

International Theological Seminary

3215-3225 N. Tyler Ave., El Monte, CA 91731 Tel: (626) 448 0023; Fax: (626) 350 6343

www.itsla.edu

ENROLLMENT AGREEMENT

Student name _____ Date (mm/dd/yyyy) _____

Address _____

Telephone (h) _____ (c) _____ Email _____

I am hereby enrolling in the following academic program at International Theological Seminary (ITS), located at 3225 N. Tyler Ave., El Monte, CA 91731, where the instruction will take place, and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

I. PROGRAM INFORMATION

Program Title: _____

Total Units required for completion _____

Degree Start Date (Month/Year) _____

Degree Completion Date (Month/Year) _____

II. Tuition and Fees

Description	Fee	Total
Tuition Master of Arts in Theological Studies	\$230 per unit (total 96 units)	\$22,080
Master of Divinity	\$230 per unit (total 144 units)	\$33,120
Master in Theology	\$280 per unit (total 39 units, Thesis Route)	\$10,920
Doctor of Ministry	\$280 per unit (total 41 units, Research Paper Route)	\$11,480
	\$280 per unit (54 units)	\$15,120

Application Fee (non-refundable)	\$50.00 (MA & MDiv) one time \$100.00 (ThM & DMin) one time
Registration Fee (non-refundable)	\$80 per quarter
Late Registration Fee	\$100.00
Course Materials	\$10.00 per course
Audit Fee	\$100.00 per course
Deferred Payment Plan Fee	\$25.00

Student ID Card: Original Issuance Replacement	free \$10.00
Transfer of Credits	No charge

Graduation Fee	\$75.00 (MA & MDiv) \$100.00 (ThM & DMin)
Official Transcript	\$10.00
Gown/Hood/Cap/Tassel Deposit (refundable)	\$350.00
I-20 Form: Original Issuance Each Subsequent Issuance Each Endorsement	Free \$30.00 \$15.00

STRF Fee (non-refundable)	\$0.50 per \$1,000
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Tuition (refundable): M.A. & M.Div. (\$230 per unit) \$ _____
Th.M. & D.Min. (\$280 per unit) \$ _____
Less: Grant _____ % (applied to tuition only) (\$ _____)
Registration fee per quarter (non-refundable) \$ _____
Course Materials (non-refundable) \$ _____
Audit Fee (non-refundable) \$ _____
Student Tuition Recovery Fund per quarter (non-refundable) \$ _____
Others _____ \$ _____

A. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ _____

B. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM
\$ _____

C. TOTAL CHARGES DUE UPON ENROLLMENT \$ _____

III. CHANGES IN FEE SCHEDULE

Tuition and fee charges are subject to change at the school's discretion. The student will be notified prior to any tuition changes.

IV. PAYMENT PLAN OPTIONS AND POLICY

Tuition and Registration fees for each semester must be paid in full prior to the first class session, unless the student has received approval from the VP for Operations and Finance to pay using the payment plan option. If the student is unable to pay the full amount of tuition at the beginning of the semester, he or she is expected to pay in installments. The student can pay the tuition in up to three installments. The student will pay \$25 for handling fee. The due dates of each installment are:

First Installment: the Day of Registration

Second Installment: 1st day of the following month

Third Installment: 1st day of the next month

Grants from ITS ranging from 25% to 50% of tuition will be automatically applied during assessment of fees.

V. STUDENT'S RIGHT TO CANCEL

The student has 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. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for tuition if the notice of cancellation is made prior to the first class session, or the seventh day after enrollment, whichever is later.

A student may withdraw or cancel his/her enrollment agreement by mail or in person with a written request, permanently or for a quarter. The Intent to Withdraw or Cancel Letter must be addressed to the VP for Academic Affairs, 3225 N Tyler Ave., El Monte, CA 91731. If the student has I-20 provided by ITS, he/she must present an admission letter from another institution; or he/she must present an immigration paper showing change of status. Students with F-1 status will be transferred upon the receipt of a copy of admission letter from another institution. Paper work will be forwarded to the Registrar to process refund of tuition fee. For non F-1 students, he/she must proceed to the Registrar to process refunds on tuition. No refund will be granted if a student leaves without officially withdrawing. No refund will be given to a student who leaves under discipline.

VI. CANCELLATION OF CLASSES

If the seminary cancels or discontinues a class, the seminary will make full refund of all charges. 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.

VI. REFUND POLICY

The student has the right to cancel the 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. In addition, the student may cancel, withdraw, or drop a course after instruction has started and receive a pro rata refund for the unused portion of the tuition, if the student has completed 60% or less of the instruction.

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.

The formula for refund calculation is as follows:

If a student paid \$920 tuition and withdraws after completing 10 hours of a 40-hour course, his refund would be:

$\$920 \div 40 \text{ hours} = \23.00 (hourly rate for instruction)

$\$23.00 \times 10 \text{ hours} = \230.00 Partial tuition owed

Tuition paid: \$920 minus Partial tuition owed: \$230 = Refund Amount: \$690.00

VII. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INTERNATIONAL THEOLOGICAL SEMINARY

The transferability of credits a student earns at the International Theological Seminary (ITS) is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree, diploma, or certificate you earn at ITS is also at the complete discretion of the institution to which he/she may seek to transfer. If the credits or degree, diploma, or certificate that a student earns at this institution are not accepted at the institution to which he/she seeks to transfer, he/she may be required to repeat some or all of the coursework at that institution. For this reason the student should make certain that is/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending ITS to determine if the credits or degree, diploma, or certificate will transfer.

VIII. STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program 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 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, 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 for by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

IX. 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 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.

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, 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.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSE THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Student Agreement:

This agreement contains the complete understanding between ITS and you regarding the Seminary providing educational services in exchange for your payment of fees and tuition. Please initial each line.

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

_____ I understand that my failure to comply with all Seminary policies, including attendance, academic and financial requirements, will result in termination of my enrollment AND dismissal from ITS.

_____ I understand that I will receive official transcripts and/or a degree, only if I have met all the required academic standards and requirements and have paid my financial obligations to ITS in full.

_____ For F-1 students: I understand that I will receive official transcripts only if I have fulfilled my Pledge to Return.

_____ I understand that a degree or diploma cannot be conferred until all academic obligations have been completed or otherwise cleared with the Registrar and all financial obligations have been completed or otherwise cleared by the institution.

_____ I have read and understood this agreement and the refund policy in the ITS catalog before signing. Further, I understand that my tuition does not include books and materials.

_____ I understand that ITS does not guarantee employment of any kind once my degree or certificate has been conferred.

_____ I understand that this school does not participate in State or Federal Assistance programs.

I also understand that this enrollment agreement is a legally binding contract when signed by the student and accepted by the school. 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 and have been clearly explained to me.

Signature of Student _____ Date _____

ACKNOWLEDGED AND ACCEPTED:

Signature & Title of Institution Official

Date