

**Home Office and Online Administration**

1200 E. Diehl Rd  
Naperville, IL 60563  
(630) 571-7700  
(800) 231-0497

**Location Attending:**

**Purpose**

The intent of this Agreement is to make clear the educational services to which you are entitled as a student of DeVry. This Agreement also assures your eligibility to participate in the range of student benefits that are offered as part of your degree or certificate program. Academic requirements and your financial obligations under this Agreement are also covered in the following paragraphs.

**Application Fee**

An application fee of \$30 is required.

**Tuition (Effective for students starting enrollment Nov. 2018)**

Within each session, matriculating students in all non-TechPath programs and undergraduate certificates are charged \$609 per credit hour. Students in the TechPath programs and undergraduate certificate programs are charged \$497 per credit hour. Tuition charges are calculated each session per credit hours enrolled. Tuition is billed according to enrollment for the entire session. ARRANGEMENTS FOR PAYMENT OF TUITION AND FEES MUST BE MADE PRIOR TO BEGINNING CLASSES IN THE FIRST SESSION. FINANCIAL OBLIGATIONS MUST BE MET IN ADVANCE OF EACH TERM UNLESS A STUDENT WILL BE USING ONE OF DEVRY'S PAYMENT OPTIONS.

Students requiring repeat work will be charged additional tuition at the prevailing tuition rates. This may extend the degree or certificate program by additional sessions or semesters. Schedule changes affected during the add/drop period will result in a tuition adjustment according to the tuition policy.

DeVry reserves the right to change a student's status as determined by the student's cumulative enrollment in either online or site-based courses. Tuition for all coursework is assessed according to the student's primary program of enrollment. Student's first program of study is considered the primary program unless the student requests a program change.

**Tuition Deposit for F-1 Applicants**

A refundable tuition deposit equivalent to the cost of 12 credit hours charged at the current standard tuition rate is required from initial F-1 applicants prior to entering their first semester with DeVry. The tuition deposit is due after applicant's F-1 visa has been approved by the U.S. Consulate or Embassy abroad and prior to the applicant's entry into the United States. The tuition deposit will be applied to tuition charged for the student's first semester. This tuition deposit will be refunded if the applicant subsequently cancels enrollment.

The University's academic catalog, effective \_\_\_\_\_, is available at:  
<http://www.devry.edu/academics/catalog.html>

## Program of Enrollment:

## Programs of Study:

<b>US &amp; ONLINE Degree and Certificate Programs (except New Jersey). <i>Program availability varies by location</i></b>	
<b>Accounting (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 120 credit hours — total application fee and tuition costs based on current tuition rates — \$63,830.00 <sup>1</sup>	<b>Health Information Technology (Associate Degree)</b> four 16-week semesters (64 weeks full-time) — minimum 67 credit hours — total application fee and tuition costs based on current tuition rates — \$33,347.00 <sup>1, 2</sup>
<b>Biomedical Engineering Technology (Baccalaureate Degree)</b> nine 16-week semesters full-time (144 weeks full-time) — minimum 139 credit hours — total application fee and tuition costs based on current tuition rates — \$92,011.00 <sup>1</sup>	<b>Healthcare Administration (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 126 credit hours — total application fee and tuition costs based on current tuition rates — \$66,812.00 <sup>1</sup>
<b>Business (Associate Degree)</b> four 16-week semesters full-time (64 weeks full-time) — minimum 60 credit hours — total application fee and tuition costs based on current tuition rates — \$32,507.00 <sup>1</sup>	<b>Justice Administration (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 122 credit hours — total application fee and tuition costs based on current tuition rates — \$78,488.00 <sup>1</sup>
<b>Business Administration (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 124 credit hours — total application fee and tuition costs based on current tuition rates — \$79,706.00 <sup>1</sup>	<b>Management (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 122 credit hours — total application fee and tuition costs based on current tuition rates — \$64,824.00 <sup>1</sup>
<b>Clinical Laboratory Science (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 130 credit hours — total application fee and tuition costs based on current tuition rates — \$70,890.00 <sup>1</sup>	<b>Medical Billing &amp; Coding (Undergraduate Certificate)</b> three 16-week semesters (48 weeks full-time) — minimum 34 credit hours — total application fee and tuition costs based on current tuition rates — \$17,462.00 <sup>1</sup>
<b>Communications (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 122 credit hours — total application fee and tuition costs based on current tuition rates — \$78,488.00 <sup>1</sup>	<b>Medical Billing &amp; Coding – Health Information Coding (Undergraduate Certificate)</b> three 16-week semesters (48 weeks full-time) — minimum 42 credit hours — total application fee and tuition costs based on current tuition rates — \$21,763.00 <sup>1</sup>
<b>Computer Engineering Technology (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 139 credit hours — total application fee and tuition costs based on current tuition rates — \$76,443.00 <sup>1</sup>	<b>Multimedia Design &amp; Development (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 122 credit hours — total application fee and tuition costs based on current tuition rates — \$64,824.00 <sup>1</sup>
<b>Computer Information Systems (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 124 credit hours — total application fee and tuition costs based on current tuition rates — \$65,818.00 <sup>1</sup>	<b>Network &amp; Communications Management (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 124 credit hours — total application fee and tuition costs based on current tuition rates — \$65,818.00 <sup>1</sup>
<b>Electronics &amp; Computer Technology (Associate Degree)</b> five 16-week semesters (80 weeks full-time) — minimum 71 credit hours — total application fee and tuition costs based on current tuition rates — \$41,817.00 <sup>1</sup>	<b>Network Systems Administration (Associate Degree)</b> five 16-week semesters (80 weeks full-time) — minimum 67 credit hours — total application fee and tuition costs based on current tuition rates — \$36,079.00 <sup>1</sup>
<b>Electronics Engineering Technology (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 139 credit hours — total application fee and tuition costs based on current tuition rates — \$76,443.00 <sup>1</sup>	<b>Technical Management (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 122 credit hours — total application fee and tuition costs based on current tuition rates — \$64,824.00 <sup>1, 3</sup>
<b>Engineering Technology-Computers (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 139 credit hours — total application fee and tuition costs based on current tuition rates — \$77,973.00 <sup>1</sup>	<b>Website Design (Undergraduate Certificate)</b> three 16-week semesters (48 weeks) — 36 minimum credit hours — total application fee and tuition costs based on current tuition rates — \$19,582.00 <sup>1</sup>
<b>Engineering Technology-Electronics (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 139 credit hours — total application fee and tuition costs based on current tuition rates — \$77,973.00 <sup>1</sup>	<b>Website Development (Undergraduate Certificate)</b> three 16-week semesters (48 weeks) — 38 minimum credit hours — total application fee and tuition costs based on current tuition rates — \$20,576.00 <sup>1</sup>
<b>US &amp; Online Tuition Notes:</b> <sup>1</sup> for matriculating students at current tuition rates, credit hours shown and full-time attendance; includes \$30 application fee, student services charge, course resource fee, \$400 one time per enrollment Learning Management System Access fee, and average estimated textbook and equipment expense. <sup>2</sup> In this program, three required courses (HIT230, HIT272, HIT272L) totaling six credit-hours are provided at no tuition charge. <sup>3</sup> In the Health Information Management specialization the HIT230 course totaling three credit-hours is provided at no tuition charge.	

NEW JERSEY Degree Programs. <i>Program availability varies by location</i>	
<b>Biomedical Engineering Technology (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 138 credit hours — total application fee and tuition costs based on current tuition rates.....\$90,052.00 <sup>1</sup>	<b>Multimedia Design &amp; Development (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 127 credit hours — total application fee and tuition costs based on current tuition rates.....\$66,109.00 <sup>1</sup>
<b>Business Administration (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 133 credit hours — total application fee and tuition costs based on current tuition rates.....\$83,987.00 <sup>1</sup>	<b>Network &amp; Communications Management (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 133 credit hours — total application fee and tuition costs based on current tuition rates.....\$69,091.00 <sup>1</sup>
<b>Computer Information Systems (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 130 credit hours — total application fee and tuition costs based on current tuition rates.....\$67,600.00 <sup>1</sup>	<b>Network Systems Administration (Associate Degree)</b> five 16-week semesters (80 weeks full-time) — minimum 70 credit hours — total application fee and tuition costs based on current tuition rates.....\$36,820.00 <sup>1</sup>
<b>Electronics &amp; Computer Technology (Associate Degree)</b> five 16-week semesters (80 weeks full-time) — minimum 71 credit hours — total application fee and tuition costs based on current tuition rates.....\$41,067.00 <sup>1</sup>	<b>Technical Management (Baccalaureate Degree)</b> eight 16-week semesters (128 weeks full-time) — minimum 127 credit hours — total application fee, and tuition costs based on current tuition rates.....\$66,109.00 <sup>1, 2</sup>
<b>Electronics Engineering Technology (Baccalaureate Degree)</b> nine 16-week semesters (144 weeks full-time) — minimum 138 credit hours — total application fee and tuition costs based on current tuition rates.....\$74,596.00 <sup>1</sup>	
<b>New Jersey Tuition Notes:</b> <sup>1</sup> for matriculating students at current tuition rates, credit hours shown and full-time attendance; includes \$30 application fee, student services charge, course resource fee, \$400 one time Learning Management System Access fee, and average estimated textbook and equipment expenses <sup>2</sup> In the Health Information Management specialization the HIT230 course totaling three credit-hours is provided a no tuition charge.	

There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at DeVry. Credit hour differences may benefit students with qualifying transfer credit. Students should contact their student support advisor or academic advisor for more information.

DeVry reserves the right to increase tuition rates at any time; any increase will be announced at least 90 days before the beginning of the effective term.

### Refunds and Withdrawals

The application fee is refundable if the agreement is cancelled in writing prior to midnight of the tenth business day after the date of transaction as provided in the Buyer's Right to Cancel section, or as otherwise required by state law.

To withdraw from school after attending classes, a student must notify the designated official according to the policy stated in the student handbook. Refunds will be calculated using the last documented date of attendance and will be issued within 30 days of the date of notification of withdrawal or the date DeVry determines the student is no longer enrolled, whichever is earlier.

Withdrawal is complete when the designated official has been notified. All students receiving Federal student loans must complete a loan exit interview with the Student Finance office prior to withdrawing.

Withdrawn students are responsible for all outstanding financial obligations. At time of withdrawal, student agrees to pay DeVry University any outstanding balances less than \$100.00 in full; or in four consecutive monthly installments if the balance is \$100.00 or more, including all finance charges at a 12% annual fixed interest rate, in substantially equal amounts sufficient to pay the principal balance in full. DeVry will send a monthly notice of the amount due and remaining balance. DeVry will provide students with a disclosure statement setting forth the material terms prior to a student's first payment becoming due. Failure to fulfill all financial obligations may result in a student's account being reported to the credit bureaus and denial of student's subsequent registration.

In compliance with applicable requirements, DeVry issues refunds to students who completely withdraw from all classes prior to completing a session. Refund calculations are based on week of withdrawal, DeVry's policy and the policy of the student's original state of residence. Of the amounts calculated, the one most favorable to the student is issued. In all cases, policies are applied to tuition charged for the period of enrollment from which the student

withdrew. See the academic catalog for additional detail, including state specific refund policies. Examples of refund calculations are available from the Student Finance office.

### DeVry Refund Policy

At a minimum, refunds are calculated as follows:

<b>Date of Withdrawal During:</b>	<b>Percent Refund of Tuition Less Administrative Fee*</b>
First day of scheduled classes**	100%
Balance of week 1	90%
Week 2	75%
Weeks 3-4	25%
Weeks 5-8	0%

\* The administrative fee is \$50 per course.

\*\* Students who cancel their enrollment during this period will also have their financial aid awards cancelled and any funds received returned to the funding source.

### General Information

Course sequences may vary and DeVry reserves the right to revise, add or delete courses, alter the total number of class hours, suspend, cancel or postpone a class for reasons including, but not limited to, the following: natural occurrences or other circumstances beyond DeVry's control, holidays, special institutional activity days, and registration days. If it becomes necessary for any reason to interrupt its regular class schedules or starting dates, DeVry may, upon reasonable advance notice, suspend or cancel instruction. DeVry will advise students as soon as possible of dates for resumption of classes.

If the number of students enrolling in a starting class is deemed insufficient, DeVry reserves the right to cancel the starting class (a class which begins the first term of an academic program). If this occurs, applicants will be given a full refund, within thirty days, of the application fee and prepaid tuition. In the event that a continuing program or class is cancelled, students will be offered the opportunity to transfer within the DeVry system with full credit for all course work completed. Not all programs are offered at all locations and online. Some courses may not be offered every session. Check with your administrator regarding course availability. All students enrolled in site-based programs will be required to take some coursework online and, for some programs and locations, a substantial portion of the program may be required to be completed online. Check with the appropriate academic advisor regarding course availability and delivery format.

If the standard length of programs must be changed, then tuition for any additional coursework will be charged at the prevailing tuition rate. DeVry is not obligated to provide coursework for students who fail, withdraw from a course, or interrupt their studies. Although the programs are of varying lengths, the term of this Agreement is for one semester only. If a student's enrollment is ongoing after the first session with no interruptions, no new Agreement need be signed, and the terms of this Agreement (except for tuition and refunds in the case of a tuition increase) are reaffirmed and shall be applicable to the student and DeVry upon the student's enrollment for each consecutive subsequent session and during the term thereof. Students who transfer to another DeVry location or program must sign the appropriate academic form prior to transferring. Students readmitted to the University after missing six or more consecutive sessions of enrollment reenroll under prevailing tuition policies at the time they are readmitted and will be asked to execute a new Agreement prior to resuming. A second application fee is not required of readmits.

Standard business methods are used in the collection of delinquent payments. Students are required to keep DeVry informed of their current home and local address.

In order to remain enrolled, students must demonstrate satisfactory academic progress toward completing their programs as outlined in the academic catalog. To graduate from any program, a student must maintain a cumulative

grade point average of not less than 2.0 and satisfactorily complete all required coursework specified by DeVry. Additional conditions are detailed in the academic catalog. DeVry reserves the right to change the requirements for graduation to keep pace with educational, scientific, technological or similar developments. Changes may be applied to students already enrolled. For those cases, an academic advisor will specify an alternate plan of study which must be completed in lieu of the original requirements.

Students seeking resumption of study after involuntary or voluntary withdrawal need to be aware that not all courses are offered each term, and that curriculum changes may have occurred. A review with an academic advisor will be made to determine if an alternate plan of study is needed to permit those students to complete the graduation requirements. DeVry is not obligated to provide coursework for students who fail, withdraw from a course, or interrupt their studies.

Except by attached printed addenda to this Agreement, if any, written by DeVry and acknowledged by applicant, this Agreement is not subject to oral or written modifications from its printed form. This agreement supersedes any DeVry enrollment agreement you may have previously signed.

DeVry is an educational institution that admits academically qualified students without regard to gender, age, race, color, religion, national origin, sexual orientation, political affiliation or belief, or disability and affords them all the rights, privileges, programs and opportunities generally available to students at DeVry. DeVry does not discriminate on the basis of gender, age, race, color, national origin, sexual orientation, political affiliation or belief, religion or disability in admissions, employment services, or access to its programs and activities.

It is DeVry's policy to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. DeVry does not discriminate on the basis of disability. Persons wishing additional information about this policy or assistance to accommodate individual needs should contact the Office of Student Disability Services, [adaofficer@devry.edu](mailto:adaofficer@devry.edu) or 877-496-9050, option 3.

### **Purchase of Texts, Lessons, and Supplies**

*Textbooks, Supplies and Specialized Equipment:* Costs for textbooks and supplies vary by program. The average estimated per-session expense for full-time students in all programs (except Biomedical Engineering Technology, Computer Engineering Technology, Electronics & Computer Technology, Electronics Engineering Technology, Engineering Technology – Computers, Engineering Technology – Electronics, Health Information Technology, Medical Billing & Coding, Website Design and Website Development) is \$75. The average estimated expense for electronic books in the Website Design and Website Development programs is \$30 per course. For full-time students in the following programs, average estimated per-session costs for textbooks and supplies are:

- Biomedical Engineering Technology, Computer Engineering Technology and Electronics Engineering Technology: \$225
- Clinical Laboratory Science, Health Information Technology and Medical Billing & Coding: \$165
- Electronics & Computer Technology: \$450
- Engineering Technology – Computers, Engineering Technology - Electronics: \$310

Costs are subject to change based on publishers' prices. Most courses require electronic versions of textbooks. Students enrolled in these courses are charged \$30 per course for electronic textbooks. Some courses utilize multiple electronic textbooks, however only one \$30 electronic textbook fee is charged.

Students have the ability to purchase their textbooks (hardcopy or electronic) from an outside source, but must purchase those specified by DeVry. In courses that utilize electronic textbooks, students have the ability to request a credit of \$30 for the electronic textbook fee. Students must request this credit by the Sunday following the first day of class, if a credit for the electronic textbook is not requested by this time the fee is non-refundable.

NOTE: Students who order a print-on-demand book, or otherwise print the electronic textbook are not eligible for the \$30 electronic textbook credit.

If electronic versions of textbooks are included, hard-copy textbooks are not required for these courses but may be purchased for an additional cost. Technology and software supplies must be those specified by DeVry.

*Online Course Equipment:* Most online courses with an ECT, ECET or REET designator (and certain alternate courses) include an \$80 per-course equipment charge for the following:

- Analog/digital trainer
- Oscilloscope

Average per-session costs for ECT, ET-C and ET-E program textbooks and supplies noted above include this equipment charge.

Students should test equipment and inform DeVry within seven calendar days of any defects. If no defect is reported, equipment will be considered to be in working order and loaned to the student. Students who report defects should return the equipment and replacement equipment will be shipped to them. DeVry does not guarantee that equipment will be operable but will make technical support, maintenance and repair facilities reasonably available.

Costs are subject to change based on publishers'/suppliers' prices. Applicable taxes and shipping fees apply.

DeVry has limited spare equipment available for student use but does not guarantee that spare equipment will be available.

Students may use the equipment only while enrolled and actively participating in at least one course with the ECT, ECET or REET designator, or in related courses; however, DeVry retains ownership of equipment at all times. Students must use equipment in accordance with its instructions; may not abuse, neglect or allow others to use it; and must ensure that equipment is not lost, stolen or damaged. If equipment is lost, stolen or damaged, students must notify DeVry, and DeVry will charge students up to the full cost of replacement. If equipment is recovered unharmed and returned to DeVry within 30 days after the loss or theft, DeVry will credit or refund any amounts paid for replacement equipment.

DeVry may allow students to retain equipment after successful completion of all program requirements. Students who suspend or discontinue enrollment in their program of study will be required, at DeVry's option, to either return the equipment to DeVry within seven calendar days at their own expense or to pay DeVry the full cost of the equipment. Students authorize DeVry to charge any amount payable for equipment to their DeVry account.

Further information is available from DeVry's student services advisors.

DeVry University receives commissions derived from the gross revenue collected by the bookstore operator for internet sales. These commissions are used for expenses associated with the selection and ordering of textbooks and e-learning materials.

### **Other Costs**

Effective for students starting enrollment November 2018 and after sessions, a non-refundable student services charge of \$35 per session is applied to all students. A \$400 one time per enrollment Learning Management System Access Fee is applied to all students. See the academic catalog for details.

A non-refundable parking fee, not to exceed \$60 per session, per vehicle, may be required of students who utilize DeVry parking lots.

A continuing student who has not completed the continuing student pre-registration procedure may be obligated to pay a \$25 late fee. DeVry reserves the right to change fees at any time without notice. These charges are non-refundable.

### **General Admission Requirements**

To be granted unconditional admission to DeVry, a prospective student must interview with a DeVry admissions advisor/representative and complete an application. In addition, other general and specific requirements must be met regarding age, prior education and evaluation of proficiency in the basic and prerequisite skills needed for college-

level work. Once DeVry accepts the application, applicants are conditionally admitted pending satisfactory completion of remaining admission conditions. Detailed information as well as additional requirements for selected programs, formats and applicants is found in the academic catalog.

Applicants with prior post-secondary attendance must present transcripts indicating all previous work. Students requesting transfer credit for prior post-secondary education must submit official transcripts before credit is awarded.

Each applicant must be at least 17 years old on the first day of classes. Documentation of age may be required.

Each applicant must have earned one of the following credentials from a DeVry-recognized organization: high school diploma or equivalent, General Education Development (GED®) certificate, or a postsecondary degree. The diploma or other acceptable documentation of the applicant's educational achievement must be provided for the student's file by the end of registration unless DeVry grants an extension. An official transcript (or equivalent documentation) with the grade point average (GPA) and graduation date must be submitted by the end of the second session of enrollment. Students who do not meet this deadline are dropped from all courses in which they may be enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Prior educational performance is considered in conjunction with demonstrated proficiency in basic college level skills to determine admissibility and appropriate course placement. DeVry grants unconditional admission to individuals whose prior educational performance meets the criteria outlined in the academic catalog. Applicants whose prior educational performance does not meet these criteria must complete basic skills evaluation and demonstrate specific basic and prerequisite skills proficiency levels to be granted unconditional admission. All applicants may be required to complete basic skills evaluation through standard means prior to starting classes, to determine their initial course placement. Details regarding basic and prerequisite skills evaluation and results are outlined in the academic catalog. See the academic catalog for additional admission requirements.

Applications may be taken through the end of late registration only. DeVry reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Electronics program applicants should note that color is one method used for coding electronic components; consequently, colorblind individuals may have difficulty in some courses.

### **Schedule**

DeVry maintains morning, afternoon, and/or early evening sessions for onsite courses. Morning sessions typically run from 7:00 AM to 1:00 PM. Afternoon sessions typically run from 1:00 PM to 7:00 PM. Evening sessions typically run from 6:30 PM to 10:30 PM, or on weekends, if available. Specific times of attendance vary according to individual student schedules. Students with standard schedules attend classes between 15 and 24 hours per week, depending upon the semester. Part-time students' schedules will vary each semester between 3 and 11 hours per week, depending upon courses chosen. DeVry reserves the right to assign class sessions and to reschedule class sessions, if and when necessary. Students are expected to participate as required on a course-by-course basis and may be dismissed for failure to do so. See the academic catalog for details.

### **Course Loads**

Students in good standing may register for as many as 12 semester-credit hours per session and as many as 24 semester-credit hours per semester. Students may not register for more than the allowed semester-credit hours. Students whose academic history indicates academic difficulties may be required to take a reduced academic load.

### **Attendance/Dismissal Policy**

Those seeking services from DeVry, including students and applicants, who breach DeVry rules or normal standards of good conduct (including those identified in the Code of Conduct) may be subject to sanctions, including dismissal or ineligibility for enrollment or services. DeVry reserves the right to sanction those who do not comply with the Code of Conduct. See the Student Handbook and campus community website for complete details about the Code of

Conduct. Students who fail to maintain satisfactory academic progress are subject to dismissal. See the academic catalog for full details.

### **Housing**

DeVry helps students secure living arrangements; however, formal housing assistance is not provided to online students or to those attending DeVry's New York locations.

### **Part-Time Employment**

The DeVry Student Services office will help onsite students find part-time jobs while they are enrolled. Students are eligible for this assistance beginning the first day of classes. However, since employment depends upon local business conditions, part-time jobs cannot be guaranteed.

### **Student Financial Aid**

DeVry's interest bearing installment loan program is available to students who need assistance to finance their DeVry education. If eligible, students will be given documents outlining terms and conditions of the plan. Federally or state funded financial aid programs may also be available to qualified students.

Students who finance their education through loans are responsible for repayment of the full loan amount plus interest, less the amount of any refund. If a student defaults on a federal or state loan both of the following may occur:

1. The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and 2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. Details on all financial aid programs are available at the school, and at <http://www.devry.edu/financial-aid.html>.

### **Career Services**

Graduates of DeVry programs are entitled to career services to help them seek employment in business or industry. While employment cannot be guaranteed, career services staff will continue to work with students after graduation. DeVry's graduate employment statistics do not include graduates who do not actively participate in an employment search. Graduates who intend to utilize DeVry's career services must agree to DeVry's requirements for an employment search, including specific responsibilities allocated to the graduate. Agreement to utilize DeVry services to support an employment search entitles DeVry to confirm the graduate's hire date, job title, responsibilities and salary with the employer to ensure accuracy of published statistics. Colleagues from DeVry University or any Adtalem Global Education institution are not entitled to career services and waive their rights to career search assistance. The level of career services offered to International students/graduates will vary, and will depend on the employment opportunities permitted by NAFTA and/or their individual student visas. See the academic catalog for more details.

### **Veterans Information**

Students enrolling in eligible programs who qualify for veterans educational benefits should submit the appropriate application for benefits form, along with discharge papers, as far in advance of the scheduled class starting date as possible. Details regarding specific program eligibility and requirements may be obtained from the veterans' benefits coordinator at DeVry. Refunds for Veterans and eligible persons enrolled in programs approved under Section 1775 of the G.I. Law are the same as indicated under Refund Policy.

### **Additional Information**

Please see the DeVry catalog for rules and procedures detailing the services outlined above.

### **Information Disclosure**

DeVry University previously advertised that “Since 1975, 90% of DeVry graduates system-wide in the active job market held positions in their fields of study within 6 months of graduation.” The U.S. Department of Education has asserted that the records maintained by DeVry University for the period 1975-1983 were not sufficient to substantiate the Since 1975 Representation, and thus that DeVry University could not substantiate this representation to the extent required by law. Accordingly, the University agreed to cease making the Since 1975 Representation and post this notification on its website.

DeVry publishes accurate information about its programs, policies, services and graduate outcomes. Complete, accurate information is provided on our website, in our catalogs, and in advertisements and other materials published by DeVry. You may have received information from other sources that was not sanctioned by DeVry. You should only rely on written information provided by DeVry during the application and enrollment process to make an enrollment decision. For comprehensive consumer information, please visit [www.devry.edu/studentconsumerinfo.html](http://www.devry.edu/studentconsumerinfo.html).

### **Document Requests:**

To obtain student records such as billing statements, diplomas, enrollment agreements, registration documents and transcripts, please contact your student support advisor at 877.496.9050. You may also submit your request by one of the following methods:

Email: [documentrequest@devry.edu](mailto:documentrequest@devry.edu)

Fax: 630.689.4003 (Attn: Document Request)

Mail: DeVry University  
Attn: Document Request  
1200 E. Diehl Rd.  
Naperville, IL 60563

### **Publicity Waiver and Release Disclosure**

By signing this enrollment agreement, the student grants to DeVry University Inc., its parent, subsidiary and affiliated companies, agents, licensees and designees (collectively, “DeVry”), including their successors and assigns, the absolute, royalty-free, irrevocable, worldwide, right and permission, with respect to any testimonial (written or oral), photographs, film, video or other images, or sound recordings taken by DeVry:

- (a) To use, re-use, publish, re-publish, copy, modify, display and create derivative works in whole or in part, individually or in conjunction with other photographs, images, recordings or testimonials in any medium (including without limitation, in print and on the Internet) and for any purpose whatsoever, including, without limitation in advertising, marketing, publications, electronic distribution, and the Internet and for any other commercial purpose; and
- (b) To use the student's name in connection therewith if DeVry so chooses; and
- (c) To copyright the same in the name of DeVry, or any other name that DeVry may choose.

The student understands that there will be no compensation for the permitted use of any testimonial (written or oral), photographs, film, video or other images, or sound recordings taken by DeVry or of the student's name. By signing, the student releases and discharges DeVry, its successors, assigns and any designee (including any agency, client, broadcaster, periodical or other publication) from any and all claims and demands arising out of or in connection with the use of such photographs, film, video or other images, sound recordings, or testimonial, including but not limited to any claims for defamation, invasion of privacy, right of publicity, emotional distress or any similar right. Furthermore, the student represents and warrants that any testimonial given is original and does not infringe upon copyright or proprietary rights of another person or entity.

By signing this agreement, the student waives any and all rights to such photographs, film, video or other images, sound recordings, or testimonial and assigns all such rights to DeVry. **If the student is under the age of 18, the parent or legal guardian's signature indicates that he/she and the student have read, understand, and agree to be bound by the terms of this disclosure.**

Name:

Address:

Telephone Number:

**What is your gender?**

**Are you currently incarcerated?**

Are you incarcerated in a Federal or State penal institution?

Are you incarcerated in a juvenile justice facility?

**Session Start Date:**

Session Start Date	Approximate Completion Date (based on continuous enrollment)		
	5 Semesters	8 Semesters	9 Semesters
July 2018	February 2020	February 2021	June 2021
September 2018	April 2020	April 2021	August 2021
November 2018	May 2020	May 2021	October 2021
January 2019	August 2020	August 2021	December 2021
March 2019	October 2020	October 2021	February 2022
May 2019	December 2020	December 2021	April 2022

### APPLICANT (BUYER)

I certify that all information provided by me in the Agreement is accurate and that I have read all pages of this Agreement and will abide by its provisions. I have received, read, understood, and retained a completely filled-in copy of this Agreement. I certify that I have received and reviewed the academic catalog available at <http://www.devry.edu/academics/catalog.html>. I understand that the catalog is part of this Agreement.

NOTE: Provisions of any attached addenda acknowledged by applicant modify those of this Agreement. This enrollment agreement and any addendum incorporated by reference herein supersede all prior or contemporaneous representations, proposals, communications and negotiations, both oral and written, and constitute the entire agreement between the parties with respect to education services. Any representations, warranties, or statements made by an employee or agent of DeVry and not expressed in this Agreement are not binding on DeVry. This Agreement may only be changed by written agreement signed by an authorized representative of the party against whom enforcement is sought.

I understand that all students enrolled in site-based programs will be required to take some coursework online and, for some programs and locations, a substantial portion of the program may be required to be completed online.

### Student's initials

I understand that all students enrolled in site-based programs will be required to take some coursework online and, for some programs and locations, a substantial portion of the program may be required to be completed online.

*Your consent is required for DeVry to participate in electronic transactions for all financial information provided or made available to student loan borrowers, and for all notices and authorizations to Federal Student Aid recipients*

*required under 34 CFR 668.165. This allows DeVry to communicate important financial aid information directly to you electronically, which may include notices, disclosures, award letters, and directions to secure websites.*

**THIS AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY APPLICANT AND ACCEPTED BY DEVRY.**

I hereby authorize DeVry to release information regarding my enrollment, activities, honors, other achievements, graduation and employment to newspapers and other departments within DeVry, and grant DeVry permission to use this information in informational and promotional materials it publishes.

**To international students: By completing and submitting this form you are consenting to have your data transferred to appropriate and relevant third parties contracted by DeVry.**

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<b>Applicant (Buyer) Signature</b>	<b>Date</b>
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<b>DeVry Advisor Signature</b> (DeVry Admissions Representative in FL, MA, MN, NE, OR)	<b>Date</b>
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**FOR APPLICANTS WHO ARE MINORS**

If applicant has not reached the age of majority under state law in the state of buyer's residence, the parent or legal guardian must complete this section.

The undersigned hereby agrees to and accepts the terms and conditions of this Enrollment Agreement and hereby acknowledges that he or she has received a completely filled-in and exact copy of all pages of this Agreement.

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<b>Name of Parent or Legal Guardian (First and Last Name)</b>	<b>Telephone Number</b>
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<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Signature of Parent or Legal Guardian</b>	<b>Date</b>
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**BUYER'S RIGHT TO CANCEL**

You may cancel your application without penalty or obligation at any time prior to midnight of the tenth business day following this transaction. If you cancel within this period, any payments made and any negotiable instrument executed will be returned to you within 10 business days following DeVry's receipt of your cancellation notice. To cancel, send your request:

**By mail to:** DeVry  
1200 East Diehl Road  
Naperville, IL 60563  
Attn: Customer Service

**By fax to:** 630-574-1968  
**By email to:** DVUApplicationCancellations@devry.edu

**In New York, DeVry University operates as DeVry College of New York.**

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**Location Attending:** \_\_\_\_\_**Program of Enrollment:** \_\_\_\_\_

<b>Applicant's Name</b>	<b>DSI#</b>	<b>Home Phone</b>	
<b>Home Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>			

**Purpose**

The intent of this agreement is to make clear the educational services to which you are entitled as a graduate student at DeVry University and its Keller Graduate School of Management. DeVry reserves the right to alter the number of credit or contact hours for reasons including, but not limited to, the following: natural occurrences beyond DeVry's control, holidays, special institutional activity days and registration days.

**Application Fee**

An application fee of \$30 is required.

**Academic Credit**

If accepted for admission, previously completed college courses may apply toward a DeVry degree program. Credit for up to three courses may be transferred from other University-recognized graduate schools. Students in California may receive transfer credit for up to two courses. See the academic catalog for details.

This requires approval of the academic manager. Acceptance of transfer credit awarded by institutions other than DeVry is at the discretion of DeVry.

Students considering transferring DeVry coursework to other educational institutions should be aware that transfer credit acceptance is at the discretion of the receiving institution.

**Tuition/Expenses**

Tuition for graduate students is charged per credit hour at the rates listed below. See the academic catalog for total program costs and credit hours required for program completion.

Students requiring repeat work will be charged additional tuition at the prevailing tuition rates. This may extend the degree or certificate program by additional sessions or semesters. Schedule changes affected during the add/drop period will result in a tuition adjustment according to the tuition policy.

DeVry reserves the right to change a student's status as determined by the student's cumulative enrollment in either online or site-based courses. Tuition for all coursework is assessed according to the student's primary program of enrollment. Student's first program of study is considered the primary program unless the student requests a program change.

**Tuition Deposit for F-1 Applicants**

A refundable tuition deposit equivalent to the cost for six credit hours charged at the current standard tuition rate for graduate applicants is required from initial F-1 applicants prior to entering their first semester with DeVry. The tuition deposit is due after applicant's F-1 visa has been approved by the U. S. Consulate or Embassy abroad and prior to the applicant's entry into the United States. The tuition deposit

will be applied to tuition charged for the student's first semester. This tuition deposit will be refunded if the applicant subsequently cancels enrollment.

The University's academic catalog, effective \_\_\_\_, is available at: <http://www.devry.edu/academics/catalog.html>

<b>Graduate Tuition</b>	
All U.S. Locations and Online	\$2,298 per standard 3-semester credit hour course
Alumni	\$1,838.40 per standard 3-semester credit hour course
Military	\$1,725 per standard 3-semester credit hour course

DeVry reserves the right to increase tuition rates at any time; any increase will be announced before the beginning of the effective term.

### **Tuition Payment Plan**

Payment plans are available for those who wish to defer payment(s). Those wishing to take advantage of deferred payment(s) must submit a completed payment plan agreement. A new agreement is required should students wish to change plans. See academic catalog for details.

### **Refunds and Withdrawals**

The application fee is refundable if the agreement is cancelled in writing prior to midnight of the tenth business day after the date of transaction as provided in the Buyer's Right to Cancel section, or as otherwise required by state law.

A student may formally withdraw from a course prior to the withdrawal deadline, which is Friday of week seven at 11:59 pm MST and receive a grade of W. Withdrawal after this time is not permitted. All withdrawal requests must be communicated to a student success professional, an academic advisor or an appropriate academic administrator verbally, by email or by submitting a request through the interactive student communication system. Simply ceasing to attend classes, notifying the instructor, or notifying any staff member other than the chief location administrator/academic advisor does not constitute a withdrawal of record. Failure to complete an official withdrawal may result in a grade of F.

Withdrawn students are responsible for all outstanding financial obligations. At time of withdrawal, student agrees to pay DeVry University any outstanding balances less than \$100.00 in full; or in four consecutive monthly installments if the balance is \$100.00 or more, including all finance charges at a 12% annual fixed interest rate, in substantially equal amounts sufficient to pay the principal balance in full. DeVry will send a monthly notice of the amount due and remaining balance. DeVry will provide students with a disclosure statement setting forth the material terms prior to a student's first payment becoming due. Failure to fulfill all financial obligations may result in a student's account being reported to the credit bureaus and denial of student's subsequent registration.

Student refunds are calculated on a pro rata basis, less an administrative fee of \$50 (\$25 in Oregon). After classes begin, students who withdraw from a course may be entitled to a tuition refund. Refunds are paid within 30 days of notification of withdrawal and returned by check. The refund amount is related to the date of withdrawal as indicated in the chart below, or according to the effective withdrawal date, if required by state law. (Georgia, Iowa, Maryland, Oregon and Wisconsin students should refer to their respective state addendum.) Students who withdraw from course(s) prior to posted financial aid disbursement may jeopardize eligibility or may have their funds reduced based on the withdrawal date. Please refer to the academic catalog for a full description of the withdrawal and tuition refund policy.

In compliance with applicable requirements, DeVry issues refunds to students who completely withdraw from all classes prior to completing a session. Refund calculations are based on week of withdrawal, DeVry's policy and the policy of the student's original state of residence. Of the amounts calculated, the one most favorable to the student is issued. In all cases, policies are applied to tuition charged for the period of enrollment from which the student withdrew. See the academic catalog for additional detail, including state specific refund policies. Examples of refund calculations are available from the Student Finance office.

### **DeVry Refund Policy**

At a minimum, refunds are calculated as follows:

<b>Date of Withdrawal During:</b>	<b>Percent Refund of Tuition Less Administrative Fee*</b>
First day of scheduled classes**	100%
Balance of week 1	90%
Week 2	75%

Weeks 3-4	25%
Weeks 5-8	0%

\* *The administrative fee is \$50 per course.*

\*\* *Students who cancel their enrollment during this period will also have their financial aid awards cancelled and any funds received returned to the funding source.*

### **Registration Cancellation Fee**

Students who register for a course and subsequently choose not to take the course must cancel their registration in writing. Notice must be given on or before Saturday of week 7 of the preceding session. Continuing students who fail to meet the deadline are charged a \$25 cancellation fee per course.

### **General Information**

Course sequences may vary and DeVry reserves the right to revise, add or delete courses, alter the total number of class hours, suspend, cancel or postpone a class for reasons including, but not limited to, the following: natural occurrences or other circumstances beyond DeVry's control, holidays, special institutional activity days, and registration days. If it becomes necessary for any reason to interrupt its regular class schedules or starting dates, DeVry may, upon reasonable advance notice, suspend or cancel instruction. DeVry will advise students as soon as possible of dates for resumption of classes.

If the number of students enrolling in a starting class is deemed insufficient, DeVry reserves the right to cancel the starting class (a class which begins the first term of an academic program). If this occurs, applicants will be given a full refund, within thirty days, of the application fee and prepaid tuition. In the event that a continuing program or class is cancelled, students will be offered the opportunity to transfer within the DeVry system with full credit for all course work completed. Not all programs are offered at all locations and online. Some courses may not be offered every session. Check with your administrator regarding course availability. All students enrolled in site-based programs will be required to take some coursework online and, for some programs and locations, a substantial portion of the program may be required to be completed online. Check with the appropriate academic advisor regarding course availability and delivery format.

If the standard length of programs must be changed, then tuition for any additional coursework will be charged at the prevailing tuition rate. DeVry is not obligated to provide coursework for students who fail, withdraw from a course, or interrupt their studies. Although the programs are of varying lengths, the term of this Agreement is for one semester only. If a student's enrollment is ongoing after the first session with no interruptions, no new Agreement need be signed, and the terms of this Agreement (except for tuition and refunds in the case of a tuition increase) are reaffirmed and shall be applicable to the student and DeVry upon the student's enrollment for each consecutive subsequent session and during the term thereof. Students who transfer to another DeVry location or program must sign the appropriate academic form prior to transferring. Students readmitted to the University after missing six or more consecutive sessions of enrollment reenroll under prevailing tuition policies at the time they are readmitted and will be asked to execute a new Agreement prior to resuming. A second application fee is not required of readmits.

Standard business methods are used in the collection of delinquent payments. Students are required to keep DeVry informed of their current home and local address.

In order to remain enrolled, students must demonstrate satisfactory academic progress toward completing their programs as outlined in the academic catalog. To graduate from any program, a student must maintain a cumulative grade point average of not less than 3.00 and satisfactorily complete all required coursework specified by DeVry. Additional conditions are detailed in the academic catalog. DeVry reserves the right to change the requirements for graduation to keep pace with educational, scientific, technological or similar developments. Changes may be applied to students already enrolled. For those cases, an academic advisor will specify an alternate plan of study which must be completed in lieu of the original requirements.

Students seeking resumption of study after involuntary or voluntary withdrawal need to be aware that not all courses are offered each term, and that curriculum changes may have occurred. A review with an academic advisor will be made to determine if an alternate plan of study is needed to permit those students to complete the graduation requirements. DeVry is not obligated to provide coursework for students who fail, withdraw from a course, or interrupt their studies.

Students are generally governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. Students who change programs are governed by graduation requirements of the new program in effect at the time of the program change. Curriculum changes may occur, as DeVry reserves the right to change graduation requirements and to revise, add or delete courses. Consequently, curriculum changes may affect current and returning students. Program or policy changes that affect students who are already enrolled are announced prior to the effective date of the change.

Students may transfer to another DeVry location and retain credit for all coursework completed; however, program availability varies by location.

The term of this agreement is one semester. However, if a student's schooling is ongoing after the first semester with no interruptions, no new agreement need be signed, and the terms of this agreement (except for tuition and refund amounts in the case of a tuition increase) are reaffirmed and applicable to the student and DeVry upon the student's enrollment for each consecutive subsequent semester and during the term thereof.

Except by any attached printed addenda to this agreement, written by DeVry and acknowledged by applicant, this agreement is not subject to oral or written modification from its printed form. This agreement supersedes and terminates any DeVry enrollment agreement you may have signed previously.

DeVry is an educational institution that admits academically qualified students without regard to gender, age, race, color, religion, sexual orientation, national origin, political affiliation or belief, or disability and affords them all rights, privileges, programs and opportunities generally available to students. DeVry does not discriminate on the basis of gender, age, race, color, religion, sexual orientation, national origin, political affiliation or belief, or disability in admissions, employment services, or access to its program and activities.

DeVry complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. DeVry does not discriminate on the basis of disability. Persons wishing additional information about this policy or assistance to accommodate individual needs should contact the Office of Student Disability Services, [adaofficer@devry.edu](mailto:adaofficer@devry.edu) or 877-596-9050, option 3.

### **Textbooks and Electronic Course Materials**

Most courses require electronic course materials. Students enrolled in courses in which an electronic textbook is used are charged \$30 for the ebook. Students enrolled in a course using multiple electronic textbooks are charged only one \$30 fee. Most courses require electronic versions of textbooks, though some courses require hard-copy textbooks. Costs for all textbooks are subject to change based on publishers' prices.

Use of the specified textbook(s) is integral to successful completion of a course. Students can purchase their textbooks (hardcopy or electronic) from an outside source but must purchase those specified by DeVry.

Students enrolled in courses using electronic textbooks but who decline the e-book provided by DeVry can request a credit of \$30 for the electronic book fee. Students must request such credit for each course by the end of week one of the session and can do so at <https://bookstore.devry.edu>. Students who order a print textbook, or otherwise print the electronic textbook, are not eligible for the \$30 electronic book fee credit.

For students who want printed textbooks as well as electronic textbooks, black and white, softcover printed versions of certain electronic textbooks are available at an additional cost. These optional printed e-books are equivalent to textbooks. More information is available from the bookstore, at <https://bookstore.devry.edu>.

### **Other Costs**

A \$400 one time per enrollment Learning Management System Access Fee and a Course Resource Fee estimated at \$50 per course is applied to all students. See the academic catalog for details.

A non-refundable parking fee, not to exceed \$60 per session, per vehicle, may be required of students who utilize DeVry parking lots.

### **Admission Requirements**

Please refer to the academic catalog at [www.devry.edu/academics/catalog.html](http://www.devry.edu/academics/catalog.html) for admission requirements.

### **Updating Personal Information**

It is the student's responsibility to notify the School of any change of Personal Data such as name, SSN, address, phone number, email address or employer information.

### **Additional Information**

Additional information on programs, rules and regulations can be found in the academic catalog and student handbook.

### **Schedule**

DeVry maintains morning, afternoon, and/or early evening sessions for onsite courses. Morning sessions typically run from 7:00 AM to 1:00 PM. Afternoon sessions typically run from 1:00 PM to 7:00 PM. Evening sessions typically run from 6:30 PM to 10:30 PM, or on weekends, if available. Specific times of attendance vary according to individual student schedules.

### **Attendance/Dismissal Policy**

Those seeking services from DeVry, including students and applicants, who breach DeVry rules or normal standards of good conduct (including those identified in the Code of Conduct) may be subject to sanctions, including dismissal or ineligibility for enrollment or services. DeVry reserves the right to sanction those who do not comply with the Code of Conduct. See the Student Handbook and campus community website for complete details about the Code of Conduct. Students who fail to maintain satisfactory academic progress are subject to dismissal. See the academic catalog for full details.

### **Housing**

DeVry helps students secure living arrangements; however, formal housing assistance is not provided to online students or to those attending DeVry's New York locations.

### **Student Financial Aid**

DeVry's interest bearing installment loan program is available to students who need assistance to finance their DeVry education. If eligible, students will be given documents outlining terms and conditions of the plan. Federally or state funded financial aid programs may also be available to qualified students.

Students who finance their education through loans are responsible for repayment of the full loan amount plus interest, less the amount of any refund. If a student defaults on a federal or state loan both of the following may occur: 1. The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and 2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. Details on all financial aid programs are available at the school, and at <https://www.devry.edu/financial-aid.html>.

### **Veterans Information**

Students enrolling in eligible programs who qualify for veterans educational benefits should submit the appropriate application for benefits form, along with discharge papers, as far in advance of the scheduled class starting date as possible. Details regarding specific program eligibility and requirements may be obtained from the veterans' benefits coordinator at DeVry. Refunds for Veterans and eligible persons enrolled in programs approved under Section 1775 of the G.I. Law are the same as indicated under Refund Policy.

### **Career Services**

Graduates of DeVry programs are entitled to career services to help them seek employment in business or industry. Employment is not guaranteed. See the academic catalog for more details.

### **Information Disclosure**

DeVry University previously advertised, "Since 1975, 90% of DeVry graduates system-wide in the active job market held positions in their fields of study within 6 months of graduation." The U.S. Department of Education has asserted that the records maintained by DeVry University for the period 1975- 1983 were not sufficient to substantiate the Since 1975 Representation, and thus that DeVry University could not substantiate this representation to the extent required law. Accordingly, the University agreed to cease making the Since 1975 Representation and post this notification on its website.

DeVry publishes accurate information about its programs, policies, services and graduate outcomes. Complete, accurate information is provided on our website, in our catalogs, and in advertisements and other materials published by DeVry. You may have received information from other sources that was not sanctioned by DeVry. You should only rely on written information provided by DeVry during the application and enrollment process to make an enrollment decision. For comprehensive consumer information, please visit <http://www.devry.edu/studentconsumerinfo.html>.

### **Document Requests**

To obtain student records such as billing statements, diplomas, enrollment agreements, registration documents and transcripts, please contact your student support advisor at 877.496.9050. You may also submit your request by one of the following methods:

Email: [documentrequest@devry.edu](mailto:documentrequest@devry.edu)

Fax: 630.689.4003 (Attn: Document Request)

Mail: DeVry University  
Attn: Document Request  
1200 E Diehl Rd  
Naperville, IL 60563

### **Publicity Waiver and Release Disclosure**

By signing this enrollment agreement, the student grants to DeVry University Inc., its parent, subsidiary and affiliated companies, agents, licensees and designees (collectively, "DeVry"), including their successors and assigns, the absolute, royalty-free, irrevocable, worldwide, right and permission, with respect to any testimonial (written or oral), photographs, film, video or other images, or sound recordings taken by DeVry:

- (a) To use, re-use, publish, re-publish, copy, modify, display and create derivative works in whole or in part, individually or in conjunction with other photographs, images, recordings or testimonials in any medium (including without limitation, in print and on the Internet) and for any purpose whatsoever, including, without limitation in advertising, marketing, publications, electronic distribution, and the Internet and for any other commercial purpose; and
- (b) To use the student's name in connection therewith if DeVry so chooses; and
- (c) To copyright the same in the name of DeVry, or any other name that DeVry may choose.

The student understands that there will be no compensation for the permitted use of any testimonial (written or oral), photographs, film, video or other images, or sound recordings taken by DeVry or of the student's name. By signing, the student releases and discharges DeVry, its successors, assigns and any designee (including any agency, client, broadcaster, periodical or other publication) from any and all claims and demands arising out of or in connection with the use of such photographs, film, video or other images, sound recordings, or testimonial, including but not limited to any claims for defamation, invasion of privacy, right of publicity, emotional distress or any similar right. Furthermore, the student represents and warrants that any testimonial given is original and does not infringe upon copyright or proprietary rights of another person or entity.

By signing this agreement, the student waives any and all rights to such photographs, film, video or other images, sound recordings, or testimonial and assigns all such rights to DeVry. **If the student is under the age of 18, the parent or legal guardian's signature indicates that he/she and the student have read, understand, and agree to be bound by the terms of this disclosure.**

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#### **APPLICANT:**

I certify that all information provided by me in this Agreement is accurate and that I have read this agreement in entirety and will abide by its provisions. I understand the information contained in this enrollment agreement and have retained a completely filled-in copy of this Agreement. **This Enrollment Agreement is a legally binding instrument when signed by buyer and accepted by DeVry.**

#### **BUYER'S RIGHT TO CANCEL**

You may cancel your application without penalty or obligation at any time prior to midnight of the tenth business day following this transaction. If you cancel within this period, any payments made and any negotiable instrument executed will be returned to you within 10 business days following DeVry's receipt of your cancellation notice. To cancel, send your request:

**By mail to:** DeVry  
1200 East Diehl Road  
Naperville, IL 60563  
Attn: Customer Service

**By fax to:** 630-574-1968  
**By email to:** DVUApplicationCancellations@devry.edu

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I understand that all students enrolled in site-based programs will be required to take some coursework online and, for some programs and locations, a substantial portion of the program may be required to be completed online.

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#### **Student's Initials**

**Note to international students: By completing and submitting this Enrollment Agreement, you are consenting to have your data transferred to appropriate and relevant third parties contracted by DeVry.**

I certify that all information provided by me in the Agreement is accurate and that I have read all pages of this Agreement and will abide by its provisions. I have received, read, understood, and retained a completely filled-in copy of this Agreement. I certify that I have received and reviewed the academic catalog available at <https://www.devry.edu/academics/catalog.html>. I understand that the catalog is part of this Agreement.

By signing below, I certify that I have been provided access to the institution's electronic or print catalog, bulletin, or brochure. The University's academic catalog, effective \_\_\_\_\_, is available at: <https://www.devry.edu/academics/catalog.html>.

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**Buyer's Signature**

**Date**

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**Advisor's Signature**  
**(Representative in FL, MA, MN, NE, OR)**

**Date**

### **STATE OF WISCONSIN ADDENDUM**

**A signed and dated copy of this addendum must be attached to the academic catalog and enrollment agreement/graduate registration form of every Wisconsin resident enrolling at DeVry University.**

#### **Program Information**

The programs are made up of semesters. Each semester is sixteen (16) weeks long, with two eight-week sessions in each semester. DeVry operates three semesters per calendar year. Tuition for each term is due in advance of the starting date of each term.

#### **Refunds**

The cancellation period applies to the first enrollment of Wisconsin students in any course of instruction. A student enrolling in subsequent terms of the same program or transferring from one program to another is not entitled to another cancellation period. After expiration of the cancellation privilege, DeVry will retain the \$30 application fee.

After expiration of the 10 business day cancellation period and once classes begin, students who withdraw before completing 60% of the potential units of instruction in the current enrollment period shall be entitled to a pro-rated refund.

#### **General Information**

If the standard length of programs must be changed, then tuition for any additional coursework will be charged at the rate prevailing at the time the coursework is taken. Such changes will be limited to situations in which the changes are for the benefit of the student and with the concurrence of the Wisconsin Educational Approval Board.

DeVry reserves the right to change the requirements for graduation to keep pace with educational, scientific, technological or similar developments. Such changes will be limited to situations in which the changes are for the benefit of the student with the concurrence of the Wisconsin Educational Approval Board.

**My signature below certifies that I have read and understand the information contained in this addendum and that I have received an exact copy.**

---

**Student's Signature**

**Date**

---

**Advisor's Signature**

**Date**

**CATALOG AND ENROLLMENT AGREEMENT ADDENDUM**

**DeVry University  
Computer Information Systems, Bachelor's Degree Program  
Cyber Security Programming Specialization**

**Systems Security Certified Practitioner (SSCP) Exam**

**A signed and dated copy of this addendum must be attached to the academic catalog and enrollment agreement of every student enrolled in the Computer Information Systems bachelor's degree program with a Cyber Security Programming specialization. This document supplements the academic catalog and enrollment agreement in the areas indicated below. All remaining conditions of the agreement are still in effect.**

Following completion of DeVry University's Computer Information Systems (CIS) bachelor's degree program with a Cyber Security Programming specialization, DeVry will pay for one attempt of the Systems Security Certified Practitioner (SSCP®) certification exam for eligible students.

In order to qualify to have their certification exam cost covered by DeVry, students must meet the following terms and conditions:

- Complete ISC2's SSCP Examination Application upon successful completion of coursework and test preparation in the CIS/Cyber Security Programming specialization and submit it to Student Services.

***Note:*** You must submit the application to the appropriate DeVry staff member rather than directly to ISC2 in order for DeVry to submit the payment for the exam.

**Additional Requirements:**

1. Students must contact DeVry no later than 1 week after taking the SSCP certification exam to notify us of your test result.
2. Students must take the SSCP exam within 6 months of graduation. Failure to sit for the exam within 6 months of graduation may result in students being billed for the cost of the exam.
3. Students are responsible for reading and understanding the certification process published by ISC2, available at the following website, <https://www.isc2.org/sscp-how-to-certify.aspx>

The SSCP certification requires a minimum of 1 year of cumulative paid full-time work experience in one or more of the 7 domains of the SSCP CBK. Without the work experience, those that pass the exam earn the Associate of (ISC)² until the required experience is gained. Detailed information on qualifications for the SSCP exam is available at [www.isc2.org/sscp](http://www.isc2.org/sscp).

**My signature below certifies that I have read, understand, and agree with the terms and information contained in this agreement and that I have received an exact copy.**

<b>Applicant Name (Print)</b>	<b>Applicant Signature</b>	<b>Date</b>
<b>DeVry Representative Name (Print)</b>	<b>Signature</b>	<b>Date</b>

**CATALOG AND ENROLLMENT AGREEMENT ADDENDUM**

**DeVry University  
Health Information Technology**

**A signed and dated copy of this addendum must be attached to the academic catalog and enrollment agreement of every applicant to the Health Information Technology degree program. This document supplements the academic catalog and enrollment agreement in the areas indicated below. All remaining conditions of the agreement are still in effect.**

**Practicum Clinical Experience**

1. Students will be placed in a mandatory practicum clinical experience in order to fulfill Health Information Technology program requirements, regardless of their course delivery method. At the end of the practicum, students are required to prepare a report summarizing what they have learned and the skills applied during the practicum. This report is to also identify correlations between concepts covered in prerequisite courses and the practicum clinical experience. The practicum clinical experience will be completed during normal business hours at an approved healthcare setting which may or may not be in a hospital or in the student's home town.
2. Students are required to comply with all reasonable workplace rules, policies, and procedures maintained by the health care provider at the Practicum Host Institution in which they are placed. The Practicum Host Institution may require that students execute certain written undertakings, such as confidentiality and non-disclosure agreements. Students are required by the practicum host institution to undergo a background check, physical examination, drug screen and provide proof of current immunization. Failure to have a satisfactory outcome may result in denial of admission to, or dismissal from the practicum site which could result in the student's inability to complete the HIT program at DeVry. Students who are rejected or removed from a practicum site will be required to find their own site.
3. Students must comply with all federal, state, and local laws and regulations regarding appropriate workplace behavior, including but not limited to those laws, rules and regulations concerning confidentiality of patient information and similar confidentiality obligations.
4. If a student requires medical care, including but not limited to emergency care, at the Practicum Host Institution, any expenses incurred for this care will be the student's responsibility and not that of DeVry.
5. Clinical experience in the practicum is unpaid and students are expected to spend no less than 120 hours (80 onsite hours for HIT272 and 40 virtual hours for HIT170) involved in their clinical experience and/or training. Students cannot be used to replace paid staff.
6. Students who fail to meet the legitimate and reasonable expectations of the Practicum Host Institution may be dismissed from that position. Dismissal or failure to successfully complete the practicum will cause the student to receive an "Incomplete" or "Failure" in the course. Students who do not complete all graduation requirements will not be able to graduate from the Health Information Technology program.
7. Students are expected to maintain professionalism at all times when representing DeVry at the practicum site where they are placed. If a student fails to be professional, this may result in a DeVry University Code of Conduct warning or violation. The sanctions imposed include, but are not limited to, warning, probation, suspension, University expulsion, etc.
8. DeVry limits the number of practicum placement sites obtained for each student to two. If a student does not accept one of the two sites offered or successfully acquire a third approved practicum site on his or her own, the student will be unable to complete the program, may be dismissed resulting in the student's inability to graduate from the HIT program at DeVry.

### **HIT272L RHIT Certification Preparation**

This course is designed to prepare students for the Registered Health Information Technician (RHIT) certification exam, which determines aptitude in five competency domains: healthcare data management; health statistics, biomedical research and quality management; health services organization and delivery; information technology and systems; and organizational resources. In the lab, students complete five practice tests and a final mock exam. The minimum requirement to pass this course is 70 percent.

This course is graded on a Satisfactory/Unsatisfactory basis. *Prerequisites: HIT226 and HIT230 /2-0*

DeVry will pay for one RHIT exam per eligible student.

In order to qualify to have your certification exam cost covered by DeVry University, students must meet the following terms and conditions:

- Students must pass HIT272L with an 85% or better
- Students must submit their RHIT Examination Application within 2 weeks upon completing HIT272L
  - **Note:** You must submit the application DeVry University Student Services rather than directly to AHIMA in order for DeVry to submit the payment for the exam.
- Submit an official transcript request from DeVry for delivery to AHIMA

### **Additional Requirements:**

1. Students must contact DeVry no later than 1 week after taking the RHIT Certification exam to notify us of your test result.
2. Students must take the RHIT exam within 6 months of graduation. Failure to sit for the exam within 6 months of graduation may result in students being billed for the cost of the exam.
3. Students are responsible for reading and understanding the Candidate Application Guide published by AHIMA, available at the following websites:

[http://www.ahima.org/~media/AHIMA/Files/Certification/Candidate\\_Guide.ashx](http://www.ahima.org/~media/AHIMA/Files/Certification/Candidate_Guide.ashx)  
<http://www.ahima.org/certification/rhit.aspx?Tab=4>

**By signing below I hereby waive, release, and disclaim any and all claims, demands and causes of action against DeVry, its employees, agents, affiliates, parents, or subsidiaries relating to or arising out of my practicum experience with the Practicum Host Institution or the effect of that experience on my ability to graduate from the HIT program at DeVry. My signature below certifies that I have read and understand the information contained in this addendum and that I have received an exact copy.**

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**Applicant Name (Print)**

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**Applicant Signature**

**Date**

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**DeVry Admission Representative Name (Print)**

**Signature**

**Date**

## CATALOG AND ENROLLMENT AGREEMENT ADDENDUM

**DeVry University  
1200 East Diehl Road  
Naperville, Illinois 60563  
(800) 231-0497**

### **Medical Billing and Coding, Undergraduate Certificate Program**

**A signed and dated copy of this addendum must be attached to the academic catalog and enrollment agreement of every student enrolled in the Medical Billing and Coding undergraduate certificate program. This document supplements the academic catalog and enrollment agreement in the areas indicated below. All remaining conditions of the agreement are still in effect.**

Applicants to the Medical Billing & Coding program must complete DeVry's English placement exam; those who place into transitional studies coursework in English must take ENGL062 in their first session as part of their program requirements.

These applicants are not required to complete the University's math placement exam. In addition, such applicants without prior education experience and who test into foundations coursework are not admitted but are offered enrollment in ENGL017.

#### **HIT252 – Coding Practicum and Review**

This course is designed to prepare students for the CCA certification exam, which determines aptitude in six competency domains: clinical classification systems, reimbursement methodologies, health records and data content, compliance, information technologies, and confidentiality and privacy. The minimum requirement to pass this course is 70 percent. This course is graded on a Satisfactory/Unsatisfactory basis. *Prerequisites: HIT205 and HIT211; Corequisite: HIT230 / 2*

DeVry will pay for one CCA certification exam per eligible student.

In order to qualify to have your certification exam cost covered by DeVry, students must meet the following terms and conditions:

- Students must pass HIT252 with an 85% or better
- Students must submit their CCA Examination Application within 2 weeks upon completing HIT252

**Note:** You must submit the application via DeVry University Student Services rather than directly to AHIMA in order for DeVry to submit the payment for the exam.

#### **Additional Requirements:**

1. Students must contact DeVry no later than 1 week after taking the CCA Certification exam to notify us of your test result. Failure to report your test results may result in students being billed for the cost of the exam.
2. Students must take the CCA exam within 6 months of graduation. Failure to sit for the exam within 6 months of graduation may result in students being billed for the cost of the exam.
3. Students are responsible for reading and understanding the Candidate Application Guide published by AHIMA, available at the following websites:

[http://www.ahima.org/~media/AHIMA/Files/Certification/Candidate\\_Guide.ashx](http://www.ahima.org/~media/AHIMA/Files/Certification/Candidate_Guide.ashx)  
<http://www.ahima.org/certification/CCA>

**My signature below certifies that I have read, understand, and agree with the terms and information contained in this agreement and that I have received an exact copy.**

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**Student's Signature**

**Date**

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**Advisor's Signature**

**Date**

**CATALOG AND ENROLLMENT AGREEMENT ADDENDUM**

**DeVry University  
1200 East Diehl Road  
Naperville, Illinois 60563  
(800) 231-0497**

**Medical Billing and Coding – Health Information Coding option, Undergraduate Certificate Program**

**A signed and dated copy of this addendum must be attached to the academic catalog and enrollment agreement of every student enrolled in the Medical Billing and Coding – Health Information Coding option undergraduate certificate program. This document supplements the academic catalog and enrollment agreement in the areas indicated below. All remaining conditions of the agreement are still in effect.**

Applicants to the Medical Billing & Coding – Health Information Coding option program must complete DeVry's English placement exam; those who place into transitional studies coursework in English must take ENGL062 in their first session as part of their program requirements.

These applicants are not required to complete the University's math placement exam. In addition, such applicants without prior education experience and who test into foundations coursework are not admitted but are offered enrollment in ENGL017.

**HIT261 CCS Review**

This course is designed to prepare students for the CCS certification exam, which determines aptitude in three competency domains: health information documents; diagnosis and procedure coding; and regulatory guidelines and reporting requirements for Acute Care (Inpatient) service. The minimum requirement to pass this course is 70 percent. This course is graded on a Satisfactory/Unsatisfactory basis. *Prerequisite: Corequisite: HIT260/ 2*

DeVry will pay for one CCS certification exam per eligible student.

In order to qualify to have your certification exam cost covered by DeVry, students must meet the following terms and conditions:

- Students must pass HIT261 with an 85% or better
- Students must submit their CCS Examination Application within 2 weeks upon completing HIT261

**Note:** You must submit the application via DeVry University Student Services rather than directly to AHIMA in order for DeVry to submit the payment for the exam.

**Additional Requirements:**

1. Students must contact DeVry no later than 1 week after taking the CCS Certification exam to notify us of your test result. Failure to report your test results may result in students being billed for the cost of the exam.
2. Students must take the CCS exam within 6 months of graduation. Failure to sit for the exam within 6 months of graduation may result in students being billed for the cost of the exam.
3. Students are responsible for reading and understanding the Candidate Application Guide published by AHIMA, available at the following websites:

**My signature below certifies that I have read, understand, and agree with the terms and information contained in this agreement and that I have received an exact copy.**

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**Student's Signature**

**Date**

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**Advisor's Signature**

**Date**

**CATALOG AND ENROLLMENT AGREEMENT ADDENDUM**

**DeVry University**

**Justice Administration**

**A signed and dated copy of this addendum must be attached to the enrollment agreement of every applicant to the Justice Administration bachelor's degree program. This addendum amends the catalog and agreement in the areas outlined below. All remaining conditions of the agreement remain in effect.**

Graduates of the Justice Administration degree program who seek employment in the field of justice administration may be subject to pre-employment screening such as, but not limited to, a criminal background check, drug and/or alcohol testing, physical and/or psychological examination, and a credit check. Students should note that unsatisfactory screening results will likely result in unemployability in the field of justice administration.

**My signature below certifies that I have read and understand the information contained in this addendum, have answered the above questions and that I have received an exact copy.**

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**Applicant Name (Print)**

**Applicant D#**

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**Applicant Signature**

**Date**

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**DeVry Admission Representative Name (Print)**

**Signature**

**Date**

**CATALOG AND ENROLLMENT AGREEMENT ADDENDUM**

**DeVry University  
Bachelor of Science in Technical Management  
Health Information Management Specialization**

**A signed and dated copy of this addendum must be attached to the academic catalog and enrollment agreement of every applicant to the Bachelor of Science in Technical Management – Health Information Management specialization degree program. This document supplements the academic catalog and enrollment agreement in the areas indicated below. All remaining conditions of the agreement are still in effect.**

1. Students will be placed in a mandatory practicum clinical experience in order to fulfill Technical Management – Health Information Management specialization program requirements, regardless of their course delivery method. At the end of the practicum, students are required to prepare a report summarizing what they have learned and the skills applied during the practicum. This report is to also identify correlations between concepts covered in prerequisite courses and the practicum clinical experience. The practicum clinical experience will be completed during normal business hours at an approved healthcare setting which may or may not be in a hospital or in the student's home town.
2. Students are required to comply with all reasonable workplace rules, policies, and procedures maintained by the health care provider at the Practicum Host Institution in which they are placed. The Practicum Host Institution may require that students execute certain written undertakings, such as confidentiality and non-disclosure agreements. Students are required by the practicum host institution to undergo a background check, physical examination, drug screen and provide proof of current immunization. Failure to have a satisfactory outcome may result in denial of admission to, or dismissal from the practicum site which could result in the student's inability to complete the Technical Management – Health Information Management specialization program at DeVry.
3. Students must comply with all federal, state, and local laws and regulations regarding appropriate workplace behavior, including but not limited to those laws, rules and regulations concerning confidentiality of patient information and similar confidentiality obligations.
4. If a student requires medical care, including but not limited to emergency care, at the Practicum Host Institution, any expenses incurred for this care will be the student's responsibility and not that of DeVry.
5. Clinical experience in the practicum is unpaid and students are expected to spend no less than 60 hours onsite involved in their clinical experience and/or training. Students cannot be used to replace paid staff.
6. Students who fail to meet the legitimate and reasonable expectations of the Practicum Host Institution may be dismissed from that position. Dismissal or failure to successfully complete the practicum will cause the student to receive an "Incomplete" or "Failure" in the course. Students who do not complete

all graduation requirements will not be able to graduate from the Technical Management – Health Information Management specialization program.

7. Students are expected to maintain professionalism at all times when representing DeVry at the practicum site where they are placed. If a student fails to be professional, this may result in a DeVry University Code of Conduct warning or violation. The sanctions imposed include, but are not limited to, warning, probation, suspension, University expulsion, etc.
8. DeVry limits the number of practicum placement sites obtained for each student to two. If a student does not accept one of the two sites offered or successfully acquire a third approved practicum site on his or her own, the student will be unable to complete the program, may be dismissed resulting in the student's inability to graduate from the Technical Management – Health Information Management specialization program at DeVry.

**By signing below I hereby waive, release, and disclaim any and all claims, demands and causes of action against DeVry, its employees, agents, affiliates, parents, or subsidiaries relating to or arising out of my practicum experience with the Practicum Host Institution or the effect of that experience on my ability to graduate from the Technical Management – Health Information Management specialization program at DeVry. My signature below certifies that I have read and understand the information contained in this addendum and that I have received an exact copy.**

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**Applicant Name (Print)**

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**Applicant Signature**

**Date**

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**DeVry Admission Representative Name (Print)**

**Signature**

**Date**