

709 Mall Boulevard, Savannah, GA; 31406-4805 - 888-444-3404

<b>Name of Student:</b>			
(Last Name)	(First Name)	(Middle Name)	
<b>Present Address:</b>			
(Street Address)	(City)	(State)	(Zip)
<b>Telephone:</b>			

Desired Start Date: \_\_\_\_\_

This Enrollment Agreement does not obligate you to begin classes at South University's Online Programs. Rather, this Enrollment Agreement has legally binding terms and conditions of your enrollment once you choose to begin classes at South University's Online Programs.

**Tuition and Fees**

I understand that I am responsible for tuition and fees pertaining to the program's required course of study. The tuition and fees contained in this Enrollment Agreement are subject to change. Changes in tuition and fees will occur 30 calendar days following student notifications to incoming or continuing students. Changes in tuition and fees will apply to all students unless otherwise specified. In-state and out-of-state tuition are the same. Program length may be adjusted periodically based on regulator requirements. Increases in credit hours will increase the total cost of the program and may occur before I begin classes. In the event of a change in tuition rate, fees, and or program length, my program cost will be recalculated. Any changes to tuition, fees, or program length will be communicated to students. Re-entering students will be subject to the current tuition rate at the time of re-enrollment. Unless otherwise stated, other miscellaneous expenses required for your selected program of study\* are not included in tuition or fees. Each academic term (quarter) is typically ten (10) weeks. Please refer to the Financial Information chapter of the University catalog for details regarding South University financial information policies. Subject to available financial aid (for those who qualify), first term tuition and fees for new students become due at the point of entry. Thereafter, tuition and fees for each succeeding term is due at the start of each academic term. Failure to make proper payment unless otherwise cleared with student finance can result in a registration hold for future classes until all outstanding documentation is received by financial aid.

**Facts You Should Know**

I acknowledge that I have received the *Facts You Should Know* single page disclosure.

The *Facts You Should Know* single page disclosure was explained to me and I had an opportunity to ask questions, which have been answered to my satisfaction.

Program of Study	Degree	Credit Hours	Program Length (Instructional Weeks)	Tuition Cost Per Credit/Term	Technology Fee	Program Fees	Graduation Fee	Digital Textbooks	Approx. Total Cost / Program†*
<b>Associate of Science (AS)</b>									
Allied Health Science	AS	90	80	\$412	\$1,800	\$200	\$125	\$1,350	\$40,555
Medical Assisting	AS	92	80	\$412	\$1,840	\$200	\$125	\$1,380	\$41,449
Paralegal Studies	AS	92	80	\$437	\$1,840	\$200	\$125	\$1,380	\$43,749
<b>Bachelor of Arts (BA)</b>									
Psychology	BA	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
<b>Bachelor of Business Administration (BBA)</b>									
Business Administration	BBA	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
<b>Bachelor of Science (BS)</b>									
Accounting	BS	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
Criminal Justice	BS	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
Healthcare Management	BS	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
Information Technology	BS	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
Legal Studies	BS	180	150	\$437	\$3,600	\$375	\$125	\$2,700	\$85,460
Public Health	BS	182	160	\$437	\$3,640	\$400	\$125	\$2,730	\$86,429
<b>Bachelor of Science in Nursing (BSN)</b>									
Nursing (RN to BSN)	BSN	180	120	\$245	\$3,600	\$476	\$125	\$2,700	\$51,001
Nursing (RN to BSN) ++	BSN	135	120	\$245	\$2,700	\$476	\$125	\$2,025	\$38,401
<b>Doctor of Business Administration (DBA)</b>									
Business Administration	DBA	72	90	\$669	\$1,440	\$225	\$125	\$1,080	\$51,038
<b>Doctor of Ministry (DMin)</b>									
Ministry	DMin	96	120	\$617	\$1,920	\$300	\$125	\$2,400	\$63,977
<b>Doctor of Nurse Practice (DNP)</b>									
Nursing Practice	DNP	66	90	\$617	\$1,320	\$2,012	\$125	\$990	\$45,169
<b>Master of Business Administration (MBA)</b>									
Business Administration	MBA	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
Healthcare Administration	MBA	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
<b>Master of Healthcare Administration (MHA)</b>									
Healthcare Administration	MHA	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
<b>Master of Public Administration (MPA)</b>									
Public Administration	MPA	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
<b>Master of Public Health (MPH)</b>									
Public Health	MPH	56	70	\$550	\$1,120	\$175	\$125	\$840	\$33,060
<b>Master of Science (MS)</b>									
Accounting	MS	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
Accounting (BS to MS)	MS		220		\$4,560	\$550	\$125	\$3,420	\$121,283
- Grad		56		\$669					\$37,464

- Under Grad		172		\$437					\$75,164
Criminal Justice	MS	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
Human Resources Management	MS	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
Information Systems	MS	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
Leadership	MS	48	60	\$669	\$960	\$150	\$125	\$720	\$34,067
<b>Master of Science in Nursing (MSN)</b>									
specialization in Adult-Gerontology Primary Care Nurse Practitioner	MSN	56	70	\$617	\$1,120	\$2,487	\$125	\$840	\$39,124
specialization in Adult-Gerontology Primary Care Nurse Practitioner (RN to MSN)	MSN		180		\$4,540	\$2,762	\$125	\$3,405	\$87,279
- Grad		56		\$617					\$34,552
- Under Grad		171		\$245					\$41,895
specialization in Family Nurse Practitioner	MSN	62	80	\$617	\$1,240	\$3,037	\$125	\$930	\$43,586
specialization in Family Nurse Practitioner (RN to MSN)	MSN		190		\$4,660	\$3,312	\$125	\$3,495	\$91,741
- Grad		62		\$617					\$38,254
- Under Grad		171		\$245					\$41,895
specialization in Nurse Administrator	MSN	48	60	\$617	\$960	\$1,412	\$125	\$720	\$32,833
specialization in Nurse Administrator (RN to MSN)	MSN		170		\$4,380	\$1,687	\$125	\$3,285	\$80,988
- Grad		48		\$617					\$29,616
- Under Grad		171		\$245					\$41,895
specialization in Nurse Educator	MSN	54	70	\$617	\$1,080	\$1,962	\$125	\$810	\$37,295
specialization in Nurse Educator (RN to MSN)	MSN		180		\$4,500	\$2,237	\$125	\$3,375	\$85,450
- Grad		54		\$617					\$33,318
- Under Grad		171		\$245					\$41,895
specialization in Nursing Informatics	MSN	48	60	\$617	\$960	\$1,412	\$125	\$720	\$32,833
specialization in Nursing Informatics (RN to MSN)	MSN		170		\$4,380	\$1,687	\$125	\$3,285	\$80,988
- Grad		48		\$617					\$29,616
- Under Grad		171		\$245					\$41,895
<b>Post Graduate Certificate (PGC)</b>									
Nurse Educator	PGC	34	50	\$617	\$680	\$1,912	\$125	\$510	\$24,205
Nursing Informatics	PGC	28	50	\$617	\$560	\$1,362	\$125	\$420	\$19,743

A digital textbook will be provided for applicable courses and will be automatically secured through South university's contracted third-party vendor. The student cost for digital textbooks will be charged to the student account in addition to tuition. The student cost is \$15.00 per credit hour. For the Doctorate of Ministry program, the student cost is \$400 per quarter for the first six (6) quarters for a customized South University Logos package. The customized South University Logos package is not refundable on or after the first day of classes. For students opting out of the digital textbook, the associated charge will be reversed on the student account after the Drop/Add Period. Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material. Students who do not opt out will not need to purchase print textbooks for courses using a Digital Textbook. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook.

\* Additional fees may be charged for testing or certification required for certain programs. Certain programs will have additional charges for background checks, fingerprinting, professional instruments, memberships to industry associations, entrance exam, practicum evaluation fees, materials and supplies, etc. All additional program costs are contained with the digital application that students review and sign prior to be able to complete an Enrollment Agreement.

† The Approx. Total Cost of the program is based on tuition charged per credit hour or per quarter, (average 10 or 11 weeks(based on program) per quarter with a few exceptions), multiplied by the total number of credits or quarters, graduation fee, digital textbook and program fees described in the other footnotes. Actual total costs may be different depending on the total number of credit hours attempted and quarters attended.

Due to certain state requirements, the program curriculum or length may vary. Please contact an admissions representative prior to enrollment for program details.

++Prior to enrollment into the RN to BSN Program, students must provide a valid, unencumbered RN license. Upon receipt of the license, students will be awarded 45 transfer credits toward the total program requirements, resulting in a reduction in the overall length and cost of the program. Students applying to the RN to BSN Programs, who have earned an Associate's degree in nursing from an accredited institution or a nursing diploma and a bachelors degree from an accredited institution will receive 78 transfer of credits toward the General Education requirements.

The Doctor of Nursing Practice program has \$1,575 practicum evaluation fee (3 practicum courses at \$525 per course) included in the program fee estimate. Students may be required to take additional clinical hours based on previously completed Master of Science in Nursing degree clinical hours.

The Master of Science in Nursing with a specialization in Adult-Gerontology Primary Care Nurse Practitioner program has \$2,100 practicum evaluation fee (4 practicum courses at \$525 per course) not included in tuition and fees chart. This is an additional charge.

The Master of Science in Nursing with a specialization in Family Nurse Practitioner program has \$2,625 practicum evaluation fee (5 practicum courses at \$525 per course) not included in tuition and fees chart. This is an additional charge.

Students in the Bachelor of Science in Healthcare Management may choose to take an Anatomy and Physiology course, only BIO1011 and BIO1013 satisfy the Natural Sciences requirement. Students enrolling in either course must, however, also take the related co-requisite lab courses: BIO1012 and BIO1014 respectively. Students electing this option for their Natural Sciences requirement will complete up to 184 credit hours of work for their degree, depending on their exact choice.

Students in the Bachelor of Arts in Psychology may choose to take an Anatomy and Physiology course, only BIO1011 and BIO1013 satisfy the Natural Sciences requirement. Students enrolling in either course must, however, also take the related co-requisite lab courses: BIO1012 and BIO1014 respectively. Students electing this option for their Natural Sciences requirement will complete up to 184 credit hours of work for their degree, depending on their exact choice.

The Master of Science in Nursing with a specialization in Adult-Gerontology Primary Care Nurse Practitioner (RN to MSN) program has \$2,100 practicum evaluation fee (4 practicum courses at \$525 per course) included in the program fee estimate. +++Prior to enrollment into the RN to MSN Programs, students must provide a valid, unencumbered RN license. Upon receipt of the license, students will be awarded 45 transfer credits toward the total program requirements, resulting in a reduction in the overall length and cost of the program.

The Master of Science in Nursing with a specialization in Family Nurse Practitioner (RN to MSN) program has \$2,625 practicum evaluation fee (5 practicum courses at \$525 per course) included in the program fee estimate. +++Prior to enrollment into the RN to MSN Programs, students must provide a valid, unencumbered RN license, Upon receipt of the license, students will be awarded 45 transfer credits toward the total program requirements, resulting in a reduction in the overall length and cost of the program.

The Post Graduate Certificate in Nurse Educator program has \$1,575 practicum evaluation fee (3 practicum courses at \$525 per course) included in the program fee estimate. Students

may be required to take additional courses as determined through a gap analysis as determined by the Program Director or College Dean. Please refer to the South University Academic Catalog for additional information.

The Master of Science in Nursing with a specialization in Nurse Educator (RN to MSN) program has \$1,575 practicum evaluation fee (3 practicum courses at \$525 per course) included in the program fee estimate. Students applying to the RN to MSN Programs, who have earned an Associate's degree in nursing from an accredited institution or a nursing diploma and a bachelors degree from an accredited institution, will receive 78 transfer of credits toward the General Education requirements.

The Master of Science in Nursing with a specialization in Nurse Educator program has \$1,575 practicum evaluation fee (3 practicum courses at \$525 per course) not included in the tuition and fees chart. This is an additional charge.

The Master of Science in Nursing with a specialization in Nurse Administrator program has \$1,050 practicum evaluation fee (2 practicum courses at \$525 per course) not included in tuition and fees chart. This is an additional charge.

The Master of Science in Nursing with a specialization in Nurse Administrator (RN to MSN) program has \$1,050 practicum evaluation fee (2 practicum courses at \$525 per course) included in the program fee estimate. Students applying to the RN to MSN Programs, who have earned an Associate's degree in nursing from an acceptable accredited institution, may receive up to 90 transfer of credits for the General Education and Foundation course requirements. +++Prior to enrollment into the RN to MSN Programs, students must provide a valid, unencumbered RN license. Upon receipt of the license, students will be awarded 45 transfer credits toward the total program requirements, resulting in a reduction in the overall length and cost of the program.

The Master of Science in Nursing with a specialization in Nurse Informatics program has \$1,050 practicum evaluation fee (2 practicum courses at \$525 per course) not included in tuition and fees chart. This is an additional charge.

The Master of Science in Nursing with a specialization in Nurse Informatics (RN to MSN) program has \$1,050 practicum evaluation fee (2 practicum courses at \$525 per course) included in the program fee estimate. Students applying to the RN to MSN Programs, who have earned an Associate's degree in nursing from an acceptable accredited institution, may receive up to 90 transfer of credits for the General Education and Foundation course requirements. +++Prior to enrollment into the RN to MSN Programs, students must provide a valid, unencumbered RN license. Upon receipt of the license, students will be awarded 45 transfer credits toward the total program requirements, resulting in a reduction in the overall length and cost of the program.

Please visit our [Student Consumer Information](#) page to find additional information. Changing programs, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

## FOR CALIFORNIA STUDENTS ONLY - California Student Tuition Recovery STRF

In addition to the Approximate Total Cost/Program listed above you will be required to pay the STRF charge.

The current STRF charge is \$0.00

**Example:**

**Approximate Total Program Cost: \$47,082 divide by \$1,000 = 47**

**Multiply 47 times STRF charge \$0.00 = \$0**

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 prepay 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.

## REFUNDS, CANCELLATIONS & ADJUSTMENTS OF CHARGES

### Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Fully-Online Programs

A first-time undergraduate student is a student who has not previously attended the school in an undergraduate program. A first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended please see the Refund of Tuition section of the enrollment agreement and catalog.

South University programs provide all new applicants seeking a first-time enrollment in any fully online undergraduate program of study, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to beginning classes or within twenty-one (21) calendar days following the first day of the student's first term.

A first-time undergraduate student who notifies the school in person, in writing, or simply stops attending and does not attend classes past the twenty-first (21st) calendar day following the first day of the term will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the cancellation.

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28th = 1st Scheduled Class		1
April 29th	1st Day of Initial Period	2
April 30th	2	3
May 1 – May 7th	3, 4, 5, 6, 7, 8, 9	4, 5, 6, 7, 8, 9, 10
May 8 – 15th	10, 11, 12, 13, 14, 15, 16	11, 12, 13, 14, 15, 16, 17
May 16th – 19th	17, 18, 19, 20	18, 19, 20, 21
May 20th	21st = Last Day of the Initial Period	22
May 21st	Initial period over – student is eligible to be reviewed for full admission	23

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the twenty-first (21st) calendar days following the first day of the first term (22nd day), or does not meet the admission requirements to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the twenty-third (23rd) respective calendar day (the day after the first day of the term plus twenty-one (21) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term, including withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

Cancellation Refund Policy Student Examples for Fully Online Programs:

Example 1:

1. The term begins on January 5th.
2. Student ceases to attend and his or her last date of attendance is January 24th (the 19th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, veteran's benefits, state aid and other aid program funding nor would the student be charged for any portion of his or her tuition or fees for the Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1. The term begins on January 5th.
2. Student remains enrolled and attends class through January 28 (the 23rd day) then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day twenty-four (24) of the term.
4. Student would be eligible for Title IV, veteran's benefits, state aid and other aid program, if all other conditions are met for admission, since he or she became a regular student after January 25th (the 21st day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

## Refund of Tuition

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. All students will be subject to the institutional refund policy. Students who receive Federal student aid and are subject to the Return of Title IV Funds Policy. Refunds or tuition adjustments will be awarded according to the following guidelines:

If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be reversed and any payments made will be refunded. A tuition adjustment results when a student officially changes enrollment status (full-time to part-time, part-time to less than part-time or part-time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.

Refund Policy after Class Start\*:

If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the academic term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance will be reversed if required based on the tuition charge pricing for the reduced academic credits for the term for the Institutional Refund Policy, or State Refund Policy where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges will include the entire period in which the student registered.

If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

\*For First-time undergraduate students, please refer to *Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Fully-Online Programs* refund policy above.

## Student Right to Cancel/Buyer's Right to Cancel:

If circumstances prevent matriculation before a student begins attending South University, all tuition charges will be refunded.

Students in South University's online programs who drop before the start date of the academic term will receive a one hundred (100) percent refund of the total cost of tuition for the academic term. Tuition refunds after the start of an academic term are based on weekly attendance. Fully online students must contact their Academic Counselor to officially withdraw from school. A student will be determined to be withdrawn from the institution if the student violates the University's published attendance policy in all their classes. The withdrawal date is the last date of attendance as determined by the school from its attendance records. All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Mid-Quarter Start:

- Students who withdraw during week 1 will receive a 75% tuition refund.
- Students who withdraw during week 2 will receive a 50% tuition refund.
- Students who withdraw during or after the 3rd week will receive a 0% tuition refund.

Quarter Start:

- Students who withdraw during weeks 1 and 2 will receive a 75% tuition refund.
- Students who withdraw during weeks 3 and 4 will receive a 50% tuition refund.
- Students who withdraw during or after the 5th week will receive a 0% tuition refund.

## Iowa Refund Policy

Students taking online courses from their home state of Iowa who withdraw from their academic term will receive a prorated academic term refund based on their official last date of attendance (LDA). Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded.
2. Students who drop during the first two calendar weeks of the academic term will receive a full refund of tuition.
3. Tuition refunds after the first two weeks will be prorated based on the number of days the student failed to complete in the academic term, less a 5% administrative charge.

Example formula for calculating refund:

1.  $70$  (total # of calendar days in the academic term) –  $24$  (# of calendar days the student completed in the academic term) =  $46$  (# of calendar days the student failed to complete in the school period)
2.  $46 \div 70 = 0.66$  (percentage of the academic term that the student failed to complete)
3.  $0.66 \times \$5,000$  (tuition charges for the academic term) =  $\$3,300$  (amount of refund prior to administrative charges)
4.  $\$3,300 \times .95$  (Iowa law allows the school to retain 5% in administrative charges) =  $\$3,135$  (tuition charge refund/ reduction owed to the student)

For a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, the student shall have the following withdrawal options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date.? If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date.? If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses.? Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. Refunds are made within sixty (60) calendar days from the date of withdrawal or termination. The withdrawal date is the last date of attendance as determined by the school from its attendance records. A Maryland student that withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

### New Mexico Refund Policy

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who withdraw from all courses from South University online programs.

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of three (3) business days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more one hundred (100) dollars or five (5) percent in tuition or fees, whichever is less, as registration charges.

A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than one hundred (100) dollars or five percent (5%) of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned at a pro-rata amount according to the following schedule, based on the date of student withdrawal as a percentage of the enrollment period for which the student was obligated. The withdrawal date is the last date of attendance as determined by the school from its attendance records.

On first class day	0%
After first day and within 10%	10%
After 10% and within 25%	50%
After 25% and within 50%	75%
50% or thereafter	100%

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five (5) business days of the request.

Tuition and fee refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

### Ohio State Refund Policy

Residents of Ohio who apply for enrollment at South University but are rejected or provide written notice of cancellation within five (5) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than five (5) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

The University requests that a student choosing to withdraw from the school after the commencement of classes is to provide notice in writing or in person to the Office of the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student. A student will be determined to be withdrawn from the institution if the student violates the University's published attendance policy. The withdrawal date is the last date of attendance as determined by the school from its attendance records. All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date. Refunds are calculated based on the student's last date of attendance or participation in an academic activity.

Refunds for Tuition and Refundable Fees will be determined as Follows:

Calendar Week	Tuition Refund
Withdrawal during the first full week	75% of tuition and refundable fees
Withdrawal during the second full week	50% of tuition and refundable fees
Withdrawal during third full week	25% of tuition and refundable fees
Withdrawal after the third full week	No tuition or refundable fees refund

### Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from South University. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within three (3)-business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three (3)-business day cancellation period, but before completing sixty (60) percent of the potential units in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten (10) percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period. The withdrawal date is the last date of attendance as determined by the school from its attendance records.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within forty (40) calendar days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for fifteen (15) calendar days.

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 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.

#### Cancellation Privilege

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third (3rd) business day after written and final receipt of notice of acceptance from the school.

The student will receive a full refund of all money paid if the student cancels within the three (3)-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within three (3) days of cancellation.

#### Adjustments of the Tuition and Fee Charges before Attending Any Units of Instruction but After the Three (3) – Day Cancellation Period:

One hundred (100) percent refund.

#### Adjustment of Charges after Completing:

At Least	But Less Than	Refund of Tuition
1 unit/calendar day	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no refund	no refund

### Return of Title IV Funds

#### Term-Based Online Programs

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term or session the student earns one hundred (100) percent of the Federal student financial assistance. Exemption: if the student successfully completes 49 percent or more of the number of days in the term or successfully completes at least half-time coursework for the term, a Return of Title IV calculation will not be required. Successfully completed is defined as receiving a passing grade in the course.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, it will reduce the term length and if the scheduled break is before the student's last date of attendance, it will also reduce the calendar days completed.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.



If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV Funds calculation as described will be applied to the applicable Session attended using the session start and end dates.

### Official Withdrawal from Online Programs

Students enrolled in online programs who wish to officially withdraw from the institution must contact their Academic Counselor. Undergraduate students who are enrolling at South University for the first time, who officially withdraw from the institution or stop attending in the first 21 days of class will have no attempted courses shown on their record, their enrollment will be cancelled, and all tuition and related fees removed.

#### Drop/Add Period

Students may drop or add a course at the start of each session within their quarter. Each session within a quarter will have a drop/add period of seven calendar days.

For students in online programs, adding a course must be made through their Academic Counselor. Students may not be added to a current course after the defined Drop/Add period. However, students may add a course that begins in a future session.

#### Drop/Add

Students may adjust their schedules without penalty by dropping and/or adding courses during the Drop/Add period. Students officially withdrawing or administratively withdrawn from a course by the end of the Drop/Add period shall receive a 100% refund of all monies paid for the course and will have that course removed from their academic transcripts. Students are encouraged to consult the professor and/or department chair before dropping any course.

For students in online programs, schedule revisions must be made through their Academic Counselor. Students should consult with financial aid to ascertain implications of schedule changes. Courses cannot be added after the late registration period indicated on the University calendar.

#### Dropping Courses

Courses that are dropped after the Drop/Add period but before 80% of the duration of the course will receive a W grade. Courses that are dropped on or after 80% of the duration of the course will receive a WF grade.

## ADDITIONAL FINANCIAL INFORMATION

### Non-Payment of Charges

Non-payment of tuition, fees and/or other charges due to the school will result in the student being obligated for interest, collection costs, and legal costs. In addition, the school reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations.

### Interest on Outstanding Balance

Students who have entered into a retail installment contract with the school may be subject to interest being charged. Please reference the retail installment contract and disclosure documents to understand the interest rate that may be charged and how interest charges are computed.

### Financial Plan

If a student elects a financial plan, it will comply with the Truth in Lending Regulation Z and is part of this Agreement. Any changes in the student financial plan must be updated with each change occurrence.

## GENERAL INFORMATION

### Accreditation

South University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

South University educational programs may have additional programmatic accreditation. Please refer to [Accreditation and State Licensing](#) section of the Academic Catalog.

### Arkansas State Licensing Statement

The Arkansas Department of Education, Higher Education Coordinating Board (423 Main Street, Suite 400; Little Rock, AR 72201; 501-371-2000; [www.adhe.edu](http://www.adhe.edu)) has granted South University certification for degree programs by distance technology. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

### Minnesota Licensing Statement

South University is registered with the Minnesota Office of Higher Education (1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, 651-642-0567, [www.ohe.state.mn.us](http://www.ohe.state.mn.us)) pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### Washington Licensing Statement

South University does not enroll Washington residents into field placement programs. As a result, South University is not required to be authorized by the Washington Student Achievement Council.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

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## General Student Complaint Procedure

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If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure outlined in the catalog. The process for filing a complaint with the state is outlined in the Catalog under [Student Affairs, General Complaint Procedures](#).

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## Washington State Student Complaint Information

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This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board  
128 – 10th Avenue Southwest  
Olympia, Washington 98504  
(360-709-4600)  
[pvs@wtb.wa.gov](mailto:pvs@wtb.wa.gov)

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## Transferability of Credits to Other Institutions

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In the U.S. higher education system, transferability of credit is determined by the receiving institution based on the receiving institutions policies and procedures. For this reason South University does not imply, promise, or guarantee that credits earned at South University will be accepted by another college or university. 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. Students considering transferring to another college or university are responsible for determining whether that school will accept South University credits. South University encourages students to initiate discussions with the potential transfer school as early as possible.

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## Career Services

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The Career Services Office does not guarantee employment or salaries for our graduates but instead provides individual job search assistance with pursuing full-time employment. Career workshops and theme weeks based on academic majors are held throughout the year to aid students in their professional development. All programs are open to any student at no charge. Students should seek out the assistance of the Director of Career Services or Dean of Student Affairs during or prior to their last quarter of school. Information is available regarding resume writing and job search strategies and techniques.

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## Curriculum

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South University reserves the right to change or modify the program contents, sequence of courses, equipment, staff or materials as it deems necessary or required by regulator. In the event of a change, South University will provide a 30 day notice of the changes and any impact to the student's charges and financial plan. In no event will any such changes result in additional tuition charges.

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## Holder in Due Course

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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. Recover hereunder by the debtor shall not exceed the amounts paid by the debtor. (FTC Rule effective 05/14/1976)

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## Student Right to Know

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According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admission Department or the Consumer Information section of the School's website <https://www.southuniversity.edu/online/online-sci>.

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## Cancellation of Start Date

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Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid. South University reserves the right to cancel a start date due to any circumstances that it deems would be in the students' best interest.

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## Non-Discrimination Policy

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South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local, or federal law in our programs and activities. South University provides reasonable accommodations to qualified individuals with disabilities. South University will not retaliate against persons bringing forward allegations of harassment or discrimination. The Dean of Student Affairs has been designated to handle inquiries and coordinate the institution's compliance efforts regarding the Nondiscrimination and can be contacted at 709 Mall Boulevard, Savannah, GA, 31406-4805 or by telephone at 888-444-3404.

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## Student Consumer Information

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Students are encouraged to visit our Student Consumer Information at <https://www.southuniversity.edu/online/online-sci>. These pages contain helpful information regarding our school, including but not limited to, institutional costs, refund policies, campus security reports and statistics, financial aid and completion rates (Students Right to Know)

**All pages of this Enrollment Agreement, digital application and the financial plan (if elected) constitute the complete Enrollment Agreement**

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## Student Acknowledgements & Signature

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I acknowledge and understand that the Application for Admission that I previously filed with South University, including the acknowledgments therein and disclosures and other information that South University provided, is incorporated into and is an integral part of this Enrollment Agreement. I further acknowledge and agree that South University provided me with relevant information and disclosures on which to make an informed



decision whether to enroll at South University, that I had ample time to review the information and disclosures, that I was able to ask any questions I had about the information and disclosures and that my questions were answered to my satisfaction, and that I freely made the decision to enroll at South University without pressure or coercion.

I understand that South University's current Academic Catalog is accessible to me at <https://catalog.southuniversity.edu/>. I understand that the Catalog contains information describing programs offered, academic requirements, and other important policies and procedures. I understand that it is my responsibility as a student to read and understand the catalog and to direct any questions I may have to my Admissions Representative, Academic Counselor or Financial Aid Advisor.

I acknowledge that I understand I am subject to termination of my program of study if my official transcript providing Proof of Graduation is not received within 5 weeks from the start of my first day of class. I am aware that financial aid will not be credited to my account if I cannot provide Proof of Graduation; therefore I will be responsible for any balance due on tuition or fees.

I acknowledge that unofficial transcripts can be reviewed for Transfer of Credit and indicate institution name, program of study, course name, and grade received. However, if my official transcript showing potential Transfer of Credit is not received, I understand that I am subject to loss of Transfer of Credit from this source, which could affect my financial aid plan and the length of my program.

I acknowledge that my courses may be delivered via video conferencing, online, or in a day/evening/weekend format. I have discussed this course delivery option with my Admissions Officer and understand the implications regarding matriculation and course offerings.

I understand that the tuition, fees and other charges stated in this Enrollment Agreement are subject to change. The per quarter tuition is subject to an increase at least once per calendar year, which will increase the total amount for the program. The adjustment to the per quarter tuition may occur before I begin classes and my program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

I understand that my enrollment and South University's obligations under this Enrollment Agreement – EXCEPT the cancellation and refund provisions – may be terminated by South University if I fail to comply with South University's attendance, conduct, academic, and/or financial requirements.

I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debts to South University.

I understand that South University provides the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

I understand that South University does not guarantee job placement or salary amounts to graduates upon program completion or graduation.

South University's Refund and Cancellation policies have been reviewed with me. I understand that they are contained in this Enrollment Agreement and in the Academic Catalog. I had the opportunity to ask questions about these policies and am satisfied with the answers/explanation I received.

South University's Student Consumer Information and Student Right to Know have been reviewed with me. I understand that this information is accessible to me at all times at <https://www.southuniversity.edu/online/online-sci>. I had the opportunity to ask questions about this information and am satisfied with the answers/explanation I received.

I understand that if I sign this Enrollment Agreement, I can choose not to start classes at South University and, therefore, will not incur any financial obligations except any non-refundable fees paid.

I understand that if I have a criminal history, it may disqualify me from acceptance into the professional phase of certain educational programs, prevent me from being eligible to sit for any licensure or certification examinations, or impact my ability to find a job.

I understand that if I have a criminal history, it may disqualify me from clinical placement or employment in my chosen field or a related field of employment.

I understand that changes to this Enrollment Agreement will not be binding on either me or South University unless such changes have been acknowledged in writing by an authorized representative of South University and by me and/or my guardian (if applicable).

I have read and understood this entire Enrollment Agreement. Before signing, I had an opportunity to ask questions, which have been answered to my satisfaction.

## STUDENT'S RIGHT TO CANCEL

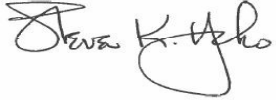
**YOU, THE STUDENT, MAY CANCEL YOUR ENROLLMENT WITHOUT ANY PENALTY OR OBLIGATION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER YOU SIGN THIS ENROLLMENT AGREEMENT. YOU MAY ALSO CANCEL YOUR ENROLLMENT IF THE SERVICES CEASE TO BE OFFERED. IF YOU CANCEL YOUR ENROLLMENT FOR THIS REASON, South University's Online Programs WILL REFUND THE APPROPRIATE PORTION OF THE TUITION OR OTHER CHARGES FOR WHICH YOU DID NOT RECEIVE SERVICES. REFUND OF THE ENROLLMENT FEE IS BASED ON THE DATE THE STUDENT SIGNS THE ENROLLMENT AGREEMENT AND IS NOT DEPENDENT ON WHEN THIS AGREEMENT IS ACCEPTED BY South University's Online Programs.**

**Please do not sign this Enrollment Agreement before you read it in its entirety. You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached rider(s) signed by you are also part of this Agreement.**

NOW, THEREFORE, having read and received a copy of this Enrollment Agreement and the digital application containing disclosures related to my program of study, and intending to be legally bound by it, the parties have signed this Enrollment Agreement on the dates below written. I also authorize South University's Online Programs to receive a copy of my high school and/or college transcript(s).

Student's Signature

Date



Parent's (or Guardian's) Signature (if student is under 18 years of age) Date

Signature of Accepting Official from School

Date

Parent's (or Guardian's) Address

**Chancellor**

Title of Accepting Official

City

State

Zip