



# Wisconsin Enrollment Agreement

National University

9388 Lightwave Avenue, San Diego, California 92123

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Congratulations on your decision to become a student at National University. This agreement covers your obligation to pay tuition and fees. By signing this agreement, you agree to the following terms:

**TERMS.** The Enrollment Agreement details certain National University expectations, requirements and policies. Your signature acknowledges that you have had reasonable opportunity to read and understand the information provided herein, and that you have been given access to: the [University Catalog](#), Estimate of Courses, Financial Aid Information, Information for New Students, Credential Orientation Information (if applicable), access to the website ([www.nu.edu](http://www.nu.edu)), and access to information about the University's accreditation ([WSCUC](#)). All prospective students are strongly encouraged to review the University [Student Consumer Information](#) page. National University is a California-based non-profit institution, located at 11355 North Torrey Pines Road, La Jolla, CA 92037. This Consumer Information page provides links to a suite of important National University information, disclosures, policies and procedures.

**TUITION AND FEES.** You agree to pay to the University tuition and fees for each course in which you enroll at the amount then being charged. You understand and agree that the University has the right to change the amount of the tuition and fees at any time. Each tuition payment received from you will be first applied to the oldest tuition obligation.

**MONTHLY BILLING.** A billing statement will be sent to you by the University approximately two weeks before the first-class session of each course. The full amount of tuition is due and must be paid by you before the first-class session. If you fail to pay tuition when it is due, you will be billed a late charge and may be required to pay collection costs including reasonable attorney's fees and court costs which are described in this agreement.

#### **STUDENT'S RIGHT TO CANCEL.**

You may cancel enrollment during the 3-business-day period by delivering or mailing a signed written notice to the school at the address set forth in the notice of cancellation privilege. Saturdays, Sundays and holidays are not business days. The school shall, within 10 business days after receiving notice of cancellation from the student, make any refund owing as a result of the cancellation and arrange for a termination of the student's obligation to pay any sum. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

National University reserves the right to cancel or terminate this Enrollment Agreement or deny admission if you fail to meet university academic requirements, program requirements, Student Conduct Code, fail to meet Satisfactory Academic Progress, fail to make timely payments, and/or fail to meet attendance requirements as outlined in the [University Catalog](#).

**FINANCIAL ASSISTANCE.** You are responsible for the full amount of tuition and fees charged by the University even though you may be eligible for a Stafford Loan, Veterans benefits, or other government or company sponsored financial assistance. You agree that eligibility for financial assistance under these programs is not controlled by the University and the University makes no promise or representation that you will be eligible to receive financial assistance or the amount of financial assistance. You are responsible for ALL tuition, fees and other charges regardless of whether financial aid is received or employers or other third parties pay as agreed.

However, if you are eligible and apply for financial assistance through a financial assistance program approved by the University, you may request a one-time postponement of your tuition obligation while your aid is being processed (see Postponed Tuition Agreement for Financial Aid Applicants). When your financial assistance is received by the University, you agree, as a condition of your enrollment, to pay your total tuition and fees for the current payment period and receive a refund on any overpayment within ten working days.

**COLLECTION COSTS.** If you do not pay your tuition and fees as required by this agreement, the University may incur collection costs. You promise to pay all collection costs, including reasonable attorney's fees and court costs.

**BAR FROM CLASS ATTENDANCE.** If you fail to pay your tuition when it is due or break any of your promises in this agreement, the University may bar you from attending additional courses until your tuition is fully paid or satisfactory arrangements have been made with the University's Student Accounts Office.

**YOU UNDERSTAND AND AGREE THAT THE UNIVERSITY WILL WITHHOLD GRADES, TRANSCRIPTS, DIPLOMAS, AND OTHER SERVICES IF YOU FAIL TO PAY TUITION OR BREAK ANY OF YOUR PROMISES TO THIS AGREEMENT.**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

#### **TRANSFER CREDIT EVALUATION**

**Transcript Requests of Other Institutions** - Transfer credit earned at other institutions cannot be considered without official transcripts. Upon request, the University will process the initial request for all domestic transcripts (excluding test scores), including payment of associated fees, on the student's behalf. If a transcript has not arrived within four weeks, the Office of the Registrar will submit a second request. Thereafter, it becomes the student's responsibility to ensure that the University receives the document(s). Students must provide documents that are outstanding to ensure receipt within the required time frame. Once student has been officially admitted, any subsequent transcripts are the sole responsibility of the student.

The University will not process requests for foreign transcripts/documents. Students who have attended institutions in foreign countries or who have a high school proficiency must acquire official transcripts/documents themselves. Transcripts from other institutions that have been presented for admission or evaluation become a part of the student's academic file and are not returned or copied for distribution.

Official transcripts should be sent by the issuing institution directly to:

*Office of the Registrar National University*

*9980 Carroll Canyon Road*

*San Diego, California 92131-1133*

The Office of the Registrar will not accept hand-carried transcripts or transcripts "issued to student" as official documents unless they are in a sealed envelope from the issuing institution. Electronic transcripts sent directly from the issuing institution to [records@nu.edu](mailto:records@nu.edu) will be considered official. Electronic transcripts not sent from the issuing institution or sent to a different nu.edu email address will not be considered official.

**Evaluation** - Evaluation is the official determination of the required course of study for a student's degree and is the final step in the admission process. After the Office of the Registrar receives all official transcripts and other documents required for admission, the student's records are evaluated for transferability of credit. Official evaluation must occur within 60 days of application the University to avoid disruption in class scheduling. The course of study that a student discussed with an advisor at the initial admissions interview is only an estimate of the course requirements for a degree. The Office of the Registrar makes the official determination regarding the applicability of previous coursework toward meeting the requirements of a particular degree program. Students will be notified by e-mail when they may view their Academic Advisement Report (AAR) online through the student portal. As students' progress through their program, the AAR will show coursework already completed and courses remaining to be completed. The AAR helps students and advisors determine progress toward completion of program requirements. The AAR is not the official notification of completion of program requirements. An official audit of program requirements is conducted by the Office of the registrar when a student applies for graduation.

Students are responsible for reviewing their transfer credit evaluation as well as their scheduled courses with their Academic Advisor and informing them of any courses that they feel are duplicative or equivalent in content to previously completed coursework or non-traditional learning.

**OFFICIAL ENROLLMENT.** Official enrollment in a class requires registration with an Admissions Advisor or self-registration through the student portal prior to the first night of class. Late registration requires instructor approval. **Instructors are not authorized** to allow non-registered students to receive grades or to attend class.

**ATTENDANCE.** If you are enrolled in a course which you are unable to attend, you agree to notify an Advisor as soon as possible. Students with zero recorded attendance within the first nine days of a class will be dropped for non-attendance and are considered to have constructively withdrawn and subject to refunds. Adding, dropping, or substituting courses may affect your Veterans benefits or other financial assistance. You should contact the University's Veterans Office or a Financial Aid Advisor if you have any questions.

**VETERANS.** If you are a veteran, you promise that you will not enroll in any course at the University which you have previously taken at another college or university for which you received benefits from the Veterans Administration. You understand and agree that you will be liable for any overpayment of Veterans benefits if you break this promise.

**REFUNDS.** A student who withdraws or is dismissed after the cancellation period has passed, but before completing 60% of the potential units of instruction 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, less a one-time application fee of \$100. The Wisconsin Refund Policy is published in the University Catalog. The University catalog is available on the university website at <https://www.nu.edu/OurPrograms/Catalog.html>

**For all courses taken online refund policies:**

- Before midnight of the ninth (9th) day of the session, 100% is refundable.
- Before midnight of the tenth (10th) day, 50% is refundable.
- After midnight of the tenth (10th) day of the session, 0% is refundable

The University will mail your refund approximately ten working days from the date your written request is received, but no refund will be made unless you have a credit balance with the University. If you are receiving government sponsored financial assistance, your right to receive a refund and the amount of the refund is established by the United States Department of Education. However, the admission fee charged by the University is nonrefundable.

**FINANCIAL AID CERTIFICATION DISCLOSURE**

Applications for financial aid cannot be processed and financial aid certified until official evaluation by the Office of the Registrar has occurred. Federal regulations require the University to determine the appropriate grade level for funding purposes. Not all applicants, students, or courses of study are eligible for financial aid. Students whose official evaluation is not received within the time frame described above may experience a temporary disruption in enrollment and potential financial aid ineligibility for courses taken prior to the disruption. Students must maintain Satisfactory Academic Progress (SAP) in their selected course of study to receive federal aid. Detailed information on the University's SAP policy is available at <https://www.nu.edu/admissions/financial-aid-and-scholarships/eligibility/satisfactory-academic-progress/>.

**STATE AUTHORIZATION AND RELOCATION NOTICE**

Higher education institutions have a regulatory obligation to be authorized, approved, licensed, or otherwise exempt in states in which the institution enrolls students, offers services, or participates in applicable educational activities. National University is authorized/approved in a variety of states and continues to pursue additional authorizations.

Students who relocate while enrolled may be unable to complete their studies if they are moving to a country or state where the University is not currently authorized to offer that particular program. Prospective students should contact their Admissions Advisor to discuss how relocation could alter their eligibility, while current students should contact their Academic Advisor if they are considering relocating during their course of study.

Since the University must be authorized/approved to offer programs in each state, there may be consequences for applicants and students who relocate to a state or country where the institution does not meet state requirements or has yet to be approved. There are also program limitations even in states where the university is authorized/approved; for states with an authorized/approved status, applicants/students may not be able to apply, continue, or change to a particular program, as not all programs may be approved by a state licensing authority. In these cases, these programs cannot be offered to students residing in that state.

Some programs offered at National University may not provide all the educational requirements necessary for professional licensure or certification in a student's state or country. Students considering an online program that leads to a professional license in a state are highly encouraged to contact the appropriate licensing agency and organization(s) in that state to seek information and additional guidance before beginning and continuing the program; and students should continually monitor changes throughout the program as licensure requirements may change over time.

**EMPLOYMENT, CERTIFICATION/LICENSURE DISCLOSURES**

National University (NU) degrees does not guarantee employment or salary of any kind. Prospective students are strongly encouraged to review desired job positions to review degrees, education, and/or training required to apply for desired positions. Prospective students should monitor these positions as requirements, salary, and other relevant factors can change over time.

Successful completion and attainment of National University degrees do not lead to automatic or immediate licensure, employment or certification in any state/country. The University cannot guarantee that that any professional organization or business will accept a graduate's application to sit for any certification, licensure, or related exam for the purpose of professional certification. NU graduates will be subject to additional requirements on a program, certification/licensure, employment and state-by-state basis that can include one or more of the following items: internships, practicum experience, additional coursework, exams, tests, drug testing, earning an additional degree, and/or other training/education requirements.

All prospective students are advised to review certification or licensure requirements in their state, and to contact the certification/licensing body of the state and/or country where they intend to obtain certification/licensure to verify that these courses/program qualify in that state/country, prior to enrolling. Prospective students are also advised to regularly review the state's/country's policies and procedures relating to certification/licensure as those policies are subject to change.

**CRIMINAL HISTORY NOTICE**

Many disciplines, professions, and jobs require disclosure of an individual's criminal history, and a variety of states require background checks to apply to, or be eligible for, certain certificates, registrations, and licenses. Existence of a criminal history may also subject an individual to denial of an initial application for a certificate, registration, or license and/or result in the revocation or suspension of an existing certificate, registration, or license. Requirements can vary by state, occupation, and/or licensing authority.

If a student has been arrested or convicted of a crime it may be more challenging or impossible to obtain employment in certain fields upon graduation. Students are strongly encouraged to consult state requirements and prohibitions to determine whether an arrest, crime or criminal history may affect their eligibility to continue within their program and/or subsequent licensure. Previous arrests or a criminal record may prevent students from being placed at training sites, stop an applicant from obtaining requisite

licenses, registration, certifications or gain employment in the field, and/or compromise their ability to complete all academic/program requirements.

Students with previous arrests or a criminal record are individually responsible for checking all licensing and certification requirements in any state where the student is interested in working. Students are also responsible for understanding all residency training requirements to determine whether their criminal history will be a barrier to participation.

**NONDISCRIMINATION.** National University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. The University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, color, sex, pregnancy (including childbirth and related medical conditions), creed, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, sexual orientation, gender, gender identity/expression, veteran or military status, genetic information, domestic violence victim status or any other protected category under applicable local, state or federal law.

Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy. When brought to the attention of the University, any such discrimination will be appropriately addressed and remedied, according to the Equity Resolution Process (ERP), which can be found in the [University Catalog](#). Questions regarding the Nondiscrimination Policy may be referred to the Title IX and Civil Rights team at [CivilRightsComplaints@nu.edu](mailto:CivilRightsComplaints@nu.edu) or to the Office for Civil Rights at Office for Civil Rights (OCR), United States Department of Education, Washington DC 20202, and/or a criminal complaint with local law enforcement.

**COPYRIGHT PROTECTION.** You understand that the course materials that you will receive during the academic program are protected by copyright, trademark, and unfair competition laws. Any unauthorized use or copying of those materials, without the written consent of the University, could subject you to civil and criminal penalties.

**ARBITRATION.** Except as otherwise provided for in this agreement, you and National University (including its affiliates and all trustees, officers, agents, representatives, and employees of National University and its affiliates) (collectively referred to herein as the "University") agree that all disputes, claims, or controversies arising out of or relating in any way to this Agreement or your application or enrollment at the University shall be settled by binding arbitration. The parties agree to waive all right to have such disputes resolved by a court or jury. The parties further agree that the Federal Arbitration Act applies to this agreement and any arbitration shall be resolved by binding arbitration under the Federal Arbitration Act (9 U.S.C. §§1-16). The arbitration shall be conducted in San Diego, California, or, at your election, in the city where you applied or were enrolled with the University. The award rendered by the arbitrator may be entered in any court of competent jurisdiction.

Arbitration shall be on an individual basis only. You and the University further agree to waive any right to bring or participate in any class, representative or collective action and it shall not be construed to allow joinder or consolidation of other claims. By signing this agreement, I am agreeing to waive any substantive or procedural rights I may have to sue on a class, representative or collective basis. No court or arbitrator will have the authority under this agreement to order a class, collective, or representative action to proceed in arbitration. This class, representative and collective action waiver will be equally binding on any person who represents or seeks to represent me or the University in a lawsuit against the other in a court of law. A court, and not the Arbitrator, shall have the sole and exclusive authority to interpret or enforce this prohibition on joinder and consolidation and the class, representative and collective action waiver herein. Should a court determine that the prohibition on class, collective, or representative actions is invalid for any reason, both University and I waive any right to arbitration of the class, collective, or representative actions at issue and instead agree and stipulate that such claims will proceed in court and not before an arbitrator, but only after any individual claims subject to this Agreement are fully arbitrated. While claims subject to this Agreement are being arbitrated, both University and I agree to stay all other claims, including any class, collective, or representative claims.

If you are the party initiating the claim, you will be responsible for costs in an amount equal to the filing fees and costs required to initiate or prosecute a claim in San Diego Superior Court. The University will pay the entire fee if it requests arbitration. Any costs completely unique to arbitration shall be borne by the University. The parties are each responsible to pay all remaining costs and expenses related to arbitration that would have been incurred if the matter had been litigated in court. For example, either party, at its expense, may arrange for and pay the cost of a court reporter to provide a stenographic record of the proceedings or depositions. Each party shall be responsible for its own attorneys' fees and related arbitration expenses, if any; however, if any party prevails on any claim, which allows the prevailing party to be awarded attorneys' fees under applicable law, or if there is a written agreement providing for fees, the arbitrator may award reasonable fees to the prevailing party. The Arbitrator may assess attorneys' fees against a party upon showing by the other party that the first party's claim is frivolous or unreasonable or factually groundless. The Arbitrator may also award any fees and costs reasonably incurred by a party in enforcement of this Agreement.

We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

We further agree that neither we nor anyone else will use this agreement to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or the

provision by us of educational services for which the Direct Loan was obtained. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

**GOVERNING LAW.** Except for the Arbitration provision above, this agreement is governed by the laws of the state of California.

By signing this agreement, you specifically represent and warrant that:

- (a) no guarantees or inducements have been made to you;
- (b) you have not been promised anything other than what is contained in this agreement or in the Catalog;
- (c) you understand that institution is relying on this representation in agreeing to enter into this agreement with you;
- (d) you have carefully read and understand the terms in this agreement;
- (e) you have read, understand, and agree that the University's cancellation and refund policies have been clearly explained to you and the University has answered any questions about these policies; and
- (f) you agree to comply with the University's policies and regulations in the Catalog and any additional policies and regulations that the University may adopt in the future and publish in the Catalog.

**Acknowledgement and Signature**

I understand that this is a legally binding contract once signed by me, the student, and accepted by the institution. 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
National University Official Signature

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
National University Official, Name Printed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Program Title

\_\_\_\_\_  
Catalog/Addendum Effective Date

\_\_\_\_\_  
Program Description Pages (in catalog)

\_\_\_\_\_  
Program Quarter Unit Hours\*\*

\_\_\_\_\_  
Cost of Programs\*\*

\*\*Tuition and fees subject to change at any time with prior notice. This is only an estimate. Estimate of classes needed in order to complete any degree in the specified major degree requirements is based on unofficial records or information. This may not take into account all external credit that may be transferred to complete a degree. Degree and certificate students may request transfer credit under the University's transfer credit policy as stated in the University Catalog. For any transfer credit that is awarded at National University for previous training or experience, the student will not be required to pay for the tuition cost of units of the awarded credit. An official listing of required courses will be determined once all official documents and transcripts are received and evaluated by the Office of the Registrar.