

# ENROLLMENT AGREEMENT



## VINE UNIVERSITY

14253 Erwin Street, Van Nuys, CA 91401  
 Phone: (818) 781-1515 / Fax: (818) 781-1519  
 Web site: [www.vine.ac](http://www.vine.ac) / E-mail: [admissions@vine.ac](mailto:admissions@vine.ac)

### 1. STUDENT INFORMATION

Student Name	(English)		Date of Birth	m)	d)	y)
	(Native Language)		Student ID/ SSN			
Address						
Phone	Home)	Cell)	Fax			
E- Mail				Gender	Male / Female	

### 2. DEGREE AND PROGRAM INFORMATION

A) Please check the appropriate box for the program you are applying for.

UNDERGRADUATE	<input type="checkbox"/>	Bachelor of Arts in Theology (B. A. Th.) Total Units required to complete the program: 124	Graduation Requirements: Students who wish to graduate must complete the semester units required as well as to complete all courses prescribed in the curriculum with a minimum GPA.
GRADUATE	<input type="checkbox"/>	Master of Arts in Christian Education (M. A. C. E) Total Units required to complete the program: 38	
	<input type="checkbox"/>	Master of Divinity (M. Div.) Total Units required to complete the program: 94	
	<input type="checkbox"/>	Master of Theology in Missiology (M. Miss.) Total Units required to complete the program: 42	
DOCTORATE	<input type="checkbox"/>	Doctor of Interculture in Missiology (D. Inter. in Miss.) Total Units required to complete the program: 62	
	<input type="checkbox"/>	Doctor of Interculture in Christian Education (D.I.C.E.) Total Units required to complete the program: 62	

### B) Degree Progress Schedule

Program Start Date	m)	d)	y)
Number of Weeks			

Program Anticipated Date	m)	d)	y)
Total Credit/Hours	Units/Hours		

### 3. PAYMENT OF TUITIONS AND FEES

All tuition and fees are mandatory and are subject to change without prior notice. These fees will be changed at any time by the decision of administration committee.

#### A) Educational Expenses and Fees

Application & Registration Fee (non-Refundable)	Application (non-refundable):	\$ 50.00	
	Registration Fee (non-refundable):	\$ 20.00	
	Late Registration Fee (non-refundable):	\$ 10.00	
Student Tuition Recovery Fund (STRF) (non-refundable)	Assessment Fees: \$2.50 per \$1.000 of institutional charges		For Eligible Students Only
Other Services Fees	Certificates/Transcripts Fee(per copy):	\$ 20.00	Other Services Fees are not refundable upon the completion of
	Returned check/Denied credit card:	\$ 25.00	

	Library guest card, Student ID card fee: \$ 25.00 Graduation Fee / Bachelor: \$ 100.00 / Master: \$ 200.00 / Doctoral: \$ 300.00 Master's Thesis Fee: \$ 500.00 Doctoral Dissertation Fee: \$ 600.00	requests.
Refundable Fees (per credit)	Bachelor's Program: \$ 120.00 Master's Program: \$ 140.00 Doctorate Program: \$ 240.00 Audit: 1/3 of tuition Audit for VU Alumni (per course): \$ 100.00	

**b) Total Estimated Tuition**

Students must carefully calculate their financial resources and costs in allocating and assessing the tuitions, fees and associated expenses at Vine University. The following is the estimation of the average cost for a fulltime student during the academic year.

PROGRAMS	TOTAL ESTIMATED EXPENSES FOR PER SEMESTER	TOTAL ESTIMATED EXPENSES FOR PER SEMESTER
<b>UNDERGRADUATE</b> <b>Bachelor of Arts in</b> <b>Theology</b> <b>(B. A. Th.)</b>	Total Units required to complete the academic year (based on 12 units per semester) <u>Total Estimated Expenses for per Semester: \$ 1,840.00</u> Tuition & Fees: \$ 1,440.00 Books & Supplies: \$ 400.00	Total Units required to complete the program: 124 <u>Total Estimated Expenses for Entire Programs: \$ 18,180.00</u> Tuition & Fees \$ 14,880.00 Books & Supplies \$ 3,200.00 Graduation Fee: \$ 100.00
<b>GRADUATE</b> <b>Master of Arts in</b> <b>Christian</b> <b>Education</b> <b>(M. A. C. E)</b>	Total Units required to complete the academic year (based on 9 units per semester) <u>Total Estimated Expenses for per Semester: \$ 1,860.00</u> Tuition & Fees: \$ 1,260.00 Books & Supplies: \$ 600.00	Total Units required to complete the program: 38 <u>Total Estimated Expenses for Entire Programs: \$ 8,620.00</u> Tuition & Fees \$ 5,520.00 Books & Supplies \$ 2,400.00 Master's Thesis Fee: \$ 500.00 Graduation Fee: \$ 200.00
<b>GRADUATE</b> <b>Master of Divinity</b> <b>(M. Div.)</b>	Total Units required to complete the academic year (based on 9 units per semester) <u>Total Estimated Expenses for per Semester: \$ 1,860.00</u> Tuition & Fees: \$ 1,260.00 Books & Supplies: \$ 600.00	<u>Total Estimated Expenses for Entire Programs: \$ 16,260.00</u> Tuition & Fees \$ 13,160.00 Books & Supplies \$ 2,400.00 Master's Thesis Fee: \$ 500.00 Graduation Fee: \$ 200.00
<b>GRADUATE</b> <b>Master of Theology</b> <b>in Missiology</b> <b>(M. Miss.)</b>	Total Units required to complete the academic year (based on 9 units per semester) <u>Total Estimated Expenses for per Semester: \$ 1,860.00</u> Tuition & Fees: \$ 1,260.00 Books & Supplies: \$ 600.00	<u>Total Estimated Expenses for Entire Programs: \$ 8,980.00</u> Tuition & Fees \$ 5,880.00 Books & Supplies \$ 2,400.00 Master's Thesis Fee: \$ 500.00 Graduation Fee: \$ 200.00
<b>DOCTORATE</b> <b>Doctor of</b> <b>Interculture in</b> <b>Missiology</b> <b>(D. Miss.)</b>	Total Units required to complete the academic year (based on 9 units per semester) <u>Total Estimated Expenses for per Semester: \$ 2,160.00</u> Tuition & Fees: \$ 1,260.00 Books & Supplies: \$ 700.00	<u>Total Estimated Expenses for Entire Programs: \$ 19,980.00</u> Tuition & Fees \$ 14,880.00 Books & Supplies \$ 4,200.00 Doctoral Dissertation Fee: \$ 600.00 Graduation Fee: \$ 300.00
<b>DOCTORATE</b> <b>Doctor</b> <b>of Interculture in</b> <b>Christian Education</b> <b>(D.I.C.E.)</b>	Total Units required to complete the academic year (based on 9 units per semester) <u>Total Estimated Expenses for per Semester: \$ 2,160.00</u> Tuition & Fees: \$ 1,260.00 Books & Supplies: \$ 700.00	<u>Total Estimated Expenses for Entire Programs: \$ 19,980.00</u> Tuition & Fees \$ 14,880.00 Books & Supplies \$ 4,200.00 Doctoral Dissertation Fee: \$ 600.00 Graduation Fee: \$ 300.00

**C) FINANCIAL AID / LOANS**

Vine University does not participate in Federal/State Financial Aid/Loans programs.

**CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

**Rejection:** An applicant rejected by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.

**Other Cancellations:** An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated

cost of the course or \$100, whichever is less.

### **Withdrawal Procedure**

#### **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, or the seventh day after enrollment, whichever is later. The student is required to submit a written notice within the second week of the semester to be able to receive the refund.

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.

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 45 days of the determination of the withdrawal date.

### **TUTION REFUNDS WILL BE DETERMINED AS FOLLOWS**

Tuition refunds are made for withdrawal from a course when notification of withdrawal is filed to the registrar. Students may withdraw from a course and receive a full refund anytime prior to the beginning of the course or through the second week. The date that the official Add/Drop Form is received in the Registrar's office determines the date of withdrawal. Failure to attend class is not regarded as withdrawal. Students failing to properly withdraw from a course do not normally receive a refund.

### **Fall/Spring Semester**

The Full Refund is available within the first two weeks of classes.

After the third week of classes Tuition refunds are pro-rated as of end of week in which student withdraws.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Withdrawals after ninth week of classes: Tuition No refund.

### **DETERMINATION OF WITHDRAWAL FROM SCHOOL**

The student would be determined to have withdrawn from school on the earliest of the following;

- 1) The date you notify the Registrar of your intent to withdraw in writing. Only the Registrar would be authorized to accept a notification of your intent to withdraw.
- 2) The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- 3) The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- 4) If you are absent for two consecutive weeks without a prior approved leave of absence, you will be deemed withdrawn even though you may have been indicated otherwise.
- 5) 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 of scheduled to return from leave of absence.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED**

The transferability of credits you earn at Vine University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in the educational program at Vine University is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or diploma that you earn at Vine University 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 Vine University will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Vine University to determine if your credits or degree or diploma will transfer.

### **Students may transfer from accredited Schools to Vine University as follows:**

#### **Transfer Policy from Accredited Schools**

#### **1. Undergraduate**

- (1) Bachelor of Arts in Theology students can receive a maximum of 75% (percent) of the units or credit may be applied toward the award of a bachelor's degree.

- (A) Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;
- (B) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.

## 2. Graduate

- (1) Master of Arts in Christian Education students can receive no more than 20% (percent) of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in above section 1.
- (2) Master of Theology in Missiology students can receive no more than 20% (percent) of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in above section 1.

## 3. Doctorate

- (1) Doctor of Missiology students can receive no more than 30 graduate semester credits or its equivalent awarded by another institution may be credited toward a doctoral degree. This subdivision does not apply to graduate programs that lead to a profession or an occupation requiring state licensure where the licensing agency has a regulation permitting a different standard.

## **NOTICE TO BUYER**

- 1) Do not sign this agreement before you have read it or if it contains any blank spaces.
- 2) This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing.
- 3) You are entitled to an exact copy of this agreement and any disclosure pages you sign.
- 4) This agreement and the school catalog constitute the entire agreement between the student and the school.
- 5) Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
- 6) The school reserves the right to reschedule the program start date with the number of students scheduled is too small.
- 7) The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
- 8) The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
- 9) 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 Vine University. Vine University 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.

## **STUDENT ACKNOWLEDGEMENTS**

- 1) 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.
- 2) I have carefully read and received an exact copy of this enrollment agreement.
- 3) I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
- 4) I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.
- 5) I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Bureau for Private Postsecondary Education 2325 Capitol Oaks Drive, Suite 400, Sacramento, California 95833.

## **STUDENT TUITION RECOVERY FUND (STRF) STATEMENT**

California state law requires that upon enrollment a fee shall be assessed in relation to the cost of tuition (education Code 94343). These fees support the Student Tuition Recovery Fund (STRF), established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of an untimely school closure. Institutional participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course that has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, in order to be considered, must be filed within 60 days following school closure.

## **Student Tuition Recovery Fund (STRF) is a non-refundable charge**

A student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

- a) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash guaranteed student loans, or personal loans, and
- b) 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:

- a) You are not a California resident, or are not enrolled in a residency program, or
- b) 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.

**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.

<u>Name of Entity other than an institution</u>	<u>Date</u>	<u>Charges Paid Amount</u>
		\$
		\$
		\$

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by Vine University 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)370-7590 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

**TOTAL AMOUNT TO BE PAID**

<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>	\$
<u>THE ESTIMATED COST OF THE ENTIRE PROGRAM</u>	\$
<u>NON-REFUNDABLE REGISTRATION FEE</u>	\$
<u>NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)</u>	\$
<u>TOTAL CHARGES DUE UPON ENROLLMENT</u>	\$

**CONTRACT ACCEPTANCE**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy.

I have received the catalog and the School Performance Fact Sheet and reviewed the information in the School Performance Fact Sheet.

It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Vine University.

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. I further understand that the catalog and its contents are a part of the Enrollment Agreement and that information presented therein is binding on the school and me.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Print Student Name*    *Signature of Student*    *Month*      *Date*      *Year*

**REPRESENTATIVE'S CERTIFICATION (SCHOOL USE ONLY)**

I hereby certify that \_\_\_\_\_ (student name) has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the \_\_\_\_\_ (program name) at Vine University, as described in the school catalog.

I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Print Name & Title of School*    *Signature of School Official*    *Month*      *Date*      *Year*