



MBA HCM Enrollment Agreement

Name _____ Email _____
Address _____ Home Phone _____
City _____ Cell Phone _____
State _____ Zip _____ Business Phone _____

Student Information:

Social Security Number: _____
Driver's License Number: _____ State Issued: _____

Name & Address of Closest Relative:

Name: _____
Address: _____
City _____ State _____ Zip _____

Program Information:

Start Term: _____ Start Date: _____

\$687 per credit hour + \$15 online fee per credit hour = \$702 per credit hour
36 credit hours total, \$25,272 total tuition.
42 credit hours total, \$29,484 total tuition.

UNIVERSITY ENROLLMENT POLICIES AND PROCEDURES

Tuition & Fee Disclosure

The student is obligated for the current semester's tuition, fees, books, and supplies. All students attending Parker University are full-time students, with the exception of certain evening programs in which general education courses are full-time, three-quarter time, half-time, or quarter-time. Please refer to the University Catalog for further details.

UNDERGRADUATE PROGRAMS

Initial Fees

Application Fee (nonrefundable one-time charge) - \$50

Tuition Deposit (nonrefundable, but transferrable – to be applied towards tuition) - \$100

Tuition & Fees

All charges, including tuition and fees, are due and payable on or before the first day of. Payment plans are to be completed by the Friday of the second week following the class start date.

Tuition (per credit hour)	\$687
On-Line fee (per credit hour) (non-refundable)	\$15
Audit fee (per credit hour)	\$50
Graduation Fee (one-time fee)	\$45
Transcripts (1st and 2nd transcripts issued free) additional transcripts	\$10
Orientation Fee (one-time fee)	\$15
I.D. Replacement	\$10

GENERAL TERMS

Each student is accepted with the understanding that he/she has registered for the entire program on the date the first class begins. The student agrees to report to Parker University located in Dallas, Texas on the first day of class. Online students must log into their class the first day of class. Students must maintain regular attendance at the University during the semester and abide by all rules and regulations of the University. The University reserves the right to dismiss any student for poor academic standing, excessive absences, failure to comply with University regulations as stated in current literature or for non-payment of tuition and fees when due. The student is liable for all late fees, reasonable attorney's fees and all other costs and charges necessary for the collection of unpaid fees. Students must supply personal items such as pens, paper, textbooks and notebooks.

GENERAL POLICY

University policies have been formulated in the best interest of students and the University. The University reserves the right to make any change in tuition, fees, refund policy, curriculum or any phase of its programs where, in the opinion of the administration, students or the University will be benefited. Such changes may be made without further notice. The University also reserves the right to cancel any classes which do not have a minimum of five students enrolled. Courses which are delayed are rescheduled within 16 weeks of the original date or the University makes a full refund of all monies paid to the University for that start. Upon successful completion of a program, students receive a degree from Parker University. Although the University provides employment assistance, it cannot and does not guarantee employment.

ADMINISTRATIVE PROCEDURES

The University's primary objective is to help students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Affairs Department or anyone on staff. Additionally, the Office of the Provost maintains an open-door policy to assist students. If the administration has to take disciplinary measures against a student, the student may appeal the decision to the Grievance Committee which is made up of impartial staff members and a student representative. If a student dispute is litigated and the student receives an unfavorable decision, the University is entitled to any reasonable attorney's fees incurred in the defense of the student complaint.

ARBITRATION

It is agreed that, in the event the parties to this Enrollment Agreement are unable to amicably resolve any dispute, claim, or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim, or controversy shall be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint one or more arbitrators or an umpire pursuant to section 682.04, F.S. Each party shall have the right to be represented

by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration. However, if Parker University prevails in the arbitration proceeding, Parker University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. The venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified, except in writing by the parties.

GRADUATION REQUIREMENTS

To graduate from Parker University, students must (1) Complete the designated program of study with the minimum required GPA; (2) Not be on academic probation or subject to disciplinary sanctions at the time of graduation (3) File an application for degree; (4) Resolve all financial obligations to Parker University; (5) Complete all required exit paperwork.

MISDEMEANOR OR FELONY CONVICTIONS

Please note: A graduate's ability to obtain employment requiring a graduate degree may be impacted by misdemeanor or felony convictions. Applicants should familiarize themselves with the laws of the states in which they wish to obtain employment /practice by visiting individual employer sites/state board websites. Applicants must disclose arrest and conviction records on the application for admission. Failure to disclose arrests or convictions may result in penalties up to and including dismissal from Parker University.

CANCELLATION REFUND POLICY

Tuition and Fee Disclosure

Tuition is computed on the assumption that a student remains throughout the academic year. Since a place in class has been reserved for each student, tuition is refunded in accordance with the University refund policy. A student withdrawing from the University must comply with proper clearance procedures as outlined in the catalog. Reductions in indebtedness are made solely at the discretion of the University for withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees/books/supplies) for the semester they are currently attending plus any prior account balance. A semester of sixteen (16) weeks consists of two (2) consecutive eight (8) week terms of instruction.

Cancellation/Withdrawal Calculation

Cancellation made on or before the Friday of the first week of class of the semester/term will result in 100% refund of tuition and any refundable fees. (The University retains the application fee and the tuition deposit.) A 75% of tuition and fees will be refunded if withdrawal is made on or before the Friday of the second week of the start of each semester/term. A 50% of tuition and fees will be refunded if withdrawal is made on or before the Friday of the third week of the start of each semester/term. A 25% of tuition and fees will be refunded if withdrawal is made on or before the Friday of the fourth week of the start of the semester/term. No refunds will be made if withdrawal occurs after the fourth week of the start of the semester/term. Deadline for refunds is extended one business day should a holiday fall on the first class day of the start of the semester/term.

If a student withdraws or is dismissed from Parker University, then the University or the student may be required to return some or all of the federal funds awarded to the student. The student is required upon withdrawal to meet with the Director of Financial Aid or Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for re-admission. All refund calculations are based on the current total tuition and fees paid or due. If a student will be withdrawing, then the student should visit the Registrar's Office to begin the withdrawal process. This procedure will enable Parker University to refund the maximum possible institutional charges.

For students receiving federal financial assistance and have completed 60% or less of class registration, the refund shall be based upon the percentage completed. The refunds will be returned in this order; unsubsidized loans, subsidized loans and any grants the student received but did not earn for the payment period. The Financial Aid office uses the Department of Education's Return of Title IV funds calculator to determine the amount the student has earned and processes a return for the unearned portions. Worksheets to determine the amount of the refund are available in the Financial Aid Office. Students will be notified within 30 days from the date of withdrawal of the funds returned. All refunds are processed as soon as possible but no later than 45 days from the date of withdrawal. The National Student Loan Data Service NSLDS is notified of the students' withdrawal within 30 days. All students completing more than 60% shall not be entitled to any refund of tuition and refundable fees.

Each semester/term graduate class format, is comprised of two - 8 week courses, within four months. The one week cancellation policy applies to the first month of the four month term. After the first week of the first class in the semester/term, students are responsible for tuition and fees based on the tuition and fees table. Student should seek advisement from the business office for clarification of tuition and fees owed if cancelling or withdrawing from classes.

NOTICE TO APPLICANT

I acknowledge that I have read these enrollment policies and procedures in their entirety as printed on this document, that I understand and agree to the provision listed herein and that I have received a copy of these enrollment policies and procedures. I understand that if I am accepted as a student, the amount paid with these enrollment policies and procedures will be credit toward my Application and Registration charge upon entrance to the University, and if I am not accepted as a student, all any refundable monies will be refunded to me. I agree to abide by the terms herein listed and by the regulations and policies of Parker University as stated in the catalog and published literature. No other arrangements than these will be honored unless specifically agreed to in writing.

(1) DO NOT SIGN THESE UNIVERSITY ENROLLENT POLICIES AND PROCEDURES BEFORE YOU READ THEM OR IF THIS APPLICATION CONTAINS ANY BLANK SPACES. (2) YOU ARE ENTITLED TO A COPY OF THESE POLICIES AND PROCEDURES AT THE TIME YOU SIGN THIS APPLICATION. (3) YOU MAY PREPAY YOUR UNPAID BALANCE AT ANY TIME WITH NO PENALTY. (4) HOLDER-ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECTED TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER. (5) THESE POLICIES AND PROCEDURES SHALL BECOME BINDING UPON ACCEPTANCE BY THE UNIVERSITY.

Accepted By:

Applicant's Signature

DATE: _____

Parent/Guardian's Signature (if less than age 18)

DATE: _____