



Anaheim University 2019 Student Enrollment Agreement

Doctor of Business Administration Program

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.

2 Program Description : Doctor of Business Administration

Title of Program: Doctor of Business Administration (DBA)

Description of Program: The Doctor of Business Administration degree is intended to develop the technical and professional knowledge and research skills that are needed to assume leadership positions in the field of business. Students completing the DBA will be equipped to work as senior managers in business, as consultants either independently or within an organization, or in a university teaching or research position.

Equipment to be provided by School: The software required for the online classrooms, online video broadcasts, electronic 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:

Total number of required units: 60 units

Method of Instruction:

Online-learning: reading of textbooks and submission of assignments, two 90 minute real-time online classes per course and daily interaction through an online discussion forum with professor and students.

Start Date: Please see enclosed schedule of courses offered.

Scheduled Completion Date: The entire DBA program will be completed in no fewer than three years and no more than five years from date of matriculation. Students may be granted an extension to their program at the discretion of the Director of the DBA program. Under no circumstances may the DBA program be completed in less than two years from the date of initial enrollment or more than ten years from the date of initial enrollment. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks.

Note: Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study. 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

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 \$75 application fee and \$100 registration fee, unless cancellation is made within the 7-day Cancellation Period.

5. Student Cancellation, Withdrawal, and Refund Rights

The student has the right to cancel an enrollment agreement in writing 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. 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 Procedures. Anaheim University places great emphasis on putting the educational experience of its student body as the first priority of its administration, faculty, and staff. In line with this "Students First, Always" policy, the University seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, online learning system, and Student Services. Students have the opportunity to provide feedback at the end of each term through questionnaires. In addition, students always have the opportunity to provide feedback, seek assistance, and express grievances to Student Services by sending an e-mail. Grievances sent in writing will receive a response within 10 days of the University receiving the grievance. Once a grievance is received, it will be directed to the appropriate department and the individual responsible for overseeing that department. Grievances that cannot be resolved by the department will be referred to the Vice-President for Administrative Affairs and the Office of the President. 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. 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 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)

11 Itemization and total of fees & charges. The following itemizes all of the fees and charges for which the student is responsible.

DOCTOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM	
Application	
Application Fee (Non-refundable after 7 days)	\$ 75.00
Registration Fee	
REGISTRATION FEE (Non-refundable after 7 days)	\$ 100.00
Course Fees	
Tuition per course (\$500 per credit x three credits)	\$ 1,500.00
Records Fee per term	\$ 200.00
TOTAL PER COURSE FEES	\$ 1,700.00
Additional Fees	
Transfer Credit Fee (per course) (optional)	\$ 75.00
Original Transcript	No cost
Each Additional Transcript Fee	\$ 25.00
End of Program Fees	
Diploma	No cost
Replacement Diploma	\$ 100.00
Course Completion Letter (optional)	\$ 35.00
TOTAL COST OF PROGRAM	\$ 34,175.00*

*Assumes completion in 20 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.

Diplomatic and Military Service Discount: From January 1, 2006, those who have served their government through either diplomatic or military service may be eligible for a 10% discount. 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.

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

12 RESOURCES 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 \$2,000 for doctoral 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 student _____ Date (Month / Day / Year) _____ Signature of Anaheim University Representative _____ Date (Month / Day / Year) _____

Transfer Credit
 Have you been granted any transfer credits (\$75/course)? YES NO Please check ←

If so, for which course(s)? _____

13 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) _____

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: Please check ←


Credit card (form available at 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 for further information)

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) _____

First Name		Last Name		OFFICE USE ONLY Copy given to student: _____	
Street Address:				Date: _____ (Month / Day / Year)	
City	State / Province / Prefecture	Zip / Postal Code	Country		
Please select the DBA area of concentration you wish to study:					
<input type="checkbox"/> Management		<input type="checkbox"/> International Business		<input type="checkbox"/> Sustainable Management	
				<input type="checkbox"/> Entrepreneurship	

Anaheim University and Accessibility Accommodations

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

Notice Concerning State Approval

All of the degree programs offered by Anaheim University have been reviewed, evaluated and approved by the Bureau of Private Postsecondary Education for the State of California. The University has been awarded Institutional Approval. "Approval" or "approval to operate" means that the council has determined and certified that an institution meets minimum standards established by the council for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of the program.

Notice Concerning Transferability of Units and Degrees Earned at our University

Anaheim University is accredited by the Accrediting Commission of the Distance Education and Accrediting Commission (DEAC). Anaheim University and its programs have been examined and found to meet the educational and business ethics standards set by the DEAC. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.

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 DBA you earn in Management, International Business, Sustainable Management or Entrepreneurship is also at the complete discretion of the institution to which you may seek to transfer. If the credits or DBA degree 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."

 _____
Signature of student Date (Month / Day / Year) _____
Signature of Anaheim University Representative Date (Month / Day / Year) _____


Attachment A to Student Enrollment Agreement "Checklist of Pre-Enrollment Disclosures" (please initial below)

Date of Application _____


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
			

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
			

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
			

Performance Fact Sheet (Attachment C of this enrollment agreement) - before signing the enrollment agreement, you must be given 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

"I certify that I have received the School Performance Fact Sheet and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

School	AU	Student	STUDENT INITIALS
			

Attachment B to Student Enrollment Agreement

Explanation of Program Withdrawal and Refund Rights

The student has the right to cancel an enrollment agreement in writing 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. 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 from 7 - 10 weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$2,200 tuition for a 7 - 10 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)
Week 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.

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. 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.