



Davenport Campus
1801 East Kimberly Road, Suite 1, Davenport, Iowa 52807 (563) 355-3500 (800) 747-1035

ENROLLMENT AGREEMENT

PERSONAL INFORMATION

Name: Last First MI Maiden:
Street Address: Street City State Zip
Home Telephone: Work Telephone: SSN:
D.O.B.: Are you a Veteran? Yes No
Email: Cell Phone:

EDUCATION

High School: Graduation Date:
City: State: Zip:
G.E.D. Obtained At: State: Zip: Year:
College: Dates Attended:
City: State: Zip:
College: Dates Attended:
City: State: Zip:

PROGRAM

Program: Length in Credit Hours:
Convicted felons are not eligible to take the Certified Medical Assistants (CMA) Certification Exam unless a waiver is granted by the Certifying Board.
Start Date: Expected Graduation Date:
My first schedule preference is: Majority DAY Majority NIGHT Majority ONLINE

FINANCIAL

A \$20 enrollment fee is due at the time this agreement is completed. If the applicant is not accepted or if the student cancels this contract within three business days, this fee will be refunded. Applicants not accepted by the University shall be entitled to a refund of all monies paid. Applicants not accepted by the University due to unsatisfactory results on a required criminal background check shall forfeit the enrollment fee.

The tuition for my undergraduate program will be \$ per term for 12 to 16 credit hours for Certificate or Associate Degrees, 12 to 18 credit hours for Bachelors Degrees; and 14-19 credit hours for the Practical Nursing Diploma, plus \$ per credit hour over 16 for Certificate or Associate Degrees; 18 for Bachelors Degrees; 19 for the Practical Nursing Diploma, based on current tuition rates. If taking fewer than 12 credit hours in a certificate, associate or bachelor's program, the charge is \$ per credit hour. If taking fewer than 14 credits in the Practical Nursing 1240 Diploma program, the charge is \$ per credit hour. I understand that the term tuition rates are subject to change. A registration fee of \$ is due at the time this Agreement is signed.

The tuition charge for my graduate program will be \$ per credit hour for the Master of Business Administration (MBA). I understand that the per credit hour tuition rates are subject to change. A registration fee of \$ is due at the time this Agreement is signed. In addition, a \$ per term technology fee will also apply to the MBA program.

Instructional Material for Practical Nursing Diploma:

In addition to the tuition cost per term, students must purchase the textbooks, supplies and other instructional material (the "Instructional Material") each term as may be required for the Practical Nursing Diploma program course work for such term. The Instructional Material can be purchased from the campus bookstore or through other sources. The cost per term for the Instructional Material varies based on the Instructional Material required for each individual term. The estimated cost of Instructional Material per program for a full-time student is \$.

Instructional Material for Master of Business Administration:

In addition to the tuition cost per term, students must purchase the textbooks, supplies and other instructional material (the "Instructional Material") each term as may be required for the Master of Business Administration program course work for such term. The cost per term for the Instructional Material varies based on the Instructional Material required for each individual term. The estimated cost of Instructional Material for the MBA program, with specialization, is \$. The estimated cost of Instructional Material for the MBA program without specialization is \$.

The amount stated in this section does not include costs incurred through program changes or repeated classes. I acknowledge that I have read and understand the Refund Policy stated in this Agreement.

If applicable, my payment schedule is itemized on the Educational Installment Contract that is a part of this Agreement. A Student Status Change Request (SSCR) is a valid addendum to the Enrollment Agreement.

SIGNATURES

Any controversy or claim, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction.

My (our) signature(s) below certifies that I (we) have read all information contained within this Agreement and understand and agree to my (our) rights and responsibilities, and that the University's cancellation and refund policies have been clearly explained to me (us). I (we) understand that this Agreement is a legally binding Agreement, and with my (our) signature(s) certify that I (we) have received and read an exact copy of this Agreement and the University catalog. I (we) further acknowledge that no oral statements have been made to me contrary to what is contained in this Agreement.

Student Date Parent or Guardian (if applicant is under 18) Date

As the authorized representative of Kaplan University, I have interviewed the applicant and certify that, according to my judgment, the applicant does does not meet the requirements and standards of the University, and I do do not recommend acceptance. I certify that Kaplan University has met all disclosure requirements of state and federal financial aid programs. I further state that I have made no verbal statements or promises to the applicant contrary to the terms set forth in this Agreement.

Admissions Representative Date University Official Date

Approved

Declined

GRADUATION REQUIREMENTS

In order to graduate, students must:

1. earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog, and;
2. complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0. Specific programs may have additional requirements, please refer to the Kaplan University catalog for your specific program requirements (MBA has specific program requirements) and;
3. return all property belonging to the University, and;
4. fulfill all financial obligations to the University prior to graduation unless previous satisfactory arrangements have been made, and;
5. attend Career Services and Financial Aid Exit Interviews.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

REFUND POLICY

Applicants not accepted by the University shall be entitled to a refund of all monies paid.

CANCELLATION OF ENROLLMENT AGREEMENT

A student may cancel an Enrollment Agreement for the University without any penalty or obligation if requested in writing and delivered to the University management within three business days after signing the agreement. Onsite students who have not visited Kaplan University prior to enrollment will have the opportunity to withdraw without penalty within three business days either following attendance at a regularly scheduled orientation or following a tour of the University facility and an inspection of the equipment. After this period, the University will retain the enrollment fee.

NOTICE TO STUDENTS

If you withdraw or are dismissed from the University up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education.

1. To determine the percentage of the payment period for which federal financial aid was awarded and completed, the percentage of the payment period or term completed, which is the number of days completed up to the withdrawal date, is divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.
2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to them. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in the student owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to student withdrawal. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt balance to the institution. If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement, which must be paid within 180 days of the student's withdrawal.

Confidential

KHE 0051387

If a student plans to withdraw from the University, they should contact the Financial Aid or Business/Bursar's Office to determine the amount of funds that must be returned on the student's behalf, if applicable. All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any refund amount. Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (FPLUS) Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant (ACG; degree programs only)
7. National SMART Grant (specially identified degree programs only)
8. Federal Supplement Educational Opportunity Grant
9. Other Title IV assistance
10. Other state funds (unless otherwise mandated by the state)
11. Private and institutional aid
12. Student

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the University of withdrawal or the date of withdrawal, whichever is earlier,
2. The beginning date of any term in which a student fails to start classes,
3. The first business day following any 21 consecutive calendar days of absences, (not including breaks),
4. The date when the University terminates the student's enrollment, or
5. The date that the student is scheduled to return from a leave of absence and fails to do so.

All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of attendance is used in calculating any refund amount.

Students who are continuing or restarting their enrollment at the University are subject to the Kaplan University Refund Policy. Under this policy, the percentages of refundable charges are as follows:

Students Withdrawing	Refund
Prior to the first day of the term.....	100% Tuition
During the first 6 calendar days of the first term (first-time students only).....	100% Tuition
During the first day through 10% of the term.....	90% Tuition*
After more than 10% and through 25% of the term.....	50% Tuition*
After more than 25% and through 50% of the term.....	25% Tuition*
After more than 50% and through 100% of the term.....	0% Tuition

*Less \$100 Administrative Fee

Sell, Assign, or Transfer of Student Enrollment Agreement: Should the University choose to sell, assign, or transfer my Student Enrollment Agreement, or if applicable, my Promissory Note, to a third party, I hereby agree to and provide my authorization to Kaplan University to sell, assign, or transfer my Student Enrollment Agreement, or Promissory Note, as it sees fit. I also understand and agree to, that while attending Kaplan University the University's refund policy will continue to apply to my Student Enrollment Agreement, Promissory Note, if sold, assigned, or transferred to a third party.

Any assignee of this Agreement takes its subject to all claims and defenses of the student or his/her successors in the interest arising under this agreement.

Student _____ Date _____

Parent or Guardian (if applicant is under 18) _____ Date _____

Admissions Representative Initials _____

University Official Initials _____

ADDITIONAL CONDITIONS

1. The University will not deny admittance because of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status.
2. This Agreement, its addenda, and its attachments constitute the complete Agreement between the University and the student and no verbal statements or promises will be recognized or enforced.
3. The University does not imply, promise, or guarantee transferability of earned credits to any other institution.
4. The University has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.
5. Kaplan University reserves the right to offer courses that may only be taken online. Depending on the program and local scheduling issues, certain courses required to complete a specific degree plan may only be available online. These courses or programs will be identified prior to registration.
6. The University does not provide health services for students. In the event of a student medical emergency, an alerted staff member will notify emergency medical services by contacting 911. Students requiring non-emergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student's responsibility.
7. The student agrees that the University may use their photograph and name without compensation for University catalogs, employment purposes, news items, and University publicity, and may release information in their file for employment purposes.
8. The University offers job placement assistance for all students upon graduation at no additional charge; however, no guarantee of job placement, level of anticipated income, or wage rate is made or implied.
9. I understand that the term tuition rates are subject to change. Notice of an increase in tuition will be provided 30 days prior to the start of a new term.

Student

Date

Parent or Guardian (if applicant is under 18)

Date

Admissions Representative Initials

University Official Initials