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Toll Free: 888.327.2877 | Phone 928.541.7777

Admissions Acceptance Letter

Date

Name
Address
State, City, Zip

Dear (insert first name):

Congratulations! We are pleased to inform you that you have been accepted into Northcentral University's **(insert program)** program.

The professors and staff at Northcentral University (NCU) welcome the opportunity to provide you with an exciting, challenging and rewarding academic experience. Our professors, unique one-to-one learning model, and academic programs are designed to help you in your personal and professional endeavors. We are committed to providing you with the best education possible.

Your program requires a minimum of **(insert number of credits)** semester credit hours. Previous credit earned through NCU, transfer credit, additional credit required for evaluation track students, state specific practicum or licensure requirements and additional dissertation courses that may be required are not reflected in this letter. Please refer to the NCU Course Catalog for a complete list of courses within your selected program.

To complete your enrollment, you must agree to the terms in this acceptance letter, the Enrollment Agreement below, and enroll in your first course through your Student Portal.

Upon your review and acknowledgment of the Enrollment Agreement, you will be able to access your degree plan within your Student Portal. Your degree plan is based upon our evaluation of the transcripts you submitted and any eligible credits applied.

NCU requires students to provide official documentation of previous education to be officially admitted to the University. NCU may accept unofficial transcripts for provisional admissions. However, a sealed official transcript or other comparable official documentation from all schools is used for the basis for admissions, or transfer credit evaluation must be received within 90 days of your first course start date. Please be advised that failure to provide official transcripts or documentation confirming degree conferral within 90 days of your first course's start date may affect your enrollment status.

Again, congratulations! If you have any additional questions, please do not hesitate to contact us.

Sincerely,

Ken Boutelle
Vice President for Enrollment Service

Enrollment Agreement

Getting Started

Your Enrollment Specialist will schedule and register you for your first course. In addition, your Enrollment Specialist will build the initial course schedule for your entire program. Therefore, you will be automatically registered for each course that appears in your course schedule 21 days before each course's scheduled start date. Following your auto-registration for each course, you will receive a Course Registration Information notification (CRI) via email. Once you receive this CRI, your Student Portal will display your new course. Please remember that coursework cannot be submitted until the course start date and courses are to be completed within the assigned period.

Pursuing an advanced degree is an individual endeavor. A student's personal situation, ability to master content, time committed to studying, previous credits awarded and a host of other unique factors determine the time to completion. NCU attempts to provide students with a general estimate of time to completion, but for many students, it will require additional credits and time. NCU makes no specific guarantee as to the time to completion or estimated graduation date for any student.

In addition, as an online student at NCU, you will have access to all of your course materials upon accepting your course.

Students who require their enrollment agreement in a non-English language, may do so by contacting their Enrollment Specialist. The University will provide translation services upon request.

Institutional Charges and Fees

Please refer to the Tuition and Fees section of the NCU Course Catalog for additional dissertation, practicum and associated courses which may increase degree requirements and fees.

Program	Minimum Program Credits Required**	Courses Required	Cost per Course**	Minimum Program Costs**
((Insert Program)) (exp. Master of Business Administration)	((Insert Minimum Credits Required))	((Insert # of Courses Required))	((Insert Cost per Course))	((Insert Minimum Program Costs))

Fee Type	Description	Amount
Tuition	Total Program Costs	((Insert Total Tuition))
Learning Management Fee	One time per program fee	\$450.00
Course Materials Fee	Books and Resources (per course fee)	\$60-\$190
*Late/Declined Fees	Credit Card Fees	\$25.00
*Payment Plan Fees		\$25.00-\$50.00
*Student Tuition Recovery Fund	California Residents Only	\$0.00
*Transcript Fees		\$10.00

*non-refundable charge

****Please note that tuition and fees are subject to change at the discretion of the University. This figure is an estimate based off of the current rate at the time of enrollment and the minimum number of credits required for degree completion. Previous credit earned through Northcentral University, transfer credit, state specific practicum or licensure requirements and additional dissertation courses that may be required are not reflected in the above table.**

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and pre pay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Learning Management Fee

Students beginning a degree program at NCU will be charged a one-time per program Learning Management Fee of \$450 that will be charged on the 8th day of your course (the date you vest in your course). Students will be required to pay the fee again only IF after graduating from one program they begin another. If a student changes specialization within the same program, they will not be responsible for paying the fee again until/unless they graduate and re-enter another program. Students who change their program, or who are required to change their program, but remain an active student will not be required to pay the fee a second time.

Course Materials Fee

Students in a degree program at NCU will be charged a Course Materials Fee (CMF) per course that will be assessed on the eighth day in each of their courses. NCU will automatically provide students with all of their course materials once they have accepted their course. Additionally, while students have the ability to opt out of a portion of the CMF we highly discourage the practice as we want all students to be fully academically prepared for each course. To opt out, students may contact their Academic and Finance Advisor for guidance on the appropriate process and forms. The CMF per course will be \$xxx.

Enrollment Period

The Enrollment Agreement covers the period of time from the first day of your first vested course, which is scheduled to start on [month, date and year of student start will be auto-populated here] and ends on [month, date and year of enrollment period end date will be auto-populated here] To vest in a course, you must accept the course and persist beyond the 7th day of the course. Given NCU's flexible scheduling options, this period of time will vary for each student. If you cease enrollment at NCU, through either withdrawal or dismissal, and wish to return, you will be required to complete a new Enrollment Agreement and a new enrollment period will be established.

Enrollment Period

The Enrollment Agreement covers the period of time from the first day of your first vested course until the degree requirements for your program are met. To vest in a course, you must accept the course and persist beyond the 7th day of the course. Given NCU's flexible scheduling options, this period of time will vary for each student. If you cease enrollment at NCU, through either withdrawal or dismissal, and wish to return, you will be required to complete a new Enrollment Agreement and a new enrollment period will be established.

Add/Drop Period

You may add, cancel or withdraw from a course at any time. To cancel or withdraw from a course, you can contact your Academic and Finance Advisor at learnerservices@ncu.edu or call (888)628-6904. Cancellation or Withdrawal will be effective on the date that the notice is received.

If you wish to add a course outside of the prescribed degree plan, you will take the course as a non-degree seeking student.

If you withdraw from a course, you are subject to the refund policy outlined in the catalog and are responsible for repaying loans obtained plus interest, less the amount of any refund due under the refund policy.

STUDENT'S RIGHT TO CANCEL

(Dates from and including Start Date)

You have the right to cancel the Enrollment Agreement and obtain a full refund of charges through attendance in Week 1 (day 7 of the first course).*). You have the right to cancel by [month, date and year will be auto-populated here based on student start date above]. If you wish to cancel your enrollment agreement, you must contact your Academic and Finance Advisor at learnerservices@ncu.edu or call (888)628-6904 prior to attending Week 2 of your first course. Cancellation or Withdrawal will be effective on the date that the notice is received.

The University reserves the right to cancel or terminate the agreement if you fail to accept and attend your first course, meet basic academic requirements during provisional admissions periods, violate the Student Code of Conduct, fail to make satisfactory academic progress, fail to make payment in accordance with the terms of the student finance agreement, and/or fail to meet attendance requirements as outlined in the Catalog.

If you obtain loan(s) to pay for your educational program, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund that is owed under the refund policy.

If you have received federal student financial aid funds, you may be entitled to a refund of monies not paid from federal student financial aid program funds.

* Students at NCU are provided with the first lesson and all course materials upon student acceptance of a course.

REFUND POLICY

Commented [MOU1]: Item #8

This paragraph in blue is shown for ONLY CA students

If you withdraw or are dismissed from the University before completing 60% of your period of attendance, you will be allowed a refund of eligible tuition amounts. The school will calculate the refund based on the number of days in the period of attendance divided by the number of days you attended during the period. Additional details regarding the policy can be found in the NCU Course Catalog.

The below is shown for NON CA students

Students have the right to withdraw from a course or the University at any time. NCU team members who receive a request to withdraw from the University will process the request on behalf of the student, using the date they received the request as the Request Date.

Dismissed or withdrawn students receiving Federal Financial Aid are subject to return of Title IV funds.

If a refund for a non-Title IV payment is required, the amount will be returned to the same source from which the payment was made. For example, if the payment was made by credit card, the refund will go to the same credit card where possible. If the amount cannot be refund to the original method of payment, a check will be sent to the student using their address of record.

For third party payments refund s will be sent to the entity who made the payment.

Additional details regarding the policy can be found in the NCU Course Catalog.

Statement of Financial Responsibility

I hereby acknowledge that if, for any reason, I become ineligible for the tuition reimbursement/assistance program chosen as my selected method of payment, including federal financial aid, that I will be responsible for paying any balance on my account with Northcentral University. I also understand that if I obtain a loan to pay for an educational program, I have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. I understand that for reimbursement programs, Northcentral University (NCU) requires a valid tuition voucher and payment of the Student's portion of tuition and fees from the Student at the time of enrollment into each course. By providing a usable credit card or e-Checking account I agree that should my selected payment method not pay the balance in full, NCU is authorized to use my provided account information to pay all outstanding tuition and fees.*

*A selected method of payment may not be available for reasons including, but not limited to the following:

- Unauthorized courses
- Dropped or withdrawn courses
- Grades that do not meet specified criteria outlined by the payer
- Retakes or failed courses

I understand that if I am eligible for a loan guaranteed by the federal or state government and I default on the loan, that both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which I am entitled to reduce the balance owed on the loan.
- I may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Scholarship Agreement or Preferred Tuition Rate Program

If you are eligible for a NCU Scholarship or are a participant in one of NCU's Preferred Tuition Rate Programs, you must adhere to the guidelines listed below:

- Student must be continuously enrolled at NCU as defined in the [NCU Course Catalog](#).
- Student must maintain a cumulative GPA of 2.5 for Bachelor's program and 3.0 for Master's and Doctoral programs.
- Students must meet the specific requirements for the scholarship or preferred tuition rate program and will be required to provide updated documentation supporting qualification annually.

The scholarship or preferred tuition rate will be in effect for the duration of the program provided the student meets the above criteria. In the event the student no longer meets one or more of the above criteria, the scholarship or preferred tuition rate will no longer apply.

Individual student scholarship or preferred tuition rates will not be reflected in this document, and will be applied on an individual basis.

The final and actual costs of attendance depend on the individual characteristics of the student including the number of transfer credits awarded, eligibility to receive financial aid, employer assistance programs and the availability of grants.

Payment Plans

“NOTICE”

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Northcentral University (NCU) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (Insert educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NCU to determine if your (credits or degree, diploma, or certificate) will transfer.

Student Code of Conduct

I understand that the Code of Conduct for students is detailed in the NCU Course Catalog.

I also understand that students are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the categories outlined in Code of Conduct outline in the NCU Course Catalog.

Grievance Procedure

I understand that the student grievance procedures are detailed in the NCU Course Catalog. I also understand that at any time, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916-431-6959) or by completing a complaint form, which can be obtained on the bureau's website <http://www.bppe.ca.gov/enforcement/complaint.shtml>.

Course Catalog

Although every effort has been made to assure the accuracy of the information in the NCU [Course Catalog](#), students and others who use the catalog should note that laws, rules, and policies change from

time to time and that these changes may alter the information contained in this publication. Changes may come in the form of government statutes, rules and policies adopted by the Board of Trustees of Northcentral University, or by the President or designee of the university. More current or complete information is available from the appropriate department, School, or administrative office.

Drug and Alcohol Abuse Prevention

I understand that this institution is concerned about the use of alcohol, illegal drugs or controlled substances as it affects students, faculty and staff. I also understand that students, faculty and staff are required to be aware of, and abide by, the standards and provisions outlined in the NCU's Drug and Alcohol Abuse Prevention Program and Policy.

Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

Arbitration Clause

Agreement to Arbitrate

Any controversy or claim arising out of, or relating to this Agreement, no matter how described, pleaded or styled, including without limitation the student's recruitment, enrollment, or attendance at Northcentral University (NCU), or the education provided by NCU, or its billing, financial aid, financing options, disbursement of funds, excess funds or career service assistance, shall have the opportunity to work with NCU or the California Bureau of Postsecondary Education. If not resolved in accordance with the Grievance Procedures, an individual can work through grievance by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association (including the Supplemental Procedures for Consumer-Related Disputes), or connect directly with the California Bureau of Postsecondary Education. Information about the arbitration process can be obtained from the American Arbitration Association (AAA) at www.adr.org or 1-800-778-7879 or California Bureau of Postsecondary Education at 916-431-6959.

If a student chose to continue with the arbitration process, the parties are not required to arbitrate claims by either party against the other party for relief of \$2,500 or less which could be brought in a court of competent jurisdiction.

The student agrees that the arbitrator, and not any federal, state or local court or agency, shall have the exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability or formation of this Agreement to Arbitrate, including, but not limited to any claims that all or any part of this Agreement is void or voidable. For purposes of this paragraph, the term "Northcentral University" includes Northcentral University, its officers, directors and employees, and its affiliates, subsidiaries and parents, and any officers, directors or employees of such entities. The arbitrator shall apply federal law to the fullest extent possible and the substantive and procedural provisions of the Federal Arbitration Act (9 U.S.C. §§1-16) and any and all issues relating to the enforcement of the Agreement to Arbitrate (AAA) and the arbitrability of claims between the parties.

Location of Arbitration: Any such arbitration shall take place before a single neutral arbitrator in the county in which the student resides unless the student and the University agree otherwise. The arbitrator must have knowledge of and actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise. Relief and remedies:

The arbitrator shall have the authority to award monetary damages measured by the prevailing party's actual damages and may grant any nonmonetary remedy or relief that the arbitrator deems just and equitable and within the scope of this Agreement to Arbitrate. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages unless such relief is expressly provided for by

applicable law. The arbitrator also shall not have any authority to alter any grade issued to a student or to require the University to change any of its policies or procedures.

Costs of Arbitration: The parties shall bear their own costs and expenses of arbitration, including their own counsel, experts, witnesses, and presentation of proof. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties. All fees and expenses of the arbitrator and administrative fees and expenses of the arbitration shall be paid by the parties as provided by the Commercial Arbitration Rules of the AAA governing the proceeding, including the Supplementary Procedures for Consumer-Related Disputes, to the extent applicable, or by specific ruling by the arbitrator, or by agreement of the parties.

Class and consolidated actions: There shall be no right or authority for any claims within the scope of this Agreement to Arbitrate to be arbitrated or litigated on a class basis or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other student's claim.

Arbitrator's Award: At the request of either party, the arbitrator shall render a written award briefly setting forth his or her essential findings and conclusions. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

Severability and right to waive: If any part or parts of this Agreement to Arbitrate are found to be invalid or unenforceable by a decision of a tribunal of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of this Agreement to Arbitrate shall continue in full force and effect. Any or all of the limitations set forth in this Agreement to Arbitrate may be specifically waived by the party against whom the claim is asserted. Such waiver shall not waive or affect any other portion of this Agreement to Arbitrate.

Students may file a complaint with the California Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-431-6959 or by completing a complaint form, which can be obtained on the bureau's Internet Website <https://www.dca.ca.gov/webapps/gencomplaint.php>

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 916-431-6959
FAX: 916-263-1897

<http://www.bppe.ca.gov/>. Northcentral University will abide by any decision made by the Board. Survival of provisions of this Agreement - This Agreement to Arbitrate will survive the termination of Student's relationship with the University.

THIS AGREEMENT TO ARBITRATE LIMITS CERTAIN RIGHTS, INCLUDING THE RIGHT TO MAINTAIN A COURT ACTION, THE RIGHT TO A JURY TRIAL, THE RIGHT TO PARTICIPATE IN ANY FORM OF CLASS OR JOINT CLAIM, THE RIGHT TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, AND THE RIGHT TO CERTAIN REMEDIES AND FORMS OF RELIEF. OTHER RIGHTS THAT STUDENT OR THE UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

Acknowledgments by the Student:

I agree that the term of this agreement begins with this signed Enrollment Agreement, and thereafter continues automatically for students in good standing through completion of their degree program, if necessary, until the official withdrawal procedures are completed.

I hereby authorize Northcentral University (NCU) to use my submitted payment method to secure payment for all future applicable fees and tuition charges incurred by me over the course of my degree program. If my submitted payment method is not available or approved, I authorize NCU to use the credit card or e-checking account on file in my student record to pay tuition and fees that are due and owing as of the first day of a course. I understand that if I want to stop future charges that I must provide e-mail

notice to NCU at least 18 days prior to the start of the next course stating that I cancel the automatic payment authorization. Acknowledgment of this document grants permission for NCU and affiliated agencies working on its behalf to communicate with me via email and/or cell phone.

I am aware that all policies, procedures, consumer information and the NCU Course Catalog can be accessed online at www.ncu.edu as well as within my Student Portal.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov/>, (916) 431-6959.

I hereby ACCEPT the terms of this Admissions Acceptance and Enrollment Agreement. By initialing the statements below and clicking the "acknowledged" button, I transmit the Agreement electronically to the University and understand this provides a date and time stamp for the effective date of the Agreement and constitutes my electronic signature for this purpose.

Catalog and Performance Fact Sheet

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Please initial

Job Placement

I understand this institution does not guarantee job placement to graduates upon program/course completion.

Please initial

Licensure

I understand this institution does not guarantee licensure upon completion of the program/course. It is my responsibility as a university student to refer to my current State Board guidelines for licensure requirements within my state of residency.

Please initial

Arbitration

I understand and acknowledge the Arbitration Clause as outlined in this document.

☐

Please initial

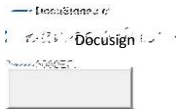
I understand that the total estimated charges for my degree program are:

- TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (INSERT COSTS)
- TOTAL ESTIMATED CHARGES FOR ENTIRE PROGRAM (INSERT COSTS)
- TOTAL CHARGES DUE AT POINT OF ENROLLMENT INTO NCU (INSERT COSTS)

I acknowledge that I have read and understood all aspects of this Letter of Acceptance and Enrollment Agreement. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

This Document is legally binding when signed by the student and authorized Employee of Northcentral University.

I understand that this is a legally binding contract. My signature below certifies that I have read, and understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.



Signature

Acknowledged

Ken Boutelle, Vice President of Enrollment Services

Date



ENROLLMENT AGREEMENT ADDENDUM

Wisconsin Students

This Addendum is incorporated into and made a part of the Enrollment Agreement for residents of Wisconsin when they enroll at Northcentral University. If the terms of the Enrollment Agreement and the Addendum differ, the provisions in the Addendum control.

1. The student has the right to cancel the Enrollment Agreement within 3 days after entering into it. If the student has paid any fees or tuition to Northcentral University before cancelling, that will be refunded within 10 days.
2. A student who has not cancelled within 3 days of enrollment shall be entitled to a pro rata refund of fees or tuition paid if the student withdraws before completing 60% or more of the course. Refunds shall be paid within 40 days after the date of withdrawal, and the student does not have to request the refund.
3. After completing 60% or more of the course, the student shall not be entitled to a refund.
4. Refunds shall be paid first to the student's financial aid sponsors and then to the student.
5. A student's date of withdrawal is the last date the student participated in a course.