, diploma, or certificate) will transfer.

AHUSC DOES NOT IMPLY, PROMISE, OR GUARANTEE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION

I understand that this is 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.

Student Name (Please Print)

Signature of Student

Date

School Use Only

I certify that American Heritage University of Southern California has met the disclosure requirements of the California Private Postsecondary Education Act of 2009.

ACKNOWLEDGED AND ACCEPTED:

School Official's Name (Please Print)

Signature of School Official

Date