

# THE SCHOOL OF ARCHITECTURE

## Enrollment Agreement Master of Architecture

### Student Information

\_\_\_\_\_  
Student Name (Last, First Middle) \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Student Date of Birth

\_\_\_\_\_  
Student Current Address (Street, City, State/Country, Postal Code)

\_\_\_\_\_  
Student Permanent Address (Street, City, State/Country, Postal Code) – IF DIFFERENT FROM ABOVE

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number (Area Code+Number)

\_\_\_\_\_  
Emergency Contact (Spouse/Partner if Applicable) and Phone Number

\_\_\_\_\_  
Student Social Security / ID Number

### Program Information

Campus \_\_\_\_\_

Program Name: **Master of Architecture**

Program Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Program Length: **96 Credit hours**

Estimated Program End: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Tuition and Fees

	Per Semester	Full Program
Tuition:	\$13,250	\$92,750
Student Housing:	\$3,000	\$21,000
Insurance & Activity Fee:	\$975	\$6,825
<b>Total Program Cost:</b>	<b>\$17,225</b>	<b>\$120,575</b>

### Tuition Payments

The payments are due per the schedule below:

1. A tuition deposit of **\$1,000.00** (see next page for refund policy) is due upon signature of the enrollment agreement.
2. A payment of **\$975.00** (see next page for refund policy) is due prior to the start of each academic year.
3. Tuition payments and housing payments are due prior to the start of each semester unless payment arrangements have been made with the Business Office.

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**Payment Options**

Payments may be made by cash, check, money order, wire transfer, or credit/debit card. Third-party payers and financial aid are also accepted. For credit card payments, please use this [link](#). Tuition and fees are billed on a semester basis totaling up to six (6) charges throughout the program.

Federal Title IV recipients must complete all required documentation no later than 30 days prior to the beginning of their start date. This includes any student applying for federal or private student loans. Credits posted from federal financial aid are made according to the Federal Title IV disbursement guidelines.

**Cancellation and Refunds**

**Three-Day (3) Cancellation:** An applicant who provides written (signed and dated) notice of cancellation to the Director of Admissions within three (3) days (excluding Saturday, Sunday, and federal or state holidays) of signing this Enrollment Agreement is entitled to a refund of all monies paid. The school shall provide a 100% refund no later than 30 days from receipt of the notice of cancellation.

**Other Cancellations:** An applicant requesting cancellation more than three (3) days after signing this Enrollment Agreement and making an initial payment, but *prior* to commencement of class and/or school year, is entitled to a refund of all monies paid, minus non-refundable fees (see below).

**Non-refundable Fees**

- **Application fee: \$50.00**
- **Tuition deposit: \$1,000.00**
- **Insurance & activity fee: \$975.00**

**Refund after the Commencement of Classes:**

1. Procedure for withdrawal/withdrawal date:
  - a. A student choosing to withdraw from the school *after* classes commence is to provide written (signed and dated) notice to the Director of Admissions. The notice is to indicate the expected last date of attendance.
  - b. For a student who is on authorized Leave of Absence, and does not return, the withdrawal date is the date the student was scheduled to return from the LOA and failed to do so.

A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.

All refunds, if due, will be issued within 30 days of the determination of the withdrawal date.

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**Refund Schedule**

<b>Time Period</b>	<b>Tuition Refund Amount</b>
Up to the matriculation or continuation date	100%
Within the first academic semester	75%
Thereafter	Prorated minus 10%

Recipients of federal financial aid who officially withdraw are subject to Federal Title IV guidelines. Students who are expelled, administratively withdrawn, or suspended from the school are responsible for all financial obligations (see Student Handbook for more information).

**Continuous Enrollment**

Students must remain continuously enrolled once they matriculate. "Continuous enrollment" is defined as being in attendance full time at either campus or being on an Approved Leave of Absence (LOA). A student who fails to re-enroll in the next term, or fails to request and receive an LOA, or fails to re-enroll at the completion of an LOA, will be withdrawn from the school and must apply for readmission. Students who participate in an exchange program, internship, or study abroad assignment do not have to apply for a leave of absence.

**Leave of Absence (LOA)**

Students wishing to take a break from their studies may request a leave of absence (LOA). A student requesting an LOA is to provide written, signed notice to the Director of Admissions prior to the start of the next term. The notice is to indicate the expected last date of attendance before the LOA begins. Students requesting an LOA after the term in which they are currently enrolled, but before the term has ended, will be withdrawn for the term. The effective date of LOA/term withdrawal will determine whether a student is entitled to a refund. (See: Cancellation and Refund Policy; see also: Financial Aid for possible impact on aid.) Forms for Leave of Absence/Withdrawal can be found in the Student Handbook.

**Withdrawal from School**

Students wishing to withdraw from the school must submit a written notification to the Director of Admissions; the effective date of the withdrawal is the date that the written notice is received by the Director of Admissions. The effective date of withdrawal will determine whether a student is entitled to a refund. A student will be determined to be withdrawn if he/she has not been continuously enrolled (see Continuous Enrollment Policy). New students have until the end of the second week of their first enrollment period to give

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written notice of their intent to withdraw. Application, deposit, student accident insurance & activity fees will not be refunded. Financial aid recipients who stop attending must officially withdraw. A student's financial aid will be evaluated to determine the amount of aid the student has earned and how much needs to be returned to lenders or federal programs. The refund of tuition/fees will first be applied toward federal programs. Forms may be acquired from the Director of Admissions.

**Holder in Due Course Statement**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller or goods or services obtained pursuant hereto or with the proceeds, hereof recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/76).

**The Student Understands**

The act of registration is regarded as a commitment to comply with all regulations of the School. It is the student's responsibility to read the Student Handbook and Enrollment Agreement and understand all regulations. Students who do not officially withdraw from the school will be responsible for any tuition or fees incurred. In the event, the student defaults on his/her bill, the account may be sent to collections and the student will be liable for any collection charges and/or legal fees incurred on his/her account. No diploma or transcript will be issued by the School until all financial obligations are met. All damaged property must be paid in full prior to receipt of diploma or transcripts.

Student Acknowledgements – Please Initial that you have read and understood the following:

\_\_\_\_\_ I understand that the School may terminate my enrollment if I fail to comply with attendance, academic or financial requirements, or if I disrupt the normal activities of the School.

\_\_\_\_\_ While enrolled, I understand that I must maintain Satisfactory Academic Progress as described in the Student Handbook and that my financial obligation to the School must be paid in full before a degree or transcript may be awarded.

\_\_\_\_\_ I acknowledge the [Student Handbook and Catalog](#) are accessible on the school website and that it contains information describing the Learning Program, Core Curriculum Offerings, and the Design Studio System of Architectural Education leading to the M. Arch degree. Because the nature of architectural practice is ever-evolving, requirements are subject to change throughout the program.

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\_\_\_\_\_ Joy-list duties are an expectation of the program and as a student, I understand I am obligated to fulfill duties as assigned.

\_\_\_\_\_ I understand that all damaged property must be paid in full prior to receipt of the diploma or transcripts.

\_\_\_\_\_ I understand that this school does not guarantee job placement upon graduation.

\_\_\_\_\_ I understand that credits or coursework may not transfer to another school, college, or university.

### Agreement Acceptance

I, the undersigned, have read and understand this agreement and acknowledge my right to request and receive a copy. 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 a school official. I also understand that if I default upon this agreement I will be liable for any incurred charges and responsible for payment of any unpaid tuition, fees, collection costs, or attorney fees incurred by the School on my behalf. The catalog dated **08/23/2021** is incorporated as part of this enrollment agreement.

My signature below signifies that I have read and understood all aspects of this agreement, recognize my legal responsibilities regarding this contract, and understand this is a legally binding agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date