



**Anaheim University**  
**January 2 - December 31, 2020**

**Student Enrollment Agreement**

**International Business, Sustainable Management and Entrepreneurship programs**

Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

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FOR EDUCATIONAL SERVICE SUBJECT TO ARTICLE 6 BUT NOT ARTICLE 7 OF THE PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION REFORM ACT.

**1 Agreement for Educational Services**

This is an agreement for educational services provided by Anaheim University to the student named on page 4 of this Student Enrollment Agreement. Anaheim University is not a public institution. Once this document is signed by the student and approved by Anaheim University, it legally obligates both Anaheim University and the student.

**2a Program Description : ME**

**Title of Program:** Master of Entrepreneurship (ME)

**Description of Program:** Anaheim University's Master of Entrepreneurship, offered through Anaheim University's Carland Institute of Entrepreneurial Leadership, aims to inculcate in students an advanced level of entrepreneurial vision and entrepreneurial will. The program is completed entirely online.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements**

*Master of Entrepreneurship*

**Total number of required units: 36 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance.

**Scheduled Completion Date:** \_\_\_\_\_ 18 months from commencement of program.

Students with a GPA of 3.0 or higher may take two courses in their last two terms. Maximum time allotted to complete program - 3 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks.

**Note:** Anaheim University reserves the right to change course titles, content and requirements at any time during a student's term of study.

**2b Program Description : MBA**

**Title of Program:** Master of Business Administration (MBA)

**Description of Program:** Anaheim University offers two ways in which to earn a Master of Business Administration (MBA) degree: (i) the International Track offered through the Akio Morita School of Business and (ii) the Sustainable Management Track offered through the Kisho Kurokawa Green Institute. These leading edge and innovative study paths are designed to provide students with the skills required for successful business management while at the same time inspiring students to think creatively and work towards their goal of learning to provide quality leadership within their organizations. The International Track and the Sustainable Management Track are completed entirely online.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements**

*International Track*

**Total number of required units: 36 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance

**Scheduled Completion Date:** \_\_\_\_\_ 18 months from commencement of program.

Students with a GPA of 3.0 or higher may take two courses in their last two terms. Maximum time allotted to complete program - 3 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 180 hours of study over a 6-week period. New courses begin every 6 weeks.

**Program Completion Requirements**

*Sustainable Management Track*

**Total number of required units: 36 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance.

**Scheduled Completion Date:** \_\_\_\_\_ 18 months from commencement of program.

Students with a GPA of 3.0 or higher may take two courses in their last two terms. Maximum time allotted to complete program - 3 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 180 hours of study over a 6-week period. New courses begin every 6 weeks.

**Note:** Anaheim University reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 2c Program Description : Graduate Diploma

### Title of Program: *Graduate Diploma in International Business*

**Description of Program:** The Graduate Diploma in International Business, offered through Anaheim University's Akio Morita School of Business, provides individuals who have little or no formal education in the field the opportunity to gain academic exposure to business applications in the field of international business. Additionally, the participants will have the opportunity to study doing business in various parts of the world through practical application of basic business concepts. The certificate is offered 100 percent online.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements**  
*Graduate Diploma in International Business*

**Total number of required units: 18 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance

**Scheduled Completion Date:** \_\_\_\_\_ 36 weeks from commencement of program.

Maximum time allotted to complete program - 24 months from commencement of program. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks.

### Title of Program: *Graduate Diploma in Sustainable Management*

**Description of Program:** The Graduate Diploma in Sustainable Management, offered through Anaheim University's Kisho Kurokawa Green Institute, provides students the opportunity to acquire expertise in incorporating into management decisions the environmental and social costs of doing business. Sustainable Management has become of critical importance as the world recognizes the impact that businesses have upon the physical environment. The diploma is offered 100 percent online.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements**  
*Graduate Diploma in Sustainable Management*

**Total number of required units: 18 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance

**Scheduled Completion Date:** \_\_\_\_\_ 36 weeks from commencement of program.

Maximum time allotted to complete program - 24 months from commencement of program. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks.

**Note:** Anaheim University reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 2d Program Description : Graduate Certificate

### Title of Program: *Graduate Certificate in International Business*

**Description of Program:** The Graduate Certificate in International Business, offered through Anaheim University's Akio Morita School of Business, provides individuals who have little or no formal education in the field the opportunity to gain academic exposure to business applications in the field of international business. Additionally, the participants will have the opportunity to study doing business in various parts of the world through practical application of basic business concepts. The certificate is offered 100 percent online.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements**  
*Graduate Certificate in International Business*

**Total number of required units: 9 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance

**Scheduled Completion Date:** \_\_\_\_\_ 18 weeks from commencement of program.

Maximum time allotted to complete program - 12 months from commencement of program. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks.

### Title of Program: *Graduate Certificate in Sustainable Management*

**Description of Program:** The Graduate Diploma in Sustainable Management, offered through Anaheim University's Kisho Kurokawa Green Institute, provides students the opportunity to acquire expertise in incorporating into management decisions the environmental and social costs of doing business. Sustainable Management has become of critical importance as the world recognizes the impact that businesses have upon the physical environment. The diploma is offered 100 percent online.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements**  
*Graduate Certificate in Sustainable Management*

**Total number of required units: 9 Units**

**Method of Instruction:**

*Online Learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums + 2 x 90 min. real time classes/course)

**Start Date:** \_\_\_\_\_ Enrollment is on-going. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance

**Scheduled Completion Date:** \_\_\_\_\_ 18 weeks from commencement of program.

Maximum time allotted to complete program - 12 months from commencement of program. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks.

**Note:** Anaheim University reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 3a Student Loans

For students who have obtained or are applying for the following guaranteed or insured loan for the purpose of paying tuition.

|                |                   |                    |
|----------------|-------------------|--------------------|
| Name of Lender | Address of Lender | Proceeds to School |
|----------------|-------------------|--------------------|

If the student defaults on a federal or state loan, both 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 financial assistance until the loan is repaid.

## 3b Student Scholarships

For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.

|                     |                              |                       |
|---------------------|------------------------------|-----------------------|
| Name of Scholarship | Organization Offered Through | Amount of Scholarship |
|---------------------|------------------------------|-----------------------|

## 4. Non-Refundable Fees, Charges and Deposits

Certain fees, charges and deposits are non-refundable. Even if the student cancels this contract as permitted by law, the student may not receive a refund of the application fee and \$100 registration fee, unless cancellation is made within the 7-day Cancellation Period. The STRF fee is also non-refundable. The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges

## 5. Student Cancellation, Withdrawal & Refund Rights STUDENT'S RIGHT TO CANCEL

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid, less the STRF fee, which is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

**6. Obligations of Student and School.** The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (paragraph 5) and withdraw from the course (paragraph 6). The student will demonstrate reasonable progress toward completion of the program. The school respects the student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation and completion of an end-of-program survey, will supply an official transcript.

**7. Student Integrity and Academic Honesty.** Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.

**8. Admissions Practices.** The applicant has been informed that he/she has been accepted into the program and that official transcripts or required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits, or the student's application will no longer be valid.

**9. Policy on Student Satisfaction and Student Grievance Process** 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 or by completing a complaint form, which can be obtained on the Bureau's Internet Website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 431-6959. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>.

**10. Student Complaint Process** Anaheim University is registered with the Maryland Higher Education Commission. The complaint process for students who are enrolled in Anaheim University and reside in Maryland is as follows: (1) Difficulties with program structures, schedules, or other issues should first be discussed with the student's professor. (2) If unresolved, students should then email the support team [support@anaheim.edu](mailto:support@anaheim.edu) with any questions or concerns. The support team will respond as quickly as possible with a resolution to the student's problem. Anaheim University is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Any complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul St. Baltimore, MD 21202, 410-528-8662 or 888-743-0823 (toll Free)

**11a Masters Degrees - Itemization and total of fees & charges.** The following itemizes all of the fees and charges for which the student is responsible.

| INTERNATIONAL MBA   | MBA in GLOBAL SUSTAINABLE MANAGEMENT                              | MASTER OF ENTREPRENEURSHIP  |
|---|---|---|
| <b>Non-Refundable Fees</b>  | <b>Non-Refundable Fees</b>  | <b>Non-Refundable Fees</b>  |
| Application Fee (Non-refundable after 7 days) \$ 75.00            | Application Fee (Non-refundable after 7 days) \$ 75.00            | Application Fee (Non-refundable after 7 days) \$ 75.00            |
| Registration Fee (Non-refundable after 7 days) \$ 100.00          | Registration Fee (Non-refundable after 7 days) \$ 100.00          | Registration Fee (Non-refundable after 7 days) \$ 100.00          |
| STRF Fee* (non-refundable; CA residents only) \$ 8.00             | STRF Fee* (non-refundable; CA residents only) \$ 8.00             | STRF Fee* (non-refundable; CA residents only) \$ 8.00             |
| <i>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</i>           |   |   |
| <b>Course Fees</b>  | <b>Course Fees</b>  | <b>Course Fees</b>  |
| Tuition per course (\$375 per credit x three credits) \$ 1,125.00 | Tuition per course (\$375 per credit x three credits) \$ 1,125.00 | Tuition per course (\$375 per credit x three credits) \$ 1,125.00 |
| Records Fee per term \$ 200.00                                    | Records Fee per term \$ 200.00                                    | Records Fee per term \$ 200.00                                    |
| <b>TOTAL PER COURSE FEES</b> \$ 1,325.00                          | <b>TOTAL PER COURSE FEES</b> \$ 1,325.00                          | <b>TOTAL PER COURSE FEES</b> \$ 1,325.00                          |
| <b>Additional Fees</b>  | <b>Additional Fees</b>  | <b>Additional Fees</b>  |
| Transfer Credit Fee (per course) (optional) \$ 75.00              | Transfer Credit Fee (per course) (optional) \$ 75.00              | Transfer Credit Fee (per course) (optional) \$ 75.00              |
| Original Transcript No cost                                       | Original Transcript No cost                                       | Original Transcript No cost                                       |
| Each Additional Transcript Fee \$ 25.00                           | Each Additional Transcript Fee \$ 25.00                           | Each Additional Transcript Fee \$ 25.00                           |
| <b>End of Program Fees</b>  | <b>End of Program Fees</b>  | <b>End of Program Fees</b>  |
| Diploma No cost   | Diploma No cost   | Diploma No cost   |
| Replacement Diploma (optional) \$ 200.00                          | Replacement Diploma (optional) \$ 200.00                          | Replacement Diploma (optional) \$ 200.00                          |
| Replacement Cover (optional) \$ 75.00                             | Replacement Cover (optional) \$ 75.00                             | Replacement Cover (optional) \$ 75.00                             |
| Course Completion Letter (optional) \$ 35.00                      | Course Completion Letter (optional) \$ 35.00                      | Course Completion Letter (optional) \$ 35.00                      |
| <b>TOTAL COST OF PROGRAM</b> \$ 16,075.00*                        | <b>TOTAL COST OF PROGRAM</b> \$ 16,075.00*                        | <b>TOTAL COST OF PROGRAM</b> \$ 16,075.00*                        |
| International MBA Track   | Sustainable Management Track                                      | Master of Entrepreneurship  |
| *Assumes completion in twelve terms.                              | *Assumes completion in twelve terms.                              | *Assumes completion in twelve terms.                              |

**Affordable Pay-As-You-Learn System:** Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll. Payment may be made by credit card (Visa, Mastercard, Discover or American Express), check or money order, or bank transfer. (Please note that the student is responsible for any transaction fees incurred from the financial institution).

**Monthly Payment Plans:** Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.

Anaheim University's programs are approved for VA benefits for US military.

**Note:** Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website. Real-time classes do not require specific materials beyond what is already supplied for the course.

**\*Student Tuition Recovery Fund (STRF):** The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

**YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND**

**MASTERS STUDENTS ONLY:** Anaheim University makes certain provisions in order to provide access to library resources and library services for all students enrolled directly through Anaheim University. However, students enrolled in Anaheim University's online graduate degree programs are required to have an additional reserve fund to be used for the purchase of journals and research - materials that will aid them in their studies by providing information specific to their unique areas of interest and research - and to provide access to software and other resources that may help them in the completion of their studies. The research reserve fund is \$1,500 for masters students to be used over the duration of their program.

Note: Students are not required to spend the entire research fund - only that amount necessary in order to carry out their research.

"By signing below I acknowledge that I have read this information and agree to comply with this requirement."

Signature of MBA or ME student \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_ Signature of Anaheim University Representative \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_

**11b Graduate Diploma - Itemization and total of fees & charges.**

The following itemizes all of the fees and charges for which the student is responsible.

| GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS              |                     | GRADUATE DIPLOMA IN SUSTAINABLE MANAGEMENT            |                     |
|---|---------------------|---|---------------------|
| <b>Non-Refundable Fees</b>                              |                     |   |                     |
| Application Fee (Non-refundable after 7 days)           | \$ 75.00            | Application Fee (Non-refundable after 7 days)         | \$ 75.00            |
| Registration Fee (Non-refundable after 7 days)          | \$ 100.00           | Registration Fee (Non-refundable after 7 days)        | \$ 100.00           |
| STRF Fee* (non-refundable; CA residents only)           | \$ 4.00             | STRF Fee* (non-refundable; CA residents only)         | \$ 4.00             |
| <i>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</i> |                     |   |                     |
| <b>Course Fees</b>                                      |                     |   |                     |
| Tuition per course (\$375 per credit x three credits)   | \$ 1,125.00         | Tuition per course (\$375 per credit x three credits) | \$ 1,125.00         |
| Records Fee per term                                    | \$ 200.00           | Records Fee per term                                  | \$ 200.00           |
| <b>TOTAL PER COURSE FEES</b>                            | <b>\$ 1,325.00</b>  | <b>TOTAL PER COURSE FEES</b>                          | <b>\$ 1,325.00</b>  |
| <b>Additional Fees</b>                                  |                     |   |                     |
| Transfer Credit Fee (per course) (optional)             | \$ 75.00            | Transfer Credit Fee (per course) (optional)           | \$ 75.00            |
| Original Transcript                                     | No cost             | Original Transcript                                   | No cost             |
| Each Additional Transcript Fee                          | \$ 25.00            | Each Additional Transcript Fee                        | \$ 25.00            |
| <b>End of Program Fees</b>                              |                     |   |                     |
| Diploma   | No cost             | Diploma   | No cost             |
| Replacement Diploma (optional)                          | \$ 200.00           | Replacement Diploma (optional)                        | \$ 200.00           |
| Replacement Cover (optional)                            | \$ 75.00            | Replacement Cover (optional)                          | \$ 75.00            |
| Course Completion Letter (optional)                     | \$ 35.00            | Course Completion Letter (optional)                   | \$ 35.00            |
| <b>TOTAL COST OF PROGRAM</b>                            | <b>\$ 8,125.00*</b> | <b>TOTAL COST OF PROGRAM</b>                          | <b>\$ 8,125.00*</b> |
| Diploma in International Business                       |                     | Diploma in Sustainable Management                     |                     |
| *Assumes completion in six terms.                       |                     | *Assumes completion in six terms.                     |                     |

**Affordable Pay-As-You-Learn System:** Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll. Payment may be made by credit card (Visa, Mastercard, Discover or American Express), check or money order, or bank transfer. (Please note that the student is responsible for any transaction fees incurred from the financial institution).

**Monthly Payment Plans:** Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.

Anaheim University programs are approved for VA benefits for US military.

**Student Tuition Recovery Fund (STRF):** The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

**Note:** Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website. Real-time classes do not require specific materials beyond what is already supplied for the course.

**11c Graduate Certificate - Itemization and total of fees & charges.**

The following itemizes all of the fees and charges for which the student is responsible.

| GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS          |                     | GRADUATE CERTIFICATE IN SUSTAINABLE MANAGEMENT        |                     |
|---|---------------------|---|---------------------|
| <b>Non-Refundable Fees</b>                              |                     |   |                     |
| Application Fee (Non-refundable after 7 days)           | \$ 75.00            | Application Fee (Non-refundable after 7 days)         | \$ 75.00            |
| Registration Fee (Non-refundable after 7 days)          | \$ 100.00           | Registration Fee (Non-refundable after 7 days)        | \$ 100.00           |
| STRF Fee* (non-refundable; CA residents only)           | \$ 2.00             | STRF Fee* (non-refundable; CA residents only)         | \$ 2.00             |
| <i>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</i> |                     |   |                     |
| <b>Course Fees</b>                                      |                     |   |                     |
| Tuition per course (\$375 per credit x three credits)   | \$ 1,125.00         | Tuition per course (\$375 per credit x three credits) | \$ 1,125.00         |
| Records Fee per term                                    | \$ 200.00           | Records Fee per term                                  | \$ 200.00           |
| <b>TOTAL PER COURSE FEES</b>                            | <b>\$ 1,325.00</b>  | <b>TOTAL PER COURSE FEES</b>                          | <b>\$ 1,325.00</b>  |
| <b>Additional Fees</b>                                  |                     |   |                     |
| Transfer Credit Fee (per course) (optional)             | \$ 75.00            | Transfer Credit Fee (per course) (optional)           | \$ 75.00            |
| Original Transcript                                     | No cost             | Original Transcript                                   | No cost             |
| Each Additional Transcript Fee                          | \$ 25.00            | Each Additional Transcript Fee                        | \$ 25.00            |
| <b>End of Program Fees</b>                              |                     |   |                     |
| Diploma   | No cost             | Diploma   | No cost             |
| Replacement Certificate (optional)                      | \$ 100.00           | Replacement Certificate (optional)                    | \$ 100.00           |
| Replacement Cover (optional)                            | \$ 50.00            | Replacement Cover (optional)                          | \$ 50.00            |
| Course Completion Letter (optional)                     | \$ 35.00            | Course Completion Letter (optional)                   | \$ 35.00            |
| <b>TOTAL COST OF PROGRAM</b>                            | <b>\$ 4,150.00*</b> | <b>TOTAL COST OF PROGRAM</b>                          | <b>\$ 4,150.00*</b> |
| Certificate in International Business                   |                     | Certificate in Sustainable Management                 |                     |
| *Assumes completion in three terms.                     |                     | *Assumes completion in three terms.                   |                     |

**Affordable Pay-As-You-Learn System:** Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll. Payment may be made by credit card (Visa, Mastercard, Discover or American Express), check or money order, or bank transfer. (Please note that the student is responsible for any transaction fees incurred from the financial institution).

**Monthly Payment Plans:** Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968. Anaheim University programs are approved for VA benefits for US military.

**\*Student Tuition Recovery Fund (STRF):** The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

**Note:** Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website. Real-time classes do not require specific materials beyond what is already supplied for the course.

**YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.**

**11d TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: MBA/ME: \$16,075 Graduate Dip: \$8,125 Graduate Cert: \$4,150  
 THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$175.00

**Transfer Credit**

Have you been granted any transfer credits (\$75/course)?

YES  NO

Please check



If so, for which course(s)? \_\_\_\_\_

**12. Certification by student**

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 also understand that this enrollment agreement covers the duration of my entire program, and the University reserves the right to change admission standards, tuition and other fees, graduation requirements, and any and all academic and administrative policies or course schedules during my term of study.

Signature of student

Date (Month / Day / Year)

Signature of Anaheim University Representative

Date (Month / Day / Year)

**13. Anaheim University and Accessibility Accommodation**

Anaheim University will make reasonable provision for students with learning or other disabilities. Do you have a disability that you would like the University to accommodate?

Please check

YES  NO

If yes, please provide documentation and detail on how your disability can best be accommodated.



**Payment Information: Registration Fee**

To complete the enrollment process, Anaheim University must receive a one-time registration fee of \$100 at the time the enrollment agreement is submitted. This fee is non-refundable after seven days. Please indicate the method of payment you would like to use:

- Credit card (form available at [www.anaheim.edu/credit-card](http://www.anaheim.edu/credit-card))
  - Please check here if you would like to use the same credit card that was used for your application fee
- Check (please mail to Anaheim University, Office of Admissions Room 110, 1240 S. State College Blvd., Anaheim, CA 92806)
- Bank transfer (please contact [registrar@anaheim.edu](mailto:registrar@anaheim.edu) for further information)

Please check



**Publicity Release and Personal Data**

I authorize Anaheim University to use my name, statements and likeness, without charge, for promotional purposes in Anaheim University publications, video webpages, or in other formats.

Signature of student: \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_

|                        |                                      |  |
|------------------------|--------------------------------------|--|
| <b>First Name</b>      | <b>Last Name</b>                     | <b>OFFICE USE ONLY</b><br>Copy given to student: _____ |
| <b>Street Address:</b> |                                      | Date: _____<br>(Month / Day / Year)                    |
| <b>City</b>            | <b>State / Province / Prefecture</b> | <b>Zip / Postal Code</b>                               |
|                        |                                      | <b>Country</b>   |

**Select the program you applied for:**

|   |   |   |
|---|---|---|
| <input type="checkbox"/> International MBA              | <input type="checkbox"/> Graduate Diploma in International Business | <input type="checkbox"/> Graduate Certificate in International Business |
| <input type="checkbox"/> MBA in Global Sustainable Mgmt | <input type="checkbox"/> Graduate Diploma in Sustainable Management | <input type="checkbox"/> Graduate Certificate in Sustainable Mgmt       |
| <input type="checkbox"/> Master of Entrepreneurship     |   |   |

**Notice Concerning State Approval**

Anaheim University is approved to operate by the California Bureau for Private Post-Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

**Notice Concerning Transferability of Units and Degrees Earned at our University**

Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state, professional organizations and government agencies when licensing and/or credentials are the eventual objective of the prospective student. It is entirely up to the discretion of the college, university or institution for which a student is seeking admission, to decide on the acceptance of the said student into a given degree program and the transferability of units and degrees to other institutions is not guaranteed. It is recommended that if transfer of credit or degree is the eventual goal of the prospective student, that the student contact all institutions in which the student is potentially interested in seeking enrollment. The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the MBA, Graduate Diploma or Graduate Certificate you earn in International Business or Sustainable Management is also at the complete discretion of the institution to which you may seek to transfer. If the credits or MBA degree, Graduate Diploma or Graduate 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 Anaheim University to determine if your credits or degree, diploma or certificate will transfer.

"My signature below indicates that I have read and understand the information above."

→ \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_ Signature of Anaheim University Representative \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_

**Attachment A to Student Enrollment Agreement**

Date of Application \_\_\_\_\_

"Checklist of Pre-Enrollment Disclosures" (please initial below)

The school represents and the school acknowledges that before the student signed the enrollment agreement, the school provided each of the following materials to the student, and gave the student a sufficient opportunity to read and review each of the materials before obtaining the student's signature to the agreement. The initials of the school's representative and the student signify that the materials were provided to the student at the time and in the manner required.

I have received all of the materials in the following checklist of Pre-Enrollment Disclosures, which I acknowledge by initialing them:

**Enrollment agreement** - upon signing the enrollment agreement, the student received a copy of this agreement, including all applicable information, the title of the program, and an itemization and total of all charges:

|        |    |         |                  |
|--------|----|---------|------------------|
| School | AU | Student | STUDENT INITIALS |
|        |    |         | (Please initial) |

**Catalog [or brochure]** - before signing the enrollment agreement, the student received a copy of the school's catalog [or brochure], including a description of the program of instruction:

|        |    |         |                  |
|--------|----|---------|------------------|
| School | AU | Student | STUDENT INITIALS |
|        |    |         | (Please initial) |

**Explanation of withdrawal and refund rights (Attachment B of this enrollment agreement)** - before signing the enrollment agreement, the student received a written statement of the refund policy that applies if the student withdraws after the cancellation period, including examples of how the policy applies:

|        |    |         |                  |
|--------|----|---------|------------------|
| School | AU | Student | STUDENT INITIALS |
|        |    |         | (Please initial) |

**School Performance Fact Sheet (Attachment C of this enrollment agreement:** 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, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

|        |    |         |                  |
|--------|----|---------|------------------|
| School | AU | Student | STUDENT INITIALS |
|        |    |         | (Please initial) |

## Attachment B to Student Enrollment Agreement

### Explanation of Program Withdrawal and Refund Rights

#### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid, less the STRF fee, which is currently \$0 and applies only to California residents. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

For the purposes of determining the student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

- The student notifies the school of the withdrawal.
- The school terminates the student's enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.
- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months.

Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed

| For Courses Lasting up to 6 Weeks | Percentage of Refundable Tuition | SAMPLE CALCULATION based on \$1,325 tuition for a 6-week course |
|-----------------------------------|----------------------------------|---|
| Week 1 (days 0 - 7)               | 100% of tuition refunded         | Refund: \$1,325 (100% of \$1,325)                               |
| Week 2 (days 8 - 14)              | 70% of tuition refunded          | Refund: \$927.50 (70% of \$1,325)                               |
| Week 3 (days 15 - 21)             | 40% of tuition refunded          | Refund: \$530 (40% of \$1,325)                                  |
| Week 4 (days 22 - 28)             | 20% of tuition refunded          | Refund: \$265 (20% of \$1,325)                                  |
| Weeks 5 - 6                       | 0% of tuition refunded           | Refund: \$0   |

If any portion of the student's tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will then be paid to the student. If there is a balance due, the student will be responsible in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If the student paid for his/her entire program at the time of enrollment and received the 10% tuition discount for payment in full, the regular course tuition will be used in the calculation of the refund since the discount will no longer apply. All monies due the student will be refunded within 30 days of the notice of cancellation.

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.

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 (BPPE), P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (888) 370-7589. FAX: (916) 263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov). A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://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 DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.**