

ENROLLMENT AGREEMENT



AMERICAN SENTINEL UNIVERSITY

2260 South Xanadu Way, Suite 310
Aurora, Colorado 80014
(866) 922-5690 FAX (866) 505-2450

Applicant's Name: SSN#: DOB:
Address: City:
State: Zip: Email:
Home #: Work #: Cell #:

I hereby apply for enrollment at American Sentinel University in the following program of study.
A degree will be awarded if I am accepted, enroll and complete all program and graduation requirements.

Program of Study:
Academic Catalog:
Credit Hours Required to Graduate:
Estimated Transfer Credits:
Estimated Credits Required:
Estimated Credits Per Semester:
Today's Date:
Expected Start Date:
Expected Graduation Date:

Estimated Total Tuition and Fees
Total Tuition and Fees

TUITION AND FEES:

The estimated tuition and fees are shown above. Students receiving federal financial aid will be charged only one semester at a time. The Financial Aid Award letter is used to outline the method that will be used to pay all costs the student will incur. Students not receiving federal financial aid will be charged for each course at the time of registration. A separate document, the consumer credit contract, is used to outline monthly payment plans for terms not paid in full at the time of purchase. For students using this option, this contract must be signed and returned to the university. The University reserves the right to adjust the tuition charged for future courses if a student becomes inactive and is required to re-enroll or if the allotted lock-in time frame for their program has been exceeded. Notice of any tuition and fee adjustments will be sent electronically to currently enrolled students at least 60 days prior to the effective date of adjustment.

CANCELLATION / TERMINATION by the University:

The University may terminate the enrollment of a student who 1) fails to comply with the University's academic standards; 2) fails to pay tuition and fees on time; 3) fails to comply with the University's academic policy; 4) fails to disclose a felony; 5) engages in improper or unlawful conduct; 6) brings discredit to the University or 7) engages in behavior that interferes with the educational process, or human or civil rights of another student(s) of staff member(s).

PROGRAM, CLASS AND COURSE CHANGES (includes course equivalents for competency based programs):

The University reserves the right to cancel any class(es), substitute instructors, and revise, discontinue or add classes or their equivalent (e.g. projects, competencies, or programs) as conditions demand. Classes or programs without a sufficient number of students may be consolidated, canceled, or rescheduled; however, courses or their equivalent required for graduation will be offered during the period of time for which the student is enrolled per the Enrollment Agreement. The University reserves the right to make curriculum changes as it deems appropriate. Typically these changes are based on the needs of employers and the recommendations of the programs' advisory boards, requirements of the US and State Departments of Education and/or accrediting commissions and agencies. If the University revises the scheduled start date of any program or cancels any program, applicants for that program have the option of having all fees and prepaid tuition refunded, or the student may elect to attend the program at the revised start date. The maximum possible delay for a start date is 30 class days, after which time the University will refund all fees and prepaid tuition to those students who are not able to begin their program.

GRADUATION REQUIREMENTS:

The degree will be awarded when the student has: 1) successfully completed all program requirements with a minimum of a 2.0 GPA for undergraduate degrees and 3.0 GPA for graduate degrees; 2) accumulated the number of credit hours required for graduation; and 3) satisfied all financial obligations.

TRANSFER OF CREDIT:

The University does not guarantee transferability of credits, competencies or credit equivalencies either to or from other institutions.

REFUND AND CANCELLATION POLICIES:

If a student cancels or withdraws or is dismissed by the University for any reason, refunds will be made according to the University's Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws, American Sentinel University determines that the student has withdrawn, or the student is dismissed. In the event of a refund, the student agrees that its receipt constitutes a full and complete release of American Sentinel University from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

WITHDRAWING FROM UNIVERSITY

Students who wish to withdraw from the University should notify their student success advisor. Students must clearly identify the effective date of withdrawal, which must be on or after the date of notification, and the reason for the withdrawal. Students may make the notification in any manner (e.g., phone, email, fax, mail, in person). The official withdrawal date is defined as the date the school is notified.

Based on the effective date of a student's withdrawal from American Sentinel, the student may be eligible for a refund of some or all of the tuition paid. If the effective date of the withdrawal is during the first term in a semester, a student will receive a refund of 100 percent of the tuition cost of enrolled courses in the second term of the semester plus a refund of a percentage of the tuition cost of any enrolled courses in the first term. If the effective date of the withdrawal is during the second term of the semester, no refund is due for first term courses. The student will receive a refund of a percentage of the tuition cost of any enrolled courses in the second term. See charts below:

Withdraw during Term 1	Refund 100% of Term 2 course plus the following percent of Term 1
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
after Week 5	No refund

Withdraw during Term 2	Refund the following percent of Term 2 courses
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
after Week 5	No refund

DROPPING A COURSE

Students who wish to drop a course must notify their student success advisor by phone (303.991.1575), fax (866.894.1575) or email (services@americansentinel.edu).

Based on the effective date of the course drop, students may be eligible for a refund of some or all of the tuition paid. Course refunds are calculated based on the following chart:

Date of Withdrawal from an 8 week course	Percentage of Total Tuition Refunded
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
after Week 5	No refund

Refunds will be processed and paid to the student within 30 days from the effective date of the course drop. DNP programs: Tuition is the same for all DNP courses, including those that contain a mandatory residency component, therefore the refund policy is the same for all DNP courses.

RETURN OF TITLE IV FUNDS POLICY

In addition to having the University's charges adjusted based on the above Refund Policy, for a student who receives federal financial aid assistance under the Title IV student financial aid programs, the University must determine the amount of Title IV a student has earned at the time of withdrawal using the Return of Title IV Funds Policy. The amount of financial assistance earned is based upon the amount of time the student attended the University and the courses attempted and completed and has no direct relationship to the University's charges that the student has incurred. If applicable, up through the 60% point of the payment period (semester), a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After the 60% point, the student has earned 100% of the Title IV funds for the payment period. A complete description of the Return to Title IV Funds Policy and related financial aid eligibility requirements can be found in the University Catalog. Sample Return of Title IV calculations are available from the Financial Aid Office upon request. Funds will be returned to the Title IV programs within 45 days after the date the University determines that the student withdrew, and may result in the student owing the University for the institutional charges previously paid by Title IV assistance.

JOB PLACEMENT DISCLAIMER

The purpose of degree programs offered by American Sentinel University is to extend the nature and range of careers available to its students by providing a quality education that integrates theory with practical application. The university does not offer guarantees of job placement, advancement or continued employment.

ARBITRATION:

Any disputes or claims arising out of or relating to this Agreement (including any claims against the University, any affiliate of the University or any of the University's officers, directors, trustees, employees or agents) shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment on any award by the arbitrator(s) may be entered in any court having jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall govern this Agreement to the fullest extent possible. The parties agree that any dispute subject to an arbitration shall not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and service charges for arbitration proceedings conducted by the American Arbitration Association under this agreement shall be limited to no more than \$125.00 for claims under \$10,000 and \$375.00 for claims between \$10,000 but less than \$75,000, or for claims not seeking monetary compensation. The arbitrator is allowed to ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of any arbitration conducted pursuant to this provision without prior written consent of both parties.

STUDENT'S RIGHT TO CANCEL:

I understand that I may cancel this agreement and receive a full refund of monies I have paid for tuition and fees, by notifying the University no later than midnight on the fifth calendar day after the date this agreement was signed. I further understand that I may use this page as a cancellation notice by writing " I hereby cancel" at the bottom, and adding my name, date, address and signature, and faxing it to the University at the number noted at the top of page one of this Agreement. I also understand that if I cancel this agreement as noted above more than five calendar days after signing it, and after making an initial payment but prior to the start of classes, I am entitled to a refund of all my payments for tuition.

I agree and acknowledge that this Enrollment Agreement in conjunction with the University's Catalog and Student Handbook constitutes an agreement between the University and me, and that no representations have been made that are not fully expressed herein. Any alterations or revocations of this agreement must be in writing and signed by both the University and me.

By selecting the checkbox to the left and typing my name in the "Signature of Applicant" box below, I acknowledge I have read and received an electronic copy of this Enrollment Agreement and the University's Catalog. I acknowledge there are three pages to this Enrollment Agreement.

Signature of Applicant

Date

Mary A. Adams

Signature of the University President (or Designee)