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RASMUSSEN COLLEGE®
ENROLLMENT AGREEMENT

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
Address: \_\_\_\_\_
City, State, Zip: \_\_\_\_\_
Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Previous Institutions Attended (if more than two please attach as additional sheet):

Table with 3 columns: Name of Institution, Dates Attended, Degree/Diploma/Certificate Received

SECTION I. APPLICANT ACKNOWLEDGEMENT

Upon successful completion of all course requirements and financial obligations to Rasmussen College ("Rasmussen" or "College"), I, \_\_\_\_\_, sometimes hereafter referred to as "student", understand that I will be awarded a/an Accounting AAS Degree, with the following programmatic emphasis: none in which I am enrolling. My program starts on 10/01/2007. I have been provided and understand the most recent placement statistics for this program as reported to the Minnesota Office of Higher Education.

The program I am enrolling in is a combination of day, evening, blended and/or online courses.

SECTION II. CONDITIONS OF ADMISSION AND ENROLLMENT

I understand and agree to the following:

- 1. College Acceptance or Rejection of Application for Admission. The College will notify me in writing of acceptance or rejection based on fulfillment of the following requirements:
- Completed application form
- Application fee
- High school diploma or GED certificate or an attestation of high school graduation, expected graduation or equivalency
- Completed Placement Examinations (taken at Rasmussen).
In addition to the entrance requirements for all Rasmussen programs set forth above, students in certain programs must also receive approval based on the criteria for admission to that specific program as set forth in the College Catalog. In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.
2. Student responsibility for decision. I understand that it is important that I take the time to evaluate my educational options prior to enrolling at any college to ensure that my personal goals, abilities, and life situation will allow me to be successful. I also understand that Rasmussen employees are here to provide me with general information about the institution, programs, and general information about career opportunities including employment prospects; however, the ultimate decision and responsibility for selecting a college is mine. Further, Rasmussen employees are trained to provide me with information about the College's history and past performance; however, they are not authorized to guarantee that I will successfully complete the program and/or secure employment.
3. Estimated time of completion. The recommended class schedule will normally permit me to graduate in the period of time indicated; however, this is only an estimate. Rasmussen will work with me to help me complete my program in as little time as possible; however, I understand that schedule changes will most likely require me to lengthen my enrollment period to accommodate the cyclical nature of class offerings and course sequencing.
4. Program Completion Credential. I am entitled to receive appropriate credential or graduation status for any and all programs in which I successfully complete all courses and requirements. Such credential or graduation status shall be awarded to me even if I have withdrawn or otherwise discontinued my enrollment at the College, provided all requirements have been met.
5. Revisions. The College reserves the right to add, withdraw/terminate, or revise any course, program of study, provision or requirement for enrollment and/or graduation, student service, educational activity, or campus operation or location. The program titles, objectives, and course content may be updated periodically by the institution. I understand that I will be scheduled and graduated accordingly.
6. Transfer of credit into Rasmussen. Rasmussen retains all rights to deny or accept credits in transfer to fulfill some of the program requirements and will generally accept such transfer credits provided that the credits meet certain minimum requirements as set forth in the College Catalog. I understand that my credits must be from an accredited institution, I must have achieved a "C" or higher, and the coursework must be similar in content. I also understand that transferring credits into the College will reduce my required courses but may not reduce the time needed to complete my program due to course sequencing requirements. I acknowledge that it is my responsibility to timely request that official transcripts be sent directly to Rasmussen from every institution that I have attended. Again, I understand that Rasmussen retains the exclusive right to deny or accept transfer credits.

7. **Transfer of credit to other institutions.** Upon graduating from Rasmussen, I acknowledge that I may elect to pursue an advanced degree at another academic institution. As a regionally accredited institution, I understand that Rasmussen has articulation agreements with other colleges and universities; however, regardless of written transfer agreements it is always up to the institution to which I choose to transfer to determine what, if any, coursework the institution will accept. I understand that transfer policies vary by college and major and are subject to change without notice. I also understand that Rasmussen does not guarantee another institution will accept the credits I have earned at Rasmussen, however, Rasmussen will assist me with the transfer process by helping provide the necessary documentation and information the other college may require. Additional information regarding transfer of credit is set forth in the College Catalog. By signing this Agreement I acknowledge that the credits I earn while at Rasmussen may not be transferable.
8. **Graduate employment assistance.** Rasmussen has provided me with current placement statistics for the program I have selected as reported to the Minnesota Office of Higher Education. Rasmussen's Career Services Department is available to assist me in my employment search upon graduation. Rasmussen has been successfully helping students find jobs for over 100 years. However, due to the changing nature of the economy, business practices, and employment trends I understand that Rasmussen cannot make any guarantees about my employment upon graduation including wage rates, employment statistics, and related information. Rasmussen will be here to coach me, but I am the one who must make a good faith effort to secure employment by seeking out job openings, sending resumes, preparing for interviews, and doing all those things suggested by the institution's career advisors and/or those things customarily done to actively seek employment.
9. **Enrollment Status.** I understand that I may be terminated from this institution in accordance with the College Catalog for "cause", or without "cause" if the institution determines the action to be in the best interests of the College, its students, staff, or faculty.
10. **Rights and Responsibilities.** I understand that all of my legal rights and responsibilities are contained solely in this Enrollment Agreement. I have the right to have my Enrollment Agreement fulfilled by the College, but I also have the responsibility to carefully read the entire agreement and to make sure that I understand all parts of it. No employee or other person is authorized to make any oral or written changes to this Enrollment Agreement, and no agreements, promises or inducements to enroll are permitted. No other publications, brochures or documents or any statements by anybody during this enrollment process or any time afterward will change my rights or the College's legal responsibilities and commitments to me.

### SECTION III. TUITION AND FEES

#### Tuition Structure

Tuition Rates are as follows:

#### New Starts and Re-entering Students as of 10-1-2007

All courses except those designated "CC" "N" "NM" "W" "ST" "PN" or "ML"	\$370 per credit up to eight (8) credits \$355 per credit for nine (9) to twelve (12) credits \$345 per credit for thirteen (13) or more credits
"CC" designated courses	\$255 per credit
"N" "W" "ST" "PN" or "ML" designated courses	\$470 per credit up to eight (8) credits \$455 per credit for nine (9) to twelve (12) credits \$445 per credit for thirteen (13) or more credits
"NM" designated courses	Online Programs: \$495 per credit up to eight (8) credits \$480 per credit for nine (9) to twelve (12) credits \$470 per credit for thirteen (13) or more credits Residential Programs: \$470 per credit up to eight (8) credits \$455 per credit for nine (9) to twelve (12) credits \$445 per credit for thirteen (13) or more credits
Mid-term Starts for all courses	\$345 per credit for a Mid-term Start

- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits, except for those students in Practical Nursing, Surgery Technician and Medical Lab Technician and they shall have to pay for all credits taken.
  - Students not enrolled in an eligible program who elect to take courses without earning college credit are charged sixty percent (60%) of the total cost of the course, plus the cost of books and other fees effective October 1, 2007. This non-credit option is NOT available for courses beginning with a "CC" "N" "NM" "PN" "PT" "ST" "ML" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of forty percent (40%) of the total cost of the course.
  - Books and classroom resources are included in tuition as determined and distributed by the College.
1. **Payment of Tuition and Fees.** Tuition and other fees are charged to me as described in this contract. I understand that tuition and fees for each term are charged, due and payable at the beginning of each term that I begin classes. Tuition is charged on a term by term basis and is calculated based upon the number of credits taken at the end of the drop/add period, whether or not the student has completed their program as scheduled, or they are continuing in another program or otherwise. Payment of tuition and fees may be deferred until receipt of financial

aid in those cases where students are relying on such aid to pay tuition. The institution's only obligation under this agreement is to complete classes in any term that it begins offering classes and for which the student has paid in full all tuition and fees due. I further understand that payment of tuition or other charges is solely for the right to attend classes offered by the institution. Student tuition obligations are in no way contingent upon satisfactory progress, placement upon graduation or the provision of other services/benefits. In addition, I understand that campus or institutional services or benefits provided to students or graduates if any, are provided strictly at the institution's option and may be modified or terminated at any time.

2. **Changes in Tuition.** I understand and agree that the College periodically reviews all tuition and fee structures. The College reserves the right, at any time, to change/increase the cost per credit hour and/or fees charged and to charge the new tuition and/or fees.
3. **Financial Aid and Release of Information.** I understand that my eligibility for financial assistance, the amount I receive and when I receive it is determined by the state and federal agencies. The institution has no control over financial aid programs and makes no promises/representations regarding these matters. Also, if I receive loans, I understand that I am responsible to repay them regardless of whether I graduate or achieve my career goals. I authorize any organization or person, whether or not listed on this document, to provide (or verify) information to the institution regarding the address and telephone number of my residence or place of employment and any information regarding my student loans, loan payments, deferments, delinquencies, loan consolidations or any other student loan information requested by the institution, including information regarding consolidated loans even if one or more or none of the consolidated loans were not obtained to attend the institution. I hereby release the institution and any organization (including, but not limited to, banks, financial institutions, student loan service agencies, guarantee agencies, USDE, credit bureaus, etc.) or individuals from any liability for exchanging such information or providing such information to third parties.
4. **Re-Enter Policy.** I understand that if I withdraw from classes after the first week of the initial quarter of attendance and then elect to return on a subsequent quarter I will be what is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Dean of Instruction, Campus Director or Associate Campus Director determine that extenuating circumstances exist.
5. **Cancellation, Termination and Refund Policy.** I understand that if I choose to discontinue attending or if I am terminated from the College the following policy will apply:
  - a) If I withdraw from the College in any term I must give written notice to the College. Date of withdrawal is the last day of recorded attendance. If I have not attended classes for 21 consecutive days without giving the College an explanation about the absences, before or during the period of absence, I understand that I may be regarded as having withdrawn from College.
  - b) The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund any amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
  - c) Notwithstanding anything to the contrary, if I give written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid will be refunded regardless of whether the coursework has begun.
  - d) If I have been accepted and give written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except 15 percent of the total cost of the course (not to exceed \$50) shall be refunded. All prepaid tuition is refundable.
  - e) If I have been accepted by the College and give written notice of cancellation or termination after the start of the period of instruction for which I have been charged ("Period of Instruction"), but before completion of 75 percent of the Period of Instruction, the amount for tuition, fees and all other charges for the completed portion of the Period of Instruction charged shall not exceed the pro rata portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the Period of Instruction bears to its total length, plus \$100 per course enrolled. After the completion of the 75 percent of the Period of Instruction, no refunds will be made.
  - f) Refunds are made within 30 days of the date of determination of withdrawal if I do not officially withdraw.
  - g) The refund policy is not linked to compliance with the College's regulations or rules of conduct.
  - h) Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.
  - i) **WISCONSIN RESIDENTS ONLY:** The total charges (fees plus tuition) to a Wisconsin student who withdraws during the first week of classes shall not be more than \$100. After the passage of a three business day cancellation period, any valid notice of cancellation will be honored by the College. Refunds not related to the three business day cancellation period will be refunded within forty days. A Wisconsin resident, who has not attended classes for ten consecutive days without giving the College an explanation about the absences, before or during the period of absence, is regarded as having withdrawn from College. The following programs are not available to Wisconsin residents at this time: Practical Nursing programs, and Surgical Technologist AAS program.

#### SECTION IV. LAW AND ARBITRATION

1. **Governing Law.** I agree that this agreement shall be governed by the laws of the State of Minnesota.
2. **Grievance and Arbitration.** I understand that Rasmussen has a proud tradition of serving students with respect and honesty. The Parties are aware that at times differences between the student and Rasmussen may occur. To address these concerns Rasmussen has created a Grievance Policy, which is outlined in the College Catalog, to ensure I will have adequate opportunity to be heard and have my concerns resolved. On rare occasions a grievance may reach the point where I, or the College, deem it necessary to seek external resolution of the issue, I and the College have elected to subscribe to the terms of binding arbitration to resolve these issues.

Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

**SECTION V. CERTIFICATIONS AND AFFIRMATIONS OF UNDERSTANDING**

Please read and initial if the following statements are true:

- \_\_\_\_\_ 1. I certify that I have reviewed this Enrollment Agreement and I understand my rights and responsibilities.
- \_\_\_\_\_ 2. I have or will carefully review this entire Enrollment Agreement, and if I have any questions, I will ask a Campus Administrator before I begin classes.
- \_\_\_\_\_ 3. I understand this Enrollment Agreement is a legally binding agreement and it contains all of our understanding, including all of my rights and responsibilities and all of the College's legal obligations to me. To ensure all rights are protected no written or oral changes, additions or deletions are permitted.
- \_\_\_\_\_ 4. I certify that I have been provided with written documentation regarding placement and completion rates for the program for which I am enrolling.
- \_\_\_\_\_ 5. I understand that my success will depend on my efforts. I also understand that school employees are prohibited from making any oral or written assurances, promises, or guarantees to encourage me to enroll, and I certify that none have been made. This includes matters relating to my academic, financial and career success, or any other benefit I may hope to achieve from my enrollment or training.
- \_\_\_\_\_ 6. Because disputes can arise, to settle any dispute quickly, fairly and with a minimum of cost, any dispute which exhausts the grievance policy shall be decided by binding arbitration. ANY DISPUTE ARISING FROM ENROLLMENT AT RASMUSSEN, THAT HAS EXHAUSTED THE GRIEVANCE POLICY SET FORTH IN THE COLLEGE CATALOG, NO MATTER HOW DESCRIBED, PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION ("AAA") IN MINNEAPOLIS, MINNESOTA, UNDER ITS COMMERCIAL RULES. ALL DETERMINATIONS AS TO THE SCOPE AND/OR ENFORCEABILITY OF THIS ARBITRATION AGREEMENT SHALL BE DETERMINED BY AN ARBITRATOR, AND NOT BY A COURT. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION.
- \_\_\_\_\_ 7. I have received a copy of this Enrollment Agreement and the College Catalog before enrolling and starting classes.
- \_\_\_\_\_ 8. I acknowledge that I may have signed certain program specific acknowledgments, waivers and informational documents in addition to signing this Enrollment Agreement and that those documents shall be attached to this Enrollment Agreement and that I shall be bound by those documents and they shall be part of this Enrollment Agreement as though fully set forth herein.
- \_\_\_\_\_ 9. I understand that I may cancel my Enrollment Agreement up to five days after the agreement has been accepted.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Admissions Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Campus Director\*

\_\_\_\_\_  
Date Agreement Accepted

**\*NOTE: THE APPLICANT HAS NOT BEEN ENROLLED, NOR IS THIS A LEGALLY BINDING AGREEMENT, UNTIL SIGNED BY THE CAMPUS DIRECTOR.**