



ENROLLMENT AGREEMENT

N7698 County Highway H | Elkhorn, WI 53121 | P: 262-742-4444 | F: 262.364.2078 | wrightgrad.edu
Doing business in Illinois as Wright Graduate School for the Realization of Human Potential

Enrollment Type: New Start

Applicant Legal Name: (First) (Middle) (Last)
Social Security # Date of Birth Driver's License / ID No.
Home Telephone: Work: Cell:
Address City State Zip
E-Mail Fax No.
Year of High School Graduation:

A. EDUCATIONAL SERVICE: WGU delivers learning through a hybrid model, which requires both distance education and on-campus residential learning. Is the applicant an international student applying for an F1 Visa? No
Program: Graduate Certificate in Emotional Intelligence for Leadership and Coaching
Check additional programs enrolled in:
Emotional Intelligence for Leadership & Coaching Certificate
Social Intelligence for Leadership & Coaching Certificate
Transformational Leadership Certificate
Transformational Coaching Certificate
Credential Awarded: Graduate Certificate Clock Hours: 390 Quarter Credits: 13
A description of the program can be found on page 29 of the school catalog. 2018 Catalog Volume 6.6
Enrollment Agreement Period
Scheduled Start Date: 2/2/18 Scheduled Completion Date: 7/31/18 Program Weeks: 26

B. ITEMIZATION & TOTAL TUITION FEES
Tuition \$7,683.00
Performative Learning Fees \$3,500.00
Performative Learning Credit:
Tuition Adjustment for Transfer Credits \$0.00
Estimated Due for Entire Program \$11,183.00
Charges Paid Upon Enrollment \$0.00
Balance Due \$11,183.00
WGU Transfer Credits Awarded: 0
Cost per credit: \$591.00
Estimated Book Costs: \$400.00
Total estimated costs to complete the program*: \$11,583.00
*These costs do not include transportation or meal expense for any residential session.

Nonrefundable fees: Returned Check Fee per Occurrence: \$25.00 Official Transcript Fee per Copy: \$5.00 Rush Service: \$25.00
Mail by USPS: Domestic First Class \$10.00, Priority \$30.00, International Priority \$70.00 International Transfer out fee: \$150.00

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT AND A COPY OF THE SCHOOL CATALOG. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

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.

Signature of Student Date

C. PAYMENT

Students are responsible for all tuition and fees if and until funds from outside sources are received.

Student Accounts and Payment Plans: Monthly payment plans of up to three installments per quarter are available. Even in the case of default, the learner is required to pay all attorney fees and collection costs associated with collecting past due amounts.

Private Loans: Private loans may be available from a number of lenders. Not every lender will recognize the Wright Graduate University as a qualifying institution.

Part-Time Work: Part-time work may be available in areas such as IT, office support, and marketing. Applications can be obtained from the Campus Director.

Outside Scholarships: Outside scholarships received by the University on behalf of a learner will be applied to the learner account. If doing so results in a credit, the learner may request the funds be released to them for other educational expenses (books, etc.). The University will determine the appropriateness of the request in accordance with the terms of the scholarship.

Federal Loans: Unsubsidized Federal loans are available to students who qualify. Students are encouraged to meet with the Financial Aid Officer at WGU to determine their loan eligibility.

D. CANCELLATION, RETURN TO TITLE IV AND REFUND POLICY*

STUDENT'S RIGHT TO CANCEL : A student may cancel this transaction, without any penalty or obligation, within five (5) calendar days from the date specified on the enrollment agreement. *A student's notification of cancellation may be conveyed to the institution in any manner.* If you cancel, any property traded in, any payments made by the student under the contract or sale, and any negotiable instruments executed by the student will be returned within 10 business days following notice to the University of your cancellation, and any security interest arising out of the transaction will be canceled. If the student cancels, he/she must make available to the University at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions regarding the return shipment of the goods at the University's expense and risk. If you do make the goods available to the University and the University does not pick them up within 20 days of the date of your notice of cancellation, the student may retain or dispose of the goods without any further obligation. To cancel this transaction, you may use the CUSTOMER'S RIGHT TO CANCEL form to be provided to you with this enrollment agreement, or notify WGU in any other manner . Refunds resulting from a cancellation will be issued within 10 days of notice of cancellation.

RETURN TO TITLE IV: A recipient of Federal Title IV financial aid who withdraws from the College during a period in which the student does not complete more than 60% of the weeks of instructional time in the period that the student was scheduled to complete will have the amount of Title IV funds he or she did not earn calculated according to federal regulations (34 CFR 668.22). The calculation for all students will be based on the student's last date of attendance.

The percentage of Title IV financial aid that is earned for a payment period is the number of days the student has been enrolled for the payment period up to the last day attended, divided by the total days in the payment period.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the college, the student must return or repay, as appropriate, the remaining amount. Any loan funds that must be returned by the student are repaid in accordance with the terms and conditions of the promissory note. If the student is required to return unearned grant funds, the student is required to return the amount of the unearned grant funds that exceeds 50 percent of the grant funds received.

REFUND POLICY FOR WITHDRAWAL FROM THE PROGRAM: The add-drop period shall be the first fourteen calendar days of any academic quarter. A student may drop a course or courses without penalty during this period by notifying the Registrar or the Chancellor. Provided notice is received by 11:59pm on the fourteenth day, the student shall be entitled to a full refund for that course. With permission of the instructor, a student may add a course until 11:59pm on the fourteenth day of the quarter. You may withdraw from the University at any time and receive a pro rata refund for the current term tuition if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term, less any deduction for equipment not returned in good condition, within 45 days of withdrawal. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period (quarter), unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control. All tuition charges are governed by the University refund policy in the event of withdrawal. Refunds for performative learning fees are governed by the student's agreement with Wright Foundation. The date of determination for a student's withdrawal who does not return to school after 14 calendar days, shall be the 14th calendar day.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the University of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
2. The University terminates the student’s enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the University, failure to participate in academic activities for 14 calendar days*, and/or failure to meet financial obligations to the University.
3. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the student’s **last date of attendance (LDA)** will be used. The LDA is defined as the last date the student participated in an academically related activity. Pro rata refund shall be determined as the number of days remaining after the last day of attendance (see chart below) by the student, divided by the total number of days in the enrollment period, rounded downward to the nearest ten percent. The amount paid minus the amount earned by WGU (total charges minus pro-rata refund amount) represents the refund amount.

Last Day of Attendance	Tuition Refund Owed
Day 1-14	100%
Day 15-17	80%
Day 18-25	70%
Day 26-34	60%
Day 35-42	50%
Day 43-50	40%
Day 51-84	0%

The date of determination (DOD) for determining a student’s withdrawal is the date the student notifies the University of their intent to withdraw, the date the University determines the student must be withdrawn based on existing policy, or the date that the student was scheduled to return from a leave of absence and failed to return, or the 14th calendar day in the case of a student who does not return to school after 14 calendar days of non-attendance. **All Refunds will be issued by the University within 30 days of the DOD in accordance with WI State law.** The 30-day refund requirement meets or exceeds all state requirements for refund processing.

Example Refund

A student enrolls in the Master of Arts in Transformational Leadership and Coaching, consisting of 57 quarter credits. The cost per credit hour is identified as \$591.00. If a student is enrolled in one 6 credit course, and is attending PL01, the costs for the term would be: \$591 x 6 credits = \$3,546 Tuition, plus \$1,750 for PLO1 Performative Learning Fees, for a total of \$5,296.00.

A term is 12 weeks in length, representing 84 days. If a student stops attending at the end of the 5th week, or after 35 days, the % of time remaining in the course attended is 49/84, or 58%, rounded down to 50%. The amount of tuition WGU would refund is \$1,773 (\$3,546 x 50%) and if the days remaining in the 16 day PL01 performative learning course was 9, 9/16 = 56%, rounded down to 50%, \$875 (\$1,750 x 50% = \$875) would be refunded. Of the \$5,296.00 charged for the enrollment period, \$2,648 would be refunded to the student, and \$2,648 would be retained by WGU.

* Please note that the cancellation and/or refund policy may vary by the state in which the student resides. Where required, the policy rendering the largest refund to the student's benefit will be applied. A state comparison of policies is provided at the end of this document.

E. UNDERSTANDINGS

- 1 **Residential Weekends:** WGU provides on campus housing for participants of the residential session weekends in Wisconsin. The costs of on-campus accommodations is included with the course tuition and fees. If a student chooses to stay off campus during residential weekends, they are responsible for the expenses incurred. No refund of tuition is provided to students choosing not to stay on campus. Students are responsible for transportation to and from the campus and meals. Additional requirements that govern the residential weekends are addressed in the Catalog. Non-credit bearing courses (PLs) may be offered at the campus location or the classrooms that are available at the administrative office, 445 E. Ohio Street; Chicago, IL 60611

- 2 **Technology Requirement:** All WGU students are required to own and bring to residential sessions a laptop computer that runs on Windows XP, Vista, 7, 8, 10 or a Mac with a currently supported operation system. Additionally, students need a current internet browser (Google Chrome, Mozilla Firefox, Microsoft Edge), a soundcard, speakers, and word processing software.
- 3 **Campus Media Policy:** Wright Graduate University courses and events are recorded on video and/or audio, and photographs may be taken that may be used in any medium including but not limited to print, video, or the world-wide web, for all purposes, including education, research, advertising, trade or any commercial purpose.

If a student is unwilling to appear or be identified on such recordings, is the student's responsibility to remain out of view of any camera, inform camera operators that he or she wishes to remain out of view, to not identify him or herself, to inform classmates that he or she is not to be named or identified, and to limit the information he or she shares to that which he or she is comfortable having used in the manner described.

If despite these measures the student finds there is a portion of a recording he or she does not consent to have released, it is his or her responsibility to review the taped material and within 2 weeks of the recording date, request removal of only specific relevant sections by notifying the Campus Director with the name of the recording and the specific time stamps where he or she is recorded to be removed. Should the student believe that any media including his or her likeness or voice has been used inappropriately, the student agrees to use the grievance process as defined in the University catalog at that time exclusively.

- 4 **Catalog:** Information about Wright Graduate University is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Wright Graduate University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Wright Graduate University, the Student indicates they have received the catalog version indicated on page one and agrees to abide by the terms stated in the catalog and all school policies.
- 5 **Credential Awarded:** I understand that I will be awarded the credential specified on page 1 of this enrollment agreement when I have completed all of the program requirements, including performative learning requirements and have satisfied all financial obligations.
- 6 **Employment Assistance:** Wright Graduate University does not provide employment placement services. Career advising is available throughout the program from the Career Services department. Career resources are also located on the student portal under "Resource Documents". The portal contains videos and links to online search companies, as well as helpful material related to interviewing skills, resume building, career profiles, and job readiness assessments.
- 7 **Retention, Progress Toward Degree, and Graduation Requirements:** In order to maintain enrollment in the program, I must maintain Satisfactory Academic Progress (including G.P.A. and rate of coursework completion to ensure program completion within 1.5 the standard program length) as described in detail in the university catalog. A minimum cumulative GPA of 3.0, with no grade lower than a 2.0 for any course is required to receive a graduate certificate or degree. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. I understand that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
- 8 **Student Complaint/Grievance Process:** The University and administration work with each student to resolve the issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. Academic concerns should be directed to the Chancellor, while administrative concerns should be directed to the Campus Director. If, however, the student is not satisfied with these efforts, then the student may pursue a formal review by following the procedure:
 1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the faculty/Campus Director to begin an investigation.
 2. The Chancellor or Campus Director will schedule an appointment with the student within three working days to discuss the complaint.

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3. The Campus Director will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the meeting with the student.
4. If the student is not satisfied with the Chancellor, Campus Director or designee's report of disposition of the complaint, the student may appeal this result in writing to the CEO within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.
5. The CEO will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or dean.
6. The CEO will provide both the student and the faculty with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.
7. If the student is not satisfied with the CEO's report of the appeal, he or she may appeal to the Board of the Wright Foundation for the Realization of Human Potential. No reprisal of any kind shall be taken against any participant involved in a grievance procedure.

I understand that complaints which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy may be filed with the Illinois Board of Higher Education, 1 N. Old State Capital Plaza Suite 333, Springfield, IL 62701-1377 or at www.ibhe.org; or the Wisconsin Educational Approval Program, 1400 E. Washington Avenue, Madison, WI 53703, DSPSEAP@wisconsin.gov, 608-266-1996, <http://eab.state.wi.us/>; or with the Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, DC 20036 202.234.5100.

- 9 **Transfer of Credit and Equivalency: 1. Transfer Out** The transferability of credits you earn at Wright Graduate University for the Realization of Human Potential is at the complete discretion of an institution to which you may seek to transfer. If the credits 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. **Transfer In Residency Requirement:** For all WGU certificate, master's degree, and doctoral degree programs, all credits earned towards the completion of a WGU degree or certificate must be earned at the Wright Graduate University. The mandatory non-credit-bearing graduation requirement that is offered through the consortium agreement with Wright Foundation will be recorded as a TR upon completion. **Performative competencies** — No credit granted Previous completion of a seminar, class, or program through Wright Foundation, which is required for completion of WGU degree or certificate, will be noted on the student's transcript as TR once they have provided documentation, such as a transcript, certificate, or diploma, indicating that the student successfully completed the activity. The student may also obtain a WGU Performative Activity Verification form and submit to the registrar of Wright Living to validate completion of the activity.
- 10 **Arbitration:** Any dispute arising from enrollment at Wright Graduate University, no matter how described, pleaded or styled, shall be, at the student's or Wright Graduate University's election, resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Elkhorn, WI, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction. This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do so within twenty (20) days of its receipt of the other party's intent to arbitrate. This policy is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.
- 11 **Equal Opportunity:** Wright Graduate University provides equal opportunity for all persons regardless of age, race, creed, disability, sex, religion, sexual preference or political affiliation.
- 12 **Privacy and Identity Protection:** The online learning management system is password-protected, with each student user receiving a unique user ID and password which they alone know. System administrators can reset passwords upon request should a student believe their identity in the LMS has been compromised. The University does not use any third-party verification of online identity at present. Students are not charged any fees for verification of their identification. Students that share their password will be subject to disciplinary action, up to and including expulsion.

13 **This Enrollment Agreements provisions for enrollment in the program will terminate** when any of the following occurs:
The student Cancels their enrollment, withdraws, or WGU withdraws the student with cause, or the period of enrollment extends beyond 1.5 times the standard time required to complete the program (quarter units attempted exceeds 1.5 times the quarter units required to complete the program). If a student discontinues their enrollment and is re-entered within 180 days, the student may be reentered under the terms and costs stated on the original enrollment agreement. Students who discontinue their studies and are enrolled after 180 from their last day of attendance will be required to sign a new enrollment agreement.

14 This item is intentionally left blank for all programs other than the Doctor of Education in Transformational Leadership, and Coaching.

15 The following section is intentionally left blank except for international applicants seeking F1 Status.

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Enrollment Agreement Termination date, if not before: 10/30/18

Initials: _____ I have read and understand the above understandings.

CUSTOMER'S RIGHT TO CANCEL

You may cancel this transaction, without any penalty or obligation, within five calendar days from the above date (excluding holidays).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, email, mail or deliver a signed and dated copy of this cancellation notice or any other written or verbal notice, or send a telegram to **Wright Graduate University at N7698 County**

Highway H, Elkhorn, WI, 53121 no later than midnight of :

Wednesday, September 5, 2018

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

_____	_____	_____
First Name	Last Name	Date
_____	_____	_____
Address	City	State
_____	_____	_____
		Zip

Specific State Refund and/or Cancellation Policies for residents of these states:

If a state-specified cancellation or refund policy is more advantageous to a student who is a resident of the state, the state policy is applied for determination of the refund amount. The states reviewed, and policy comparisons are provided below:

California: More liberal cancellation provision.

Ed. Code §94919 An institution that does participate in the federal student financial aid program:

(d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Ed. Code §94919(a) Institutions Participating in Federal Student Financial Aid Programs: An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Florida: Policy is less advantageous to student, or equivalent to WGU policy.

Michigan: Policy is less advantageous to student, or equivalent to WGU policy.

Nevada: Policy is less advantageous to student, or equivalent to WGU policy.

North Carolina: More liberal cancellation provision, and full refund for Military assignment.

(A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

(1) Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina.

Ohio: Policy is less advantageous to student, or equivalent to WGU policy.

Texas: Policy is less advantageous to student, or equivalent to WGU policy.

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Revision Date: 2/23/18

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