



Admissions Office
1 University Blvd. St. Augustine FL 32086
800-241-1027 www.usa.edu

ENROLLMENT AGREEMENT FOR ACADEMIC YEAR 2024 – 2025

Program Name: Doctor of Occupational Therapy

USA ID#:

OLA #:

SSN:

Students Full Legal Name:

Permanent Street Address:

City:

State/Province:

Zip Code:

Country:

Mobile Phone#:

Other Phone#:

Preferred Phone #:

Email Address:

USAHS has established specific policies, procedures and guidelines defining its relationship with its students. The student relationship is outlined in this enrollment agreement.

This Enrollment Agreement is a legally binding instrument when signed by the student and accepted by the University. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have been given: (a) a written statement of the refund policy, and (b) a chance to review the [University Catalog/Handbook](#), including a description of the program of study and all material facts concerning the school which are likely to affect your decision to enroll. The [University Catalog/Handbook](#) is available on the University website at www.usa.edu. Immediately upon signing this agreement, you should make a copy to retain for your records.

By signing this agreement, I understand and agree to the following:

1. I agree to abide by the academic policies outlined in the 2024-2025 [University Catalog/Handbook](#), which is readily available on the Admissions & Aid tab of the University website: www.usa.edu. I understand that USAHS policies in the University Catalog/Handbook may be unilaterally changed, amended, or modified by USAHS at any time at its sole judgment and discretion. I also understand that any amendment to policies in the University Catalog/Handbook will always govern and supersede any prior version of the Catalog/Handbook, and that the most current Catalog/Handbook will be posted on MyUSA. Please note that while policies may change, my degree requirements will be governed by the University Catalog/Handbook that corresponds with my enrollment date.
2. I will register and begin the **117 credit-hour** _____ (OTD) degree program on the start date of the term for which I was accepted: _____. The OTD program is designed to be completed in **2 years, 8 months (8 trimesters)**; estimated completion date is **April 15, 2027**. Under extenuating circumstances, an extension of up to **1 year and 4 months (4 trimesters)** may be granted, if approved by the Program Director. Extensions beyond the 150% rule are rare. If you fail to maintain continuous enrollment (excluding approved leave of absence) or you do not graduate from the program by **August 15, 2028**, and are granted an additional time extension, you will be required to sign and be subject to a new enrollment agreement, including tuition and fees in place at the time of signing.
3. Classes are scheduled weekdays from 8 a.m. to 6 p.m. on the trimester format, as detailed on the academic calendar. In addition to regularly scheduled Monday through Friday classes, there will be times when students will be required to attend weekend and/or evening activities between the hours of 8 a.m. and 9 p.m. The campus is available seven days a week for classes. **Business Hours are subject to change.** In-person instruction is offered from the St. Augustine campus, located at 1 University Blvd, St. Augustine, FL 32086. Course content and materials are typically not changed during the term; however, any significant changes to course content would be added as an addenda in the [University Catalog/Handbook](#), including additional expenses, if any. Further, faculty are responsible for updating syllabi if changes are made.



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4. USAHS will typically only postpone the scheduled starting date or class schedules due to unforeseen circumstances, including, but not limited to weather-related events, natural disasters, infectious disease outbreaks, or other events that may threaten the safety and security of the campus community. Campus operations would begin (or resume) once it is safe to do so and would be communicated to all students through e-mail. If the start of the term were delayed, the add/drop period would be adjusted to the new start date and refunds would be issued in accordance with the refund policy, located in the [University Catalog/Handbook](#).

Some or all instruction and/or other academic activities may be delivered fully online due to exceptional circumstances that may threaten the safety and security of the campus community. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction and/or other academic activities occurs fully online for any part of the Academic Year.



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The student is responsible for the following fees and charges:

5. Estimated Costs:

School Expenses:	OTD (2 years, 8 months/8 terms/117 credit hours)
*Tuition:	\$109,893.00
**Program fees:	\$4,400.00
Books & Associated School Expenses: Includes, but is not limited to, fingerprinting and background check, lab wear and lab equipment, AOTA membership dues, laptop computer	\$4,200.00
Comprehensive Background Check: (Includes criminal background check, drug screen and fingerprint report)	\$163.00
New Student Campus Activity Fee	\$20.00
Tuition deposit fee – deducted from first trimester tuition***	\$100.00
****Graduation Fee	\$100.00
Total Program Direct Expenses*****	\$118,776.00
Estimated Living Expenses*****	
Housing*****	\$13,344.00 - \$40,432.00
Food	\$14,200.00
Transportation*****	\$ 8,488.00
Health insurance and Other*****	\$9,576.00
Loan Fees*****	\$4,206.00
<p>Late Fee: Any tuition and fee balance not paid at the time of trimester registration will receive a 10% late penalty. Tuition, fees, and late penalty must be paid in full no later than the close of business on the last day of the week in which classes begin.</p> <p>* Based on 2024-2025 – Gross tuition price does not include discounts or scholarships (outlined in separate communications, if applicable). Items subject to cost change. Tuition and fees are subject to change each academic year (September through August). Additional expenses are subject to cost change. Estimates provided for budgetary purposes and are not a final determination of financial aid awards or individualized price for attendance.</p> <p>**This includes fees associated with technology and software, library services, and other student services such as orientation, advising, writing center, and career services.</p> <p>***Students in Iowa, Maryland, Missouri, and Wisconsin are subject to the refund policies specific to their state; please refer to separate refund policy document enclosed.</p> <p>****Graduation fee incurred is payable in the graduation term and is assessed regardless of attendance at commencement and is included in the Total Program Direct Expenses.</p> <p>*****There may be additional associated costs, including, but not limited to travel and boarding costs for weekend classes and/or fieldwork, and these costs may vary. The associated costs for participation in these experiences are solely the responsibility of the student. You further agree that the university is not under obligation to pay compensation and you assume all responsibility and risk with respect to your participation.</p> <p>*****Figures are based on the potential expenses a typical student may incur for the identified campus and program. Indirect discretionary personal expenses are provided for budgeting purposes and are only estimates. Costs vary based on whether students live off-campus or remain in their personal residence.</p> <p>*****Actual loan fees will be calculated on an individual basis depending on the amount of loans borrowed.</p>	

06-2024

6. **Tuition Discounts/Scholarships:** Gross tuition price in the table above does not include discounts. Scholarships or grants offered at the individual student level. Students should refer to their admission letter and/or separate communications from USAHS for any potential discounts, scholarships or grants not otherwise reflected above. Any discounts provided are based on the rates and discount at the time of initial enrollment and are contingent on continuous enrollment in the program.



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7. **Transfer Credit and Program Cost/Length:** The table above does not take into consideration any previously earned institutional credit or approved transfer credit that may reduce an individual student's estimated program cost of attendance or time to degree completion.
8. **Returning Students:** Students returning to a program after a break in enrollment other than an approved leave of absence will be subject to the terms of the new enrollment agreement and any discounts in place, if applicable, at the time of signing the new enrollment agreement.
9. **Methods of payment:** A nonrefundable tuition deposit of \$100 is due at the time the signed enrollment agreement is submitted. Tuition and fees for the first trimester are due on the established registration date per the academic calendar for the applicable trimester. Thereafter, tuition and fees are paid on a trimester basis on the established registration dates per the academic calendar. Tuition and fees are payable by check or credit card. **Financial Assistance Information - Although our financial aid counselors are campus-based, they are available to assist you at any point in the process. For information on financial assistance, please contact the USAHS Financial Aid Department at the St. Augustine, Florida Campus: 800-241-1027 or contactfinancialaid@usa.edu.**
10. Credit from the University of St. Augustine for Health Sciences may or may not be transferable to other institutions. The option to accept credit by a graduate institution lies with that institution.
11. USAHS does not guarantee employment. Completion of the degree program is not a guarantee of employment. Career Services provides services to students online via the Optimal Resume and Handshake platforms, through on-campus career fairs twice yearly, and via online career coaching. Access Career Services by logging into the MyUSA portal, Student Services tab, Career Services link. In Optimal Resume, students can create a resume and cover letter and have them reviewed by a career coach, record a practice interview, create a career portfolio, and view informational videos on current career topics. In Handshake, students can create a career profile with a resume, post it for employers to view, and apply to job postings. Each semester, new students will be invited to join Handshake. Career fairs are held twice a year on each campus. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.
12. For information on USAHS' Formal Complaint Process, please visit www.usa.edu/complaints/.
13. Clinical education placement is based on availability of sites under contract. Students should plan on the need to travel or relocate for clinical experiences. Further, students will be asked to complete an acknowledgment with additional guidelines prior to commencing their clinical experience. Please see the [Clinical Affiliation Notice and Acknowledgment](#) (which is subject to change) below.
14. For information on licensure as an Occupational Therapist in Florida, visit the Florida Board of Occupational Therapy website at <https://floridasoccupationaltherapy.gov/>. Please visit <https://www.usa.edu/college-of-rehabilitative-sciences/doctor-occupational-therapy/#accreditation> (OTD Accreditation and State Approvals/Post-Graduate Licensure) for a listing of states USAHS accepts applications from for this program; prospective students residing in states where the program does not meet state licensure requirements and/or where the institution does not have state authorization are not accepted. Students are required to notify the University if they relocate to a new state, including updating their address of record in the MyUSA portal. Students who move to a state where USAHS does not have approvals or where the program does not meet state licensure requirements may be dismissed from the program.

Campus Participation Expectations

By entering onto a physical campus of USAHS or participating in USAHS activities I acknowledge that I may be exposed to risks (including risk of exposure to COVID-19) that may result in my illness or personal injury. I understand that USAHS cannot eliminate these risks and I accept all risks to my health that may result.



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Enrollment Agreement Signature Page

Please complete, sign, date and return this agreement to the Admissions office by the date listed in your acceptance letter to secure your admission to the _____ degree program.

I acknowledge that I have read and understand the Academic Policies, Refund Policy, Code of Conduct, and my financial responsibilities to the University.

Notice: Do not sign this contract before you read it or if it contains any blank spaces. You should keep a copy of the contract to protect your legal rights. This agreement, along with the catalog, constitutes a binding contract between you and the University of St. Augustine for Health Sciences, upon acceptance by the school. All signers have read and received the binding document and catalog.

Student Signature:

University Official Signature:

Student Name:

University Official Name:

Date:

Date:

Enrollment Agreement Cancellation Policy:

Should a student voluntarily decline acceptance, fail to complete the terms of admission, withdraw or be dismissed from the University for any reason, this agreement will be terminated. All refunds will be made according to the University refund policy, which is attached to this agreement.

Any discounts provided are based on the rates and discount at the time of enrollment and are contingent on continuous enrollment in the program. If a student leaves the program for anything other than an approved leave of absence, the student will be subject to the terms of the new enrollment agreement and any discounts in place, if applicable, at the time of signing the new enrollment agreement.



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Refund Policies

TUITION REFUND POLICY

Cancellation and Tuition Refund Policy

USAHS' institutional refund policy has been established in accordance with current state and federal regulations and applicable accrediting standards. A refund to the student or fund source may result from the application of the University's Institutional Refund Policy.

Deposit Refund Policy

When notification of withdrawal from the University is submitted, the University retains the non-refundable \$100 deposit in compliance with applicable state regulations according to the applicant's state of residence.

Notice of Cancellation

Students must notify the University in writing of cancellation. All monies paid by an applicant other than the non-refundable deposit (if required), books, supplies, materials and kits that are not returnable from use are refunded if cancellation occurs within the first week (seven-days) of instruction.

Tuition Refund Policy

USAHS has an established add/drop period that is the first week (seven days) of each trimester. All tuition and fees charged to the student's account (other than the non-refundable deposit, if required) are refunded to students or to student loans if the student withdraws from a program or a course within the add/drop period.

If a student withdraws from the program or a course after the add/drop period but prior to completion, the student may be eligible for a tuition refund in accordance with the following policy:

Withdrawing from a Program-Refund of Tuition after the Start of Trimester Courses: For students who withdraw from ALL classes during day 1 – 7 of the trimester (add/drop period), 100% of tuition (minus the non-refundable deposit, if required) will be refunded to the student and/or to the loan provider. For students who withdraw from ALL classes after day 7 but before 60% of the term has elapsed, USAHS calculates the refund using a percentage formula and return the refund to the student and/or to the loan provider. If more than 60% of the term has elapsed, there is no refund.

Withdrawing from a Course: Students withdrawing from one or more course(s), but not the program, have their refund calculated under the same percentage formula as those withdrawing from

Step 1: Determine the percentage of the enrollment period the student attended before withdrawing (days attended divided by total days in the period). If over 60%, then no refund is due.

Step 2: Determine the amount of tuition earned by school by multiplying the total tuition/fee charged by the percentage of time enrolled.

Step 3: Compare the amount of tuition earned by school to the amount received by the school. If more funds were received by the school than tuition earned by school, determine the amount of funds that must be returned by subtracting the tuition earned by the school amount from the amount received by the school.

Step 4: Distribute this calculated amount as a refund to the student or to the student loan provider.

Refunds are made within 30 days of the date the University determines that the student has withdrawn.

For students who receive federal financial aid who withdraw (including transfers and leaves of absence) from ALL classes on or before 60% of the term having elapsed, a portion of your tuition will be returned to your lender. Please see the University's R2T4 policy for further information.



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IMPORTANT NOTICE FOR VA AND OTHER GOVERNMENT EMPLOYEES

USAHS STUDENTS WHO ARE EMPLOYEES OF VETERANS AFFAIRS OR OTHER GOVERNMENTAL ENTITIES DISCLOSURE ON DISCOUNTS AND OTHER BENEFITS

USAHS may, at times, offer discounted tuition, scholarships, or other benefits to eligible students or prospective students enrolling in USAHS. Pursuant to the standards of the Executive Branch, it is your responsibility to consult your employer prior to receiving such a discount, scholarship, or other benefit to confirm with your employer to ensure you are in compliance with any policies or procedures required by an employee in your position. Further, Veterans Affairs (“VA”) employees are prohibited from being involved in any recommendations, decisions, approvals or disapprovals that could affect USAHS.

VA employees who administer VBA educational benefits are required to obtain a waiver from their employer in order to take classes from a For-Profit Educational Institution (“FPEI”), such as USAHS. For all other VA employees, a waiver is required if they own an interest in, receive a salary or wage from, or receive gifts from an FPEI. As such, you are advised to consult with your employer to obtain any required approvals prior to enrolling in the University or accepting any discounts, scholarships, or other benefits. Failure to receive the required governmental approvals prior to acceptance could result in corrective action by your employer and/or other penalties, and it could impact your ability to remain enrolled in the University. USAHS makes no representation or guarantee that a student’s or prospective student’s enrollment or acceptance of a discount, scholarship, or other benefit offered by the University is in compliance with standards of the Executive Branch.



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****IMPORTANT****

Admissions Policies

Degree Requirements:

You must successfully complete your baccalaureate/master's degree requirements prior to the first day of classes. You must also provide evidence to the Admissions Office that indicates degree completion. This can be done by requesting a letter from your Registrar's Office stating you have completed all your degree requirements. You have until the end of the fourth week of the trimester to provide the official transcripts to the Admissions Office that document successful completion of your degree. You will not be eligible for any financial aid disbursements until you meet this requirement. All pending official admissions documents (prerequisite courses and final official transcripts with degree conferral) should be submitted within thirty (30) days after the start of term. If you do not supply a final transcript and official pending documents by the due date noted above, you will be at risk of having your acceptance from the University rescinded. University tuition refund policies will apply in such cases.

Misrepresentation:

Misrepresentation includes presenting information known as false and with the intent of obtaining employment or admission to an educational program at USAHS. Statements made and documents supplied by USAHS applicants and students must be complete and accurate. The University will not tolerate any misrepresentation by a student or applicant of past or current academic programs, degrees, professional accomplishments, health records, or health screening information. If unexplained discrepancies appear between statements or documents provided to USAHS and information obtained otherwise, except in the case of misspellings and other such inadvertent errors, applicants may be rejected for admission and enrolled students may be dismissed.



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Criminal Background Check, Drug Screen and Fingerprint Report

In the interest of ensuring that University students will be eligible to participate in required clinical and field experiences, accepted students are required to complete a criminal background check, 12-panel drug screen, and fingerprint report conducted by a third-party vendor. When an applicant is accepted to a program, the University provides a list of approved testing providers that students must use, and all checks and screens are completed at the student's expense. Criminal background, drug screen, and fingerprint results are requirements for admission and must be received by the first day of the trimester. Students who do not submit these documents by the due date may have their admission rescinded. An extension of up to the 30th day of the first trimester may be granted for late admits, excluding students in the Speech-Language Pathology program. Note that federal financial aid cannot be disbursed until the background check, drug screen, and fingerprint results have been received and cleared by the University. Students should plan for a delay in the receipt of financial aid funds in their first trimester if these requirements are not met prior to the start of the trimester and an extension was granted.

Clinical Practicum: Completion of clinical practicum experiences is a requirement for graduation from the University of St. Augustine for Health Sciences. In general, the majority of practicum sites (and employers) require that a student/applicant's criminal background check is clear of any convictions and that the student/applicant provide a negative drug screen. Students also are required to obtain updated checks and testing at the student's expense if required by the clinical site prior to participating in any of the required clinical practicum courses in the curricula.

Criminal Background Check: A complete criminal background check includes a county criminal search, nationwide sex offender search, Office of Inspection General (OIG) records, and US General Services Administration (GSA) records.

Drug Screen: A 12-panel drug screen includes testing for Amphetamines, Barbiturates, Benzodiazepines, THC (marijuana), Cocaine, Methadone, Opiates, Methaqualone, Phencyclidine, Propoxyphene, MDMA, and Oxycodone.

Please note: Although laws regarding recreational drug use vary state by state, USAHS utilizes federal law as its benchmark for its policy against drug abuse. Pursuant to federal requirements, USAHS maintains a drug-free environment at all campus locations. A positive **drug screen** or one not completed when scheduled may result in rescission of admission or dismissal from the University. Applicants who test positive are not allowed a retest or alternative form of testing unless the Medical Review Officer of the testing facility recommends it.

Fingerprint Report: Fingerprint reports must provide verification of current fingerprint clearance documentation in accordance with the fingerprint policies of the state in which they reside. A background check that includes any **felony conviction** results in rescission of admission or dismissal from the University. Certain **misdemeanor convictions, pending charges, and/or probationary status**, including but not limited to those involving drugs, theft, violence, or crimes against a person, may also result in rescission of admission or dismissal from the University.

Tuition and fees other than the initial deposit are fully refunded if admission is rescinded or the student is dismissed from the program due to an initial adverse report on the background check, drug screen, or fingerprint report. Students who have their admission rescinded or are dismissed from the program due to a **positive drug screen** may reapply for the next available term after six months unless the decision is deemed final with no opportunity to reapply.

Current and valid fingerprint clearance must be on file throughout the duration of the program. Failure to maintain **current and valid fingerprint clearance** may lead to immediate termination from the program. Upon acceptance and throughout enrollment at USAHS, the student has a continued obligation to report any **criminal arrests or convictions** to their program director and the head of the Clinical Services department within 72 hours of the occurrence. Any **felony conviction** or **positive drug screen** while enrolled as a student at USAHS results in dismissal from the program. Students who receive **misdemeanor convictions or have pending charges** while enrolled at the University will have their records reviewed to determine whether there are issues with potential clinical placement and employability based on the individual's record.

Further, any arrest/conviction record may affect eligibility for licensure. Students with misdemeanor convictions are in no way guaranteed licensure or employment, as licensure is at the sole discretion of the State Boards and external healthcare employers. It is the responsibility of each student to understand the licensure requirements for the state(s) in which he or she intends to seek licensure to practice.

Revised June 2024



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CLINICAL EDUCATION ACKNOWLEDGMENT

The University of St. Augustine for Health Sciences' ("USAHS") _____ program requires students to complete field experiences complying with accreditation and programmatic standards. To secure and fulfill program-specific clinical placements, students will, in many cases, be required to travel to and secure housing in another location or state within the United States for one or more field experiences. The USAHS Clinical Education Team and program faculty, along with the student seeking clinical placement, will evaluate and select appropriate clinical sites based on the student's academic needs and to provide the best educational experience, as well as appropriate authorization/approval of the university and/or program in the applicable location or state. Students should plan on the need to travel and/or relocate for field experiences. As outlined in the Clinical Education Handbook, students should not request placement in facilities where known conflicts of interest exist.

In addition, many of USAHS' clinical sites are requiring that students be fully vaccinated against COVID-19, including booster shots (as well as other medical requirements) prior to the start date of their field experiences. State and/or federal regulations continue to change and may also require that you be fully vaccinated to complete your clinical experience in certain settings. Failure to vaccinate could result in a significant delay or cancellation of your field placement, jeopardize program completion and/or impact employment opportunities upon graduation.

Acknowledgment

I, the undersigned, acknowledge that I understand USAHS will identify appropriate clinical sites which meet my academic needs and to provide me the best educational experience, as well as requirements for the university's authorization/approval in the applicable location. I further acknowledge that I should plan on the need to travel and/or relocate for field experiences. Additionally, it is my responsibility to not request placement in a facility where a known conflict of interest exists.

I also acknowledge that clinical sites may require a COVID-19 vaccination, including booster shots (as well as other medical requirements), and agree that USAHS does not assume responsibility or liability for any delays or inability to complete my clinical experience or program, or the ability to secure employment because of my failure to meet those requirements. I further acknowledge that state and/or federal regulations regarding COVID-19 vaccines continue to change and that I will be required to meet any new requirements that may go into effect before or during placement at clinical sites.

Notwithstanding other correspondence or communications, by signing this document, I acknowledge and certify my understanding of the information set forth in this acknowledgment statement and I have elected to enroll in the _____ program based on this understanding.

Student Signature:

University Official Signature:

Student Name:

University Official Name:

Date:

Date:



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Clinical Affiliation Notice and Acknowledgment

Student health and safety is a priority to the University of St. Augustine for Health Sciences. This worldwide situation has presented additional risks and impact to our everyday lives and educational environment. To continue to ensure the safety of our students, please see the guidance and acknowledgments below. Please see the information below and contact the University should you encounter a situation in which you feel your health or safety is at risk.

Students should:

- check travel and self-quarantine restrictions before travelling to their clinical placements.
- follow all safety protocols and directives from CDC and universal precaution standards, including the use of any required safety equipment.

Students should NOT:

- participate in clinical rotation if the site is closed

Student clinicals, field placements, and internships will be canceled:

- at any site that is treating a patient with an infectious illness, including but not limited to COVID-19, where appropriate environmental controls cannot be implemented per CDC guidelines.
- in the event the levels of supervision as required by state practice acts decrease at a site, the student will communicate with his or her clinical, field placement, or internship instructor before attending any scheduled experiences to check if cancellation is warranted. Students will immediately communicate to their clinical faculty and their site’s clinical, field placement, or internship coordinator any safety concerns and stop participating in the experience until the issue is resolved.

STUDENT ACKNOWLEDGMENTS:

Participation Acknowledgement. I am participating in a clinical rotation (“the Experience”) as part of my program at the University of St. Augustine for Health Sciences (“USAHS”). I understand that clinical, field placement, internship sites and/or USAHS retain the right to cancel student participation at any time to protect the safety of students, staff, and patients.

Rules, Procedures and Requirements. I agree to abide by all rules, procedures and requirements of my Clinical Placement site and any federal guidelines for my health and safety. I further agree to abide by USAHS policies including but not limited to the Student Catalog/Handbook and the Clinical Education Handbook. I will use good judgment and conduct myself at all times in a manner that is appropriate to this Experience and in alignment with the values of USAHS.

Assumption of Risks. I acknowledge and understand that there may be inherent risks to my health or wellbeing as a result of my participation in this Experience, which USAHS cannot anticipate, change or improve. Such risks include but are not limited to any risk inherent in this type of Experience such as exposure to sickness or disease, allergic reaction, accidents or personal injury. I recognize that these risks may result in inconvenience, loss, injury, or damage to me, including personal injury, up to and including my death, or damage or loss of my personal property.

Medical Insurance Coverage. I acknowledge that I have medical insurance coverage that will remain active during the entire clinical experience as required by USAHS. I acknowledge that if I do not have the required insurance coverage I cannot participate in the clinical experience. I acknowledge that neither USAHS nor the Clinical Placement site is responsible for any costs associated with any health treatment.

Waiver of Liability and Release. I understand and agree that USAHS does not assume responsibility or liability for and has not made, does not make, and cannot make any representations whatsoever regarding my personal health while participating in this Experience. I release USAHS and my Clinical Placement site and its affiliated entities, officers, directors and employees (“Releasees”) from all claims, including negligence, that may arise from my participation in this Experience, whether foreseen or unforeseen, known or unknown, and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in this Experience.

Student Signature:

University Official Signature:

Student Name:

University Official Name:

Date:

Date:



UNIVERSITY of ST. AUGUSTINE for HEALTH SCIENCES

First Professional Wisconsin - Student's Right to Cancel

Student's Name: _____ Start Date: _____
 USA ID#: _____ OLA#: _____
 Current Program: _____ Campus: _____

NOTICE OF CANCELLATION

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturdays, Sundays and holidays are not business days).

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

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

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

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

University of St. Augustine for Health Sciences

Attn: Office of Admissions/Wisconsin Docmgt@usa.edu

at: 1 University Blvd., St. Augustine, FL 32086

no later than midnight of the night of _____ University Official: _____

Signature: _____

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

I hereby cancel this transaction.

Date:	Buyer's Signature:	Buyer's Name (Print or Type):
Address:		
City:	State:	Zip Code:



UNIVERSITY of ST. AUGUSTINE for HEALTH SCIENCES

Wisconsin Tuition Refund Policy for MOT, OTD, DPT Programs

Wisconsin Students Notice of Cancellation

Students residing in Wisconsin have the right to cancel enrollment for a program until midnight of the third business day after all parties have signed the enrollment agreement. USAHS provides the Wisconsin Notice of Cancellation Form with the enrollment agreement. All students residing in Wisconsin who utilize the cancellation privilege will receive a full refund within 10 business days.

Refund Policy

Refund of Tuition Deposit for Withdrawal Within the First 7 Days: If notification of withdrawal from the University is submitted within 7 days of submission of the tuition deposit, a full refund of the tuition deposit will be returned to the student.

Refund of Tuition Deposit for Withdrawal After the First 7 Days but Before the Start of the Trimester: If notification of withdrawal from the University is submitted after 7 days of submission of the tuition deposit up to the start of the trimester courses, a partial refund of \$400 will be returned to the student. The University retains \$100 as an admissions fee.

USAHS has an established add/drop period that is the first week (7 days) of each trimester. All tuition, fees, and cost of attendance will be refunded to students or to student loans if the student withdraws from a program or a course within the add/drop period.

If a student withdraws from the program or a course after the add/drop period but prior to completion, the student may be eligible for a tuition refund in accordance with the following policy:

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

Refunds are made within 30 days of the date the University determines that the student has withdrawn. Students should notify the University in writing of the withdrawal, but a written notice of withdrawal is not required. Except in verified cases of emergency, if a student fails to submit the required documentation and be approved for a Leave of Absence, the student will be withdrawn 2 weeks after the University becomes aware the student has stopped participating. See Leave of absence section of catalog for further information on LOA.

For students who receive federal financial aid who withdraw (including transfers and leaves of absence) from *all* classes on or before 60% of the term has elapsed, a portion of their tuition will be returned to the lender. Please see the University's R2T4 policy for further information.



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Admissions Office
1 University Blvd., St. Augustine, FL 32086
800-241-1027 www.usa.edu

ENROLLMENT AGREEMENT FOR ACADEMIC YEAR 2024 – 2025

Program Name: Doctor of Education

Program Specialization: _____

USA ID#: _____ SSN: _____

Student's Full Legal Name: _____

Permanent Street Address: _____

City: _____ State/Province: _____ Zip Code: _____

Country: _____ Mobile Phone#: _____ Other Phone#: _____

Preferred Phone #: _____ Email Address: _____

USAHS has established specific policies, procedures and guidelines defining its relationship with its students. The student relationship is outlined in this enrollment agreement.

This Enrollment Agreement is a legally binding instrument when signed by the student and accepted by the University. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have been given: (a) a written statement of the refund policy, and (b) a chance to review the University Catalog/Handbook, including a description of the program of study and all material facts concerning the university, which are likely to affect your decision to enroll. The University Catalog/Handbook is available on the University website at www.usa.edu. Immediately upon signing this agreement, you should make a copy to retain for your records.

By signing this agreement, I understand and agree to the following:

- 1. I agree to abide by the academic policies outlined in the University Catalog/Handbook, which is readily available on the Admissions & Aid tab of the University website: www.usa.edu. I understand that USAHS policies in the University Catalog/Handbook may be unilaterally changed, amended, or modified by USAHS at any time at its sole judgment and discretion. I also understand that any amendment to policies in the University Catalog/Handbook will always govern and supersede any prior version of the Catalog/Handbook, and that the most current Catalog/Handbook will be posted on MyUSA. Please note that while policies may change, my degree requirements will be governed by the University Catalog/Handbook that corresponds with my enrollment date.
2. I will register and begin the 60 credit-hour Doctor of Education (EdD) degree program on the start date of the term for which I was accepted: _____. The EdD degree program is designed to be completed in 4 years (12 trimesters). Estimated completion date is August 15, 2028. Under extenuating circumstances an extension of up to 2 years (6 trimesters) may be granted, if approved by the Program Director. Extensions beyond the 150% rule are rare. If you fail to maintain continuous enrollment (excluding approved leave of absence) or you do not graduate from the program by August 15, 2030, and are granted an additional time extension, you will be required to sign and be subject to a new enrollment agreement, including tuition and fees in place at the time of signing. Classes are held in a distance education format as detailed in the University Catalog/Handbook. Course content and materials are typically not changed during the term; however, any significant changes to course content would be added as



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an addenda in the [University Catalog/Handbook](#), including additional expenses, if any. Further, faculty are responsible for updating syllabi if changes are made. The program is predominately online on the trimester format as detailed on the academic calendar. There are also optional on-campus immersions. Costs associated with optional immersion experiences are incurred by the student USAHS will typically only postpone the scheduled starting date or class schedules due to unforeseen circumstances, including, but not limited to weather-related events, natural disasters, infectious disease outbreaks, or other events that may threaten the safety and security of the campus community. Campus operations would begin (or resume) once it is safe to do so and would be communicated to all students through e-mail. If the start of the term were delayed, the add/drop period would be adjusted to the new start date and refunds would be issued in accordance with the refund policy, located in the [University Catalog/Handbook](#).

Some or all instruction and/or other academic activities may be delivered fully online Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction and/or other academic activities occurs fully online for any part of the Academic Year.

The student is responsible for the following fees and charges:

3. Estimated costs:

School Expenses:	EdD (4 years/12 terms/60 credit hours)
*Tuition	\$51,926.00
Technology Fee	\$5,400.00
Books & Assoc. School Expenses	\$923.00
Graduation Fee**	\$100.00
Total Program Direct Expenses***	\$58,349.00
Estimated Living Expenses****	
Housing & Food****	\$31,355.00 - \$62,196.00
Transportation****	\$11,940.00
Health Insurance and other****	\$3,000.00
Loan Fees*****	\$2,978.00

Late Fee: Any tuition and fee balance not paid at the time of trimester registration will receive a 10% late penalty. Tuition, fees, and late penalty must be paid in full no later than the close of business on the last day of the week in which classes begin.

*Based on Fall 2024 tuition – Gross tuition price does not include discounts or scholarship (outlined in separate communications, if applicable) Tuition and fees are subject to change each academic year (September through August). Additional expenses are subject to cost change. Estimates provided for budgetary purposes and are not a final determination of financial aid awards or individualized price for attendance.

**Graduation fee incurred is payable in the graduation term and is assessed regardless of attendance at commencement and is included in the Total Program Direct Expenses.

***There may be additional associated costs, including, but not limited to travel and boarding costs for optional immersions and/or optional internships, and these costs may vary. You agree that the optional immersions and internships are not required by USAHS. The associated costs for participation in these experiences are solely the responsibility of the student. You further agree that the university is not under obligation to pay compensation and you assume all responsibility and risk with respect to your participation.

****Figures are based on the potential expenses a typical student may incur for the identified program. Indirect discretionary personal expenses are provided for budgeting purposes and are only estimates. Costs vary based on whether students live off-campus or remain in their personal residence.

*****Actual loan fees will be calculated on an individual basis depending on the amount of loans borrowed.

*****Students in Iowa, Maryland, Missouri and Wisconsin are subject to the refund policies specific to their state; please refer to separate refund policy document enclosed.

6-2024

5. **Tuition Discounts/Scholarships:** Gross tuition price in the table above does not include discounts, scholarships, or grants offered at the individual student level. Students should refer to their admission letter and/or separate communications from USAHS for any potential discounts, scholarships or grants not otherwise reflected above. Any discounts provided are based on the



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rates and discount at the time of initial enrollment and are contingent on continuous enrollment in the program.

6. **Transfer Credit and Program Cost/Length:** The table above does not take into consideration any previously earned institutional credit or approved transfer credit that may reduce an individual student's estimated program cost of attendance or time to degree completion.
7. **Returning Students:** Students returning to a program after a break in enrollment other than an approved leave of absence will be subject to the terms of the new enrollment agreement and any discounts in place, if applicable, at the time of signing the new enrollment agreement.
8. **Methods of payment:** Tuition is paid on a course-by-course basis when the student registers for a course. Tuition and fees are payable by check or credit card. **Financial Assistance Information - Although our financial aid counselors are campus-based, they are available to assist you at any point in the process. For information on financial assistance, please contact the USAHS Financial Aid Department at the St. Augustine, Florida Campus: 800-241-1027 or contactfinancialaid@usa.edu.**
9. Credit from USAHS may or may not be transferable to other institutions. The option to accept credit by a graduate institution lies with that institution.
10. USAHS does not guarantee employment. Completion of the degree program is not a guarantee of employment. Career Services provides services to students online via the Optimal Resume and Handshake platforms, through on-campus career fairs twice yearly, and via online career coaching. Access Career Services by logging into the MyUSA portal, Student Services tab, Career Services link. In Optimal Resume, students can create a resume and cover letter and have them reviewed by a career coach, record a practice interview, create a career portfolio, and view informational videos on current career topics. In Handshake, students can create a career profile with a resume, post it for employers to view, and apply to job postings. Each semester, new students will be invited to join Handshake. Career fairs are held twice a year on each campus. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.
11. For information on USAHS' Formal Complaint Process, please visit www.usa.edu/complaints/.
12. To elect a specialization, you must choose the specialization at the time of enrollment and are advised that subsequent changes to your chosen specialization could result in additional hours, tuition, and/or fees.
13. Please visit <https://www.usa.edu/doctor-of-education-edd-program/#admission-reqs> (Accreditation and State Approvals/Post-Graduation Licensure) for a listing of states USAHS accepts applications from for this program; prospective students residing in states where the program does not have state authorization are not accepted. The EdD program is not designed or intended to lead to professional licensure in any state.
14. Students are required to notify the University if they relocate to a new state, including updating their address of record in the MyUSA portal. Students who move to a state where USAHS does not have approvals or where the program does not meet state licensure requirements may be dismissed from the program.

Campus Participation Expectations

By entering onto a physical campus of USAHS or participating in USAHS activities I acknowledge that I may be exposed to risks (including risk of exposure to COVID-19) that may result in my illness or personal injury. I understand that USAHS cannot eliminate these risks and I accept all risks to my health that may result.



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Enrollment Agreement Signature Page

Please complete, sign, date and return this agreement to the Admissions Office within seven (7) days of the date of your acceptance letter to secure your admission to the Doctor of Education degree program.

I acknowledge that I have read and understand the Academic Policies, Refund Policy, Code of Conduct, and my financial responsibilities to the University.

Notice: Do not sign this contract before you read it or if it contains any blank spaces. You should keep a copy of the contract to protect your legal rights. This agreement, along with the catalog, constitutes a binding contract between you and the University of St. Augustine for Health Sciences upon acceptance by the school. All signers have read and received the binding document and catalog.

Student Signature: _____

University Official Signature: _____

Student Name: _____

University Official Name: _____

Date: _____

Date: _____

Enrollment Agreement Cancellation policy:

Should a student voluntarily decline acceptance, fail to complete the terms of admission, withdraw, or be dismissed from the University for any reason, this agreement will be terminated. All refunds will be made according to the University refund policy, which is attached to this agreement.



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Refund Policies TUITION REFUND POLICY

Cancellation and Tuition Refund Policy

USAHS' institutional refund policy has been established in accordance with current state and federal regulations and applicable accrediting standards. A refund to the student or fund source may result from the application of the University's Institutional Refund Policy.

Deposit Refund Policy

When notification of withdrawal from the University is submitted, the University retains the non-refundable \$100 deposit, if required, in compliance with applicable state regulations according to the applicant's state of residence.

Notice of Cancellation

Students must notify the University in writing of cancellation. All monies paid by an applicant other than the non-refundable deposit (if required), books, supplies, materials and kits that are not returnable from use are refunded if cancellation occurs within the first week (seven-days) of instruction.

Tuition Refund Policy

USAHS has an established add/drop period that is the first week (7 days) of each trimester. All tuition and fees charged to the student's account are refunded to students or to student loans if the student withdraws from a program or a course within the add/drop period.

If a student withdraws from the program or a course after the add/drop period but prior to completion, the student may be eligible for a tuition refund in accordance with the following policy:

Withdrawing from a Program – Refund of Tuition after the Start of Trimester Courses: For students who withdraw from all classes during days 1–7 of the trimester (add/drop period), 100% of tuition (minus the matriculation fee, if required) is refunded to the student and/or to the loan provider. For students who withdraw from all classes after day seven but before more than 60% of the term has elapsed, the University calculates the refund using a percentage formula and returns the refund to the student and/or to the loan provider. If more than 60% of the term has elapsed, there is no refund.

Withdrawing from a Course: Students withdrawing from one or more course(s), but not the program, have their refund calculated under the same percentage formula as those withdrawing from a program.

Step 1: Determine the percentage of the enrollment period the student attended before withdrawing (days attended divided by total days in the period). If over 60%, then no refund is due.

Step 2: Determine the amount of tuition earned by the school by multiplying the total tuition/fees charged by the percentage of time enrolled.

Step 3: Compare the amount of tuition earned by school to the amount received by the school. If more funds were received by the school than tuition earned by school, determine the amount of funds that must be returned by subtracting the tuition earned by the school amount from the amount received by the school.

Step 4: Distribute this calculated amount as a refund to the student.

Refunds are made within 30 days of the date the University determines that the student has withdrawn. For students who receive federal financial aid and who withdraw (including transfers and leaves of absence) from ALL classes on or before 60% of the term has elapsed, a portion of your tuition will be returned to your lender. Please see the University's R2T4 policy for further information.



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IMPORTANT NOTICE FOR VA AND OTHER GOVERNMENT EMPLOYEES

**USAHS STUDENTS WHO ARE EMPLOYEES OF VETERANS AFFAIRS OR OTHER
GOVERNMENTAL ENTITIES DISCLOSURE ON DISCOUNTS AND OTHER BENEFITS**

USAHS may, at times, offer discounted tuition, scholarships, or other benefits to eligible students or prospective students enrolling in USAHS. Pursuant to the standards of the Executive Branch, it is your responsibility to consult your employer prior to receiving such a discount, scholarship, or other benefit to confirm with your employer to ensure you are in compliance with any policies or procedures required by an employee in your position. Further, Veterans Affairs (“VA”) employees are prohibited from being involved in any recommendations, decisions, approvals, or disapprovals that could affect USAHS.

VA employees who administer VBA educational benefits are required to obtain a waiver from their employer in order to take classes from a For-Profit Educational Institution (“FPEI”), such as USAHS. For all other VA employees, a waiver is required if they own an interest in, receive a salary or wage from, or receive gifts from an FPEI. As such, you are advised to consult with your employer to obtain any required approvals prior to enrolling in the University or accepting any discounts, scholarships, or other benefits. Failure to receive the required governmental approvals prior to acceptance could result in corrective action by your employer and/or other penalties, and it could impact your ability to remain enrolled in the University. USAHS makes no representation or guarantee that a student’s or prospective student’s enrollment or acceptance of a discount, scholarship, or other benefit offered by the University is in compliance with standards of the Executive Branch.



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****IMPORTANT****

Admissions Policies

Degree Requirements:

You must successfully complete your baccalaureate/master's degree requirements prior to the first day of classes. You must also provide evidence to the Admissions Office that indicates degree completion. This can be done by requesting a letter from your Registrar's Office stating you have completed all your degree requirements. You have until the end of the fourth week of the trimester to provide the official transcripts to the Admissions Office that document successful completion of your degree. You will not be eligible for any financial aid disbursements until you meet this requirement. All pending official admissions documents (prerequisite courses and final official transcripts with degree conferral) should be submitted within thirty (30) days after the start of term. If you do not supply a final transcript and official pending documents by the due date noted above, you will be at risk of having your acceptance from the University rescinded. University tuition refund policies will apply in such cases.

Misrepresentation:

Misrepresentation includes information known as false and with the intent of obtaining employment or admission to an educational program at the University of St. Augustine for Health Sciences. Statements made and documents supplied by the University of St. Augustine for Health Sciences applicants and students must be complete and accurate. The university will not tolerate any misrepresentation by a student or applicant of past or current academic programs, degrees, or professional accomplishments. If unexplained discrepancies appear between statements or documents provided to USAHS and information obtained otherwise, except in the case of misspellings and other such inadvertent errors, applicants may be rejected for admission and enrolled students may be dismissed.



UNIVERSITY of ST. AUGUSTINE for HEALTH SCIENCES

Post Professional Wisconsin - Student's Right to Cancel

Student's Name:

Start Date:

USA ID#:

OLA#:

Current Program:

Campus:

NOTICE OF CANCELLATION

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturdays, Sundays and holidays are not business days).

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

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

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

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

University of St. Augustine for Health Sciences

Attn: Office of Admissions/Wisconsin Docmgt@usa.edu

at: 1 University Blvd., St. Augustine, FL 32086

no later than midnight of the night of _____

University Official: _____

Signature: _____

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

I hereby cancel this transaction.

Date:	Buyer's Signature:	Buyer's Name (Print or Type):
Address:		
City:	State:	Zip Code:



UNIVERSITY of ST. AUGUSTINE for HEALTH SCIENCES

Wisconsin Tuition Refund Policy for MOT, OTD, SLP and DPT Programs

Wisconsin Students Notice of Cancellation

Students residing in Wisconsin have the right to cancel enrollment for a program until midnight of the third business day after all parties have signed the enrollment agreement. USAHS provides the Wisconsin Notice of Cancellation Form with the enrollment agreement. All students residing in Wisconsin who utilize the cancellation privilege will receive a full refund within 10 business days.

Refund Policy

Refund of Tuition Deposit for Withdrawal Within the First 7 Days: If notification of withdrawal from the University is submitted within 7 days of submission of the tuition deposit, a full refund of the tuition deposit will be returned to the student.

Refund of Tuition Deposit for Withdrawal After the First 7 Days but Before the Start of the Trimester: If notification of withdrawal from the University is submitted after 7 days of submission of the tuition deposit up to the start of the trimester courses, a partial refund of \$400 will be returned to the student. The University retains \$100 as an admissions fee.

USAHS has an established add/drop period that is the first week (7 days) of each trimester. All tuition, fees, and cost of attendance will be refunded to students or to student loans if the student withdraws from a program or a course within the add/drop period.

If a student withdraws from the program or a course after the add/drop period but prior to completion, the student may be eligible for a tuition refund in accordance with the following policy:

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

Refunds are made within 30 days of the date the University determines that the student has withdrawn. Students should notify the University in writing of the withdrawal, but a written notice of withdrawal is not required. Except in verified cases of emergency, if a student fails to submit the required documentation and be approved for a Leave of Absence, the student will be withdrawn 2 weeks after the University becomes aware the student has stopped participating. See Leave of absence section of catalog for further information on LOA.

For students who receive federal financial aid who withdraw (including transfers and leaves of absence) from *all* classes on or before 60% of the term has elapsed, a portion of their tuition will be returned to the lender. Please see the University's R2T4 policy for further information.