

ENROLLMENT AGREEMENT

Arizona College of Nursing – Milwaukee
 9000 West Chester Street
 Milwaukee, Wisconsin 53214
 www.arizonacollege.edu
 (855) 706-8382

Applicant/Student Information:

Legal Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Start Date: _____

Program: Nursing
Credential: Bachelor of Science
Number of Terms: 9
Credit Hours: 120
Weeks: 144
Graduation Date¹: _____

TUITION, FEES AND COSTS	
PROGRAM TUITION: (\$ 843 per credit hour)	\$101,160
REGISTRATION FEE:	\$49
TOTAL RESOURCE FEE: (\$640 per Semester)	\$5760
ESTIMATED PROGRAM TOTAL*:	\$106,969
*This is an estimate only. The Catalog describes the variable costs not included in tuition or fees. Students should refer to the Catalog for total program costs.	

Program description is located on Page 9 of the Arizona College of Nursing Catalog; Version Number 24, with an original published date of 08/26/2024.

PLEASE CAREFULLY REVIEW this information prior to signing this Enrollment Agreement. The total program cost is estimated and does not account for transfer credits or changes in tuition and fees. The cost of tuition and fees for the first academic semester will be billed to my account upon commencement of the program. The cost of tuition and fees for the second academic semester and all subsequent semesters will be billed to my account on the first day of classes of all subsequent semesters. The Student is only billed for one semester at a time based on the Student's enrollment for that semester. In the event a Student must retake courses he or she will be charged the per credit hour rate for the additional courses. Tuition is billed at the beginning of each term (Semester or Quarter). Arizona College of Nursing reserves the right to increase tuition and fees and to set new fees, not to exceed an increase of 5% annually. Any changes may be made applicable to Students already enrolled in the school.

Schedule of Classes:

General Education classes are generally scheduled in the evenings, but courses may be offered at alternative times based on Student need and availability. The general education courses in the nursing program are offered in a blended, Online, and residential format. Nursing Core classes are usually scheduled between 8:00 – 5:00 with clinical courses offered upon availability. The Nursing core courses are offered in a blended, Online, and residential format. Student schedules are provided to Students 3 weeks prior to the new semester starting. At that time the Student may request any necessary changes to their schedules.

Student's Right to Cancel:

An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, Arizona College of Nursing shall provide the 100% refund.

An applicant that cancels more than 3 business days after enrolling, and before the start of the training program, Arizona College of Nursing shall refund to the student all the money the student has paid, minus the registration fee (not to exceed the lesser of \$49 or 10% of the tuition agreed upon in this Enrollment Agreement). If the student reschedules his/her start date or program after the first three (3) business days of the cancellation period, a rescheduling fee of \$49.00 will be assessed. All cancellation refunds will be paid within 15 days of cancellation. Any Student canceling enrollment must do so in writing to the campus at which Student is enrolled.

¹ Note that graduation date is projected contingent on Student timely and successfully completing all courses.

Withdrawal After Program Start:

A Student may choose to withdraw from Arizona College of Nursing at any time after starting a program. This can be done by notifying your advisor of his/her intent to officially withdraw. A Student who does not officially withdraw and is absent for 14 consecutive calendar days will be considered an unofficial withdrawal from Arizona College of Nursing effective on the last day of attendance. If Student has received federal student financial aid funds, Arizona College of Nursing will refund federal student financial aid program funds paid but not earned back to the federal programs. Any unearned federal aid program funds will be returned to the federal programs within 45 days of withdrawal. The institution will also calculate the Student's tuition obligation for the period of enrollment completed prior to withdrawal.

The period of a Student's attendance will be measured from the first day of instruction as set forth in this Enrollment Agreement through the Student's last day of actual attendance, regardless of absences. The period of time for a training program is the period set forth in this Enrollment Agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Institutional Refund Policy:

- A.** If a Student withdraws (officially or unofficially) or is expelled by Arizona College of Nursing after the start of the semester and before the completion of more than 60% of the semester, Arizona College of Nursing will refund to the Student a pro-rata amount of the tuition charged for the semester of withdrawal agreed upon in this Enrollment Agreement minus 10% of the tuition or \$150, whichever is less, which is based on the completion of days out of the days in the semester.
- B.** If a Student completes more than 60% of his/her term, he/she is not entitled to a tuition refund and is obligated for the full contract price of the term. There are no tuition refunds for completed terms or semesters.
- C.** The refund calculation is for tuition only and does not include registration or uniform fees incurred. Books, educational supplies or equipment for individual use and generally not returnable and are not included in this policy for a refund. A separate refund must be paid by Arizona College of Nursing to the Student if those items were not provided to the Student. Refund disputes must be resolved by an administrator on a case-by-case basis.
- D.** If a refund is owed, Arizona College of Nursing shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the: (a) Date of cancellation by a Student of his/her enrollment; (b) Date of termination by Arizona College of Nursing of the enrollment of a Student; (c) Last day of an authorized leave of absence if a Student fails to return after the period of authorized absence; or (d) Last day of attendance of a Student, whichever is applicable.

Return of Title IV Funds:

Title IV funds (federal student aid) are earned in proportion to the percentage of the term or semester that is completed, with 100% of the awarded funds earned after 60% of the term or semester is completed. For instance, if the term or semester lasts 100 days, 100% of the Title IV funds are earned after 60 days are completed. If Student withdraws after 60% of the term or semester is completed, Title IV funds are not required to be returned. If Student withdraws prior to completion of 60% of the term or semester, a calculation of the percentage of the completed semester is applied to the amount of Title IV funds the Student is entitled to receive for the same period.

This calculation is based on the number of days completed in the term or semester as of Student's withdrawal date. Arizona College of Nursing must determine if the Title IV funds Student has received exceed the amount earned.

If the amount received exceeds the amount earned, Arizona College of Nursing must return the excess funds to the Title IV programs in the sequence mandated by the U.S. Department of Education within 45 days of withdrawal.

Student's Initials_____

TERMS AND CONDITIONS:

1. The Arizona College of Nursing Catalog is incorporated by reference into this Enrollment Agreement. Students shall be subject to the Catalog in effect on the date of the Student's enrollment. Any changes to the Catalog will be reflected in an addendum to the Catalog and that addendum shall be considered an integral part of the Catalog. Students should rely on the Catalog (and not on oral or unofficial information) to determine in determining the official Arizona College of Nursing policy.
2. This Enrollment Agreement, including any addenda, Arizona College of Nursing disclosures and the Catalog, constitute the entire agreement between Student and Arizona College of Nursing. Any modification to the Agreement must be made in writing signed by Student and Arizona College of Nursing reserves the right to change the policies and procedures as reflected in the catalog, without prior Student agreement. Student acknowledges that no statements or promises contrary to the terms of this Agreement have been made to Student.
3. Student attests that he/she meets all of Arizona College of Nursing's admissions requirements, including that Student has or will have graduated from high school or has or will have obtained a General Education Development (GED) certificate or equivalent prior to starting class. Failure to meet any admissions requirement, including providing documentation or other confirmation of proof of graduation or attainment of GED certificate, may void this Enrollment Agreement.
4. **TRANSFER OF CREDITS FROM ARIZONA COLLEGE OF NURSING Students who are interested in continuing their education at an institution other than Arizona College of Nursing should first inquire at the institution they plan to attend whether that institution will accept the transfer of credits from Arizona College of Nursing to determine what credits and requirements are needed for entrance to that institution. The transferability of credits is at the discretion of a receiving institution. Arizona College of Nursing cannot assure transfer of credits. While, Arizona College of Nursing has entered into articulation agreements with some local colleges and universities for certain programs, Arizona College of Nursing credits are not designed to transfer.**
5. Student may request that Arizona College of Nursing evaluate course credit earned at another college, university, or school. Student may also request that Arizona College of Nursing review previous experience related to the program coursework. If transfer credit is granted to Student, the program length and cost may decrease based on the number of transfer credits applied to the program requirements.
6. Student acknowledges that he/she is ultimately responsible for his/her job search and for attaining both general and specific career-related employment. Arizona College of Nursing does not and cannot guarantee employment or job placement. Student further acknowledges that no one at Arizona College of Nursing has made any promises or guarantees regarding employment, job placement, salaries, or salary ranges to expect after graduation.
7. Arizona College of Nursing reserves the right to change the course teaching modality, content, equipment, materials, schedule and organization, as it deems necessary or advisable for any reason, including for the safety and wellbeing of its students and staff.
8. Enrollment may be terminated for, among other reasons, failure to maintain satisfactory academic progress, violation of Student conduct requirements or non-payment of tuition or costs. Arizona College of Nursing will charge additional fees for any course Student repeats due to failure.
9. Student's individual success or satisfaction is not guaranteed and is dependent upon Student's individual efforts, abilities, and adherence to the requirements of Arizona College of Nursing. Student's dissatisfaction with or failure to utilize the educational or other services offered by Arizona College of Nursing does not excuse Student from repayment of student loans or indebtedness to Arizona College of Nursing.
10. Student agrees to keep Arizona College of Nursing apprised of his/her current home address, local address, and phone number while enrolled or during any period in which there is a balance owed to Arizona College of Nursing.
11. Student agrees to use the Arizona College of Nursing Grievance Procedure set forth in the Catalog to resolve any complaints or grievances against Arizona College of Nursing. After exhausting the Grievance Procedure remedies, a Student with remaining unresolved complaints or grievances against Arizona College of Nursing may bring such claims in a state court in the location of the Arizona College of Nursing campus to which Student is or was enrolled.

Student acknowledges that he/she has carefully reviewed the above information, and that Student's initials indicate his/her understanding of, and agreement to, each of the above Terms and Conditions.

Student's Initials _____

NOTICES TO STUDENT

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF THE GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT IN ITS ENTIRETY OR IF IT CONTAINS ANY BLANK SPACES. THIS AGREEMENT AND ANY ADDENDA ARE A LEGALLY BINDING CONTRACT BETWEEN YOU AND ARIZONA COLLEGE OF NURSING WHEN SIGNED BY YOU AND ACCEPTED, SIGNED, AND DATED BY AN AUTHORIZED OFFICIAL.

DISABILITY RESOURCES & SERVICES

Arizona College of Nursing is committed to promoting an environment that is non-discriminatory. The college admits qualified students without regard to religion, political affiliation or belief, sexual orientation, national origin, race, age, gender or disability.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Arizona College of Nursing does not discriminate on the basis of disability and will provide reasonable accommodations to qualified students with documented disabilities. The college will make an individual assessment in response to each request to determine if the needs of the student can be met.

To receive an accommodation, students should submit a completed Student Accessibility Services Request for Accommodations form along with current substantiating documentation. Documentation must be from applicable professionals, provide a specific diagnosis and recommend specific accommodations. Accommodation forms are available from the campus disability coordinator and once completed, must be submitted to the same office. Students must take responsibility for proactively providing substantiating documentation for requested accommodations with the disability coordinator in order for the disability declaration to be properly evaluated. Notification detailing the length, terms and explanation of approved accommodation will be created by the disability coordinator and be provided to the student. A copy is also to be kept in the student's file. Accommodations are not granted on a retroactive basis.

All students receiving accommodations are to make appointments to meet individually with the Academic Support Coordinator, or designated disability coordinator, at the beginning of each semester to review accommodations for the classes. Students are also welcomed to contact the disability coordinator throughout each semester to review their needs and receive assistance in collaborating with the faculty and staff.

Exceptions to this policy are at the discretion of the disability coordinator and must conform to applicable law, be documented, and approved by the vice president of regulatory affairs, with a copy placed in the student's file.

Student's Initials_____

