



Anaheim University

DBA Student Enrollment Agreement

January 1 - December 31, 2026 Student Enrollments

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

Tel: 714-772-3330 Fax: 714-772-3331

E-mail: registrar@anaheim.edu

Website: http://www.anaheim.edu

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 in the Certification by Student section (Section 14) of this Student Enrollment Agreement. Anaheim University is not a public institution. When 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 program 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.

Method of Instruction:

Online-learning: real time on-line instruction (two 90-minute real time online class per week), daily interaction with professor and other students through an online discussion forum, reading of textbooks, and submission of assignments.

Program Completion Requirements:

Total number of required units: 60 units. (20 Courses of 3 units each): Each course will require approximately 22.5 hours of study per week over a 6-week period. The DBA schedule is set each year and typically announced in the Fall.

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.

Equipment to be provided by Student: Students must have access to a computer with Internet capabilities and Microsoft Office installed.

The period covered by the Enrollment Agreement:

Start Date: _____

Scheduled Completion Date: _____ (Within three years from commencement of program)

Maximum time allotted to complete program – 5 years from date of matriculation. Students may be granted an extension on the 5-year program length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

Continuous Enrollment - Students are required to enroll in a course every time a course that is needed for their program completion is offered. Once students begin their dissertation course, they must re-enroll every term until their program requirements have been completed in their entirety and they have received final written approval of the completion and successful oral defense of their dissertation.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: M/D/Y _____
See Section 5 and Attachment B for an explanation of your program cancellation, withdrawal, and refund rights.

The University shall transmit all the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials, you request in writing that all of the material be sent.

If the University transmits the balance of the material in response to your request, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons you submit, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

Note: Course titles, content, and requirements are subject to change without notice. Anaheim University, in its continuing efforts 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.

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 you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government 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

Source of Scholarship

Amount of Scholarship

4 Student Tuition Recovery Fund

Student Tuition Recovery Fund (STRF): "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."

5 Student Cancellation, Withdrawal, and Refund Rights

STUDENT'S RIGHT TO CANCEL A student has the right to cancel an enrollment agreement by e-mail or FAX, or by postal service* through the first day of the student's first 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 non-refundable Student Tuition Recovery Fund (STRF) fee, which is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, the non-refundable application fee and the non-refundable registration fee. Students canceling after the Cancellation Period will receive a refund of tuition as specified in Attachment B of this Agreement.

***Note:** If the written notice of cancellation is given by postal service, the effective date begins on the day the letter is postmarked if the envelope is properly addressed and the postage is prepaid.

The "Official Notice of Withdrawal" form can be downloaded from the University website under *How to Apply>Applications & Forms>Program Withdrawal Form*

Withdrawals by mail should be submitted to Student Services • Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

The FAX number for withdrawal by FAX is: 714-772-3331

Withdrawals by email should be submitted to: ausupport@anaheim.edu

If a 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.

See Attachment B for more information on Program Cancellation, Withdrawal, and Refund Rights.

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 the agreement and withdraw from the University (see section 5 above). 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 by 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, will provide 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 six weeks or the approval of the student's Enrollment Agreement will no longer be valid and the student may be dismissed from the University.

9 Questions and Complaints

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. Phone: (916) 431-6959. Fax: (916) 263-1897."

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website at www.bppe.ca.gov ", or with the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>. DEAC, 1101 17th Street NW, Suite 808, Washington, DC 20036. Tel: 202.234.5100

Connecticut students with a complaint about the University may contact the Connecticut Office of Higher Education at: <https://www.ohe.ct.gov/StudentComplaints.shtml>

10 RESEARCH RESERVE FUND

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, as a student enrolled in Anaheim University's online graduate degree programs you are required to have an additional reserve fund, maintained in your possession and under your control to be used for the purchase of journals and research materials that will aid you in your studies by providing information specific to your unique areas of interest and research - and to provide access to software and other resources that may help you in the completion of your studies. The research reserve fund is \$2000 for DBA students to be used over the duration of their program.

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

Date (Month / Day / Year)

(2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid."

For those students who signed a promissory note in order to finance the cost of the educational program:
"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.

13 ESTIMATED TOTAL CHARGES FOR THE DOCTOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM: DBA

"ESTIMATED TOTAL CHARGES FOR" _____ \$ _____ Initial _____
Name of My Program

"TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE" _____ \$ _____ Initial _____

"TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT" _____ \$ _____ Initial _____

14 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 understand that this enrollment agreement covers the duration of my continuous enrollment in my academic program.

I understand that if I withdraw, or if I am disenrolled, and wish to reapply, new admission standards, tuition and other fees, graduation requirements, academic and administrative policies, and course schedules may apply.

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

15 Payment Information: Registration Fee

To complete the enrollment process, Anaheim University must receive a one-time registration fee at the time the enrollment agreement is submitted. This fee is non-refundable. Please indicate below 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)

16 Publicity Release and Personal Data

→ Please check: ☐ I authorize ☐ I do not 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

Street Address

City State / Province / Prefecture Zip / Postal Code Country

Please select the DBA area of concentration you wish to study:

- ☐ Management ☐ International Business ☐ Sustainable Management ☐ Entrepreneurship

OFFICE USE ONLY

Copy given to Student _____
Date (Month / Day / Year) Signature of University Representative

17 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 or ☐ NO

→

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

18 Notice Concerning Transferability of Credits and Credentials 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 agencies, professional organizations, or government agencies when licensing and/or credentials are the eventual objective of the prospective student.

"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 Doctoral Degree you earn in Business Administration is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is 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 degree 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)

19 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.

20 Questions Regarding This Enrollment Agreement

Any questions you have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. Phone: (916) 431-6959. Fax: (916) 263-1897

Attachment A to Student Enrollment Agreement

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

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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 have acknowledged by signing the agreement and initialing and dating the materials:

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

→
School: Please initial, and date Student: Please initial, and date

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:

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School: Please initial and date Student: Please initial and date

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: Please initial and date Student: Please initial and date

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, all of 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

"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, 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: Please initial, and date

Student: Please initial, and date

Attachment B to Student Enrollment Agreement: Program Cancellation, Withdrawal, and Refund Rights

Explanation of Program Withdrawal and Refund Rights

STUDENT'S RIGHT TO CANCEL A student has the right to cancel an enrollment agreement by email, FAX, or postal service 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 non-refundable STRF fee, which is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents, the non-refundable application fee, and the non-refundable registration fee

Students canceling after the Cancellation Period will, or will not, receive a refund of tuition as specified in the Table below.

Note: The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins the day the letter is postmarked, if the envelope is properly addressed and the postage is prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website under *How to Apply>Applications & Forms>Program Withdrawal Form*

- The student notifies Student Services, an administrative staff or a faculty member 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 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.

All refunds due under this section will be made within thirty (30) days of receipt of the notice of cancellation.

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.

Pro Rata Refund Calculation

Students who withdraw after the Cancellation Period and who have completed 60 percent or less of the period of attendance for which they were charged are entitled to a pro rata refund of all non-federal student financial aid program monies paid for institutional charges.

Refunds will be calculated using the following formula:

Refund Amount = Total Amount Paid – [(Total Institutional Charges ÷ Total Number of Days in the Enrollment Period) × Number of Days Attended (or Scheduled to Attend) Prior to Withdrawal]

This calculation determines the portion of institutional charges owed by the student. Any amount paid beyond that obligation will be refunded to the student. If the amount paid is less than the amount owed, the student will be responsible for the balance due.

No refund is due once the student has completed more than 60 percent of the enrollment period.

All refunds will be issued within 30 days of the student's official withdrawal date.

Sample Refund Calculation

Example Scenario:

- Total institutional charge (tuition + applicable fees, excluding non-refundable fees): **\$1,700**
- Non-refundable fees: \$75 application fee + \$100 registration fee = **\$175** total non-refundable
- Total course length: 6 weeks (**42 days**)
- Daily Charge = \$1,700 / 42 = **\$40.48**
- Student withdraws on **Day 8** of the course
- Amount owed = Daily Charge x Number of days enrolled = \$40.48 x 8 = **\$323.84**
- Amount of refund: = \$1,700 – (\$323.84) = **\$1,376.16**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds. All monies due the student will be refunded within 30 days of the notice of cancellation.

If the student has been approved for a monthly payment plan, Anaheim University will calculate the total amount of tuition and fees owed to the University based on the number of courses taken and compare this amount with the total amount the student has paid up to the date of their withdrawal. Any amount paid over the total amount of tuition and fees will be refunded to the student. If there is a balance due, the student will be responsible for the remaining amount.

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), 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. 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.

Attachment C to Student Enrollment Agreement

School Performance Fact Sheet (Including completion rates, placement rates, license examination passage rates, and salaries or wage information, and the most recent three-year cohort default rate, if applicable)

EA/Rev 9/26