

# UNDERGRADUATE ENROLLMENT AGREEMENT BENEDICTINE UNIVERSITY AT MESA BRANCH CAMPUS

Gillett Hall • 225 E. Main St. • Mesa, AZ 85201

## Personal Information

Student Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

## Program Information

Academic Program: \_\_\_\_\_

Term of Entry: \_\_\_\_\_ Program Length: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

## Tuition and Fees

Tuition and fees are incurred at the time of registration. The following rates for tuition and fees are current for academic year 2017-2018, and are subject to annual adjustment.

### Full-Time Students (12-18 semester credit hours)

Tuition: \$10,650 per semester\*

Overload Tuition: \$710 for each additional credit hour beyond 18 semester credit hours

Student Service Fee: \$500 per semester\*\*

### Part-Time Students (1-11 semester credit hours)

Tuition: \$710 (per semester credit hour)

Student Service Fee: \$40 (per semester credit hour)

Total cost for the entire baccalaureate program:

Tuition (full-time 12-18 semester credit hours): \$85,200 (\$10,650 per semester for 8 semesters)\*

Application fee: \$40 (non-refundable for cancellations after three days)

Student Services Fee  
(additional fees may apply): \$4,000 (\$500 per semester for 8 semesters)\*

Books/supplies (estimated): \$6,040 (\$755 per semester for 8 semesters)

Total program costs: \$95,280

*\*The displayed tuition cost may be reduced depending on the amount of credit hours that can be successfully transferred into your program of study, either from an outside institution or a previous enrollment, assuming you pass all program courses as you attempt them. Tuition and fees are subject to change.*

*\*\*Additional course-related charges and administrative service charges may also apply. Please see the back page.*

## Tuition Payment

1. Tuition is due in full seven calendar days after the first class meeting. A late fee is assessed for payments made after seven days.
2. Payment may be made by cash, personal check, business check, credit card or online by credit card or Automated Clearing House.
3. Monthly payment plans are available interest free through the Tuition Payment Plan from Higher One for a small fee. Students utilizing an employer's tuition assistance plan must submit documentation of approval to the Office of Student Accounts prior to enrolling in Higher One.
4. Credits posted from federal financial aid are made according to federal Title IV disbursement guidelines.

## Refund Policy

1. Three-day cancellation: An applicant who provides written notice of cancellation to Gillett Hall within three days (excluding Saturdays, Sundays, and federal and state holidays) of signing this Benedictine University at Mesa Undergraduate Enrollment Agreement will receive a refund of all monies paid. No later than 30 calendar days of receiving the notice of cancellation, the University will provide the full refund.
2. An applicant who provides written notice of cancellation more than three days after signing this Benedictine University at Mesa Undergraduate Enrollment Agreement and making an initial payment, but prior to the commencement of classes, is entitled to a refund of all monies paid (minus the application fee of \$40).
3. To be eligible for a tuition refund after the commencement of classes:
  - a.) The student must officially withdraw from a course within the time periods set out below, and
  - b.) After the official withdrawal from a course or courses, be enrolled less than full time (less than 12 semester credit hours).

Tuition Refund Timetable for Drops/Withdrawals after the Commencement of Classes		
Refund per Dropped Course	Fall/Spring Terms	Summer Term
Full	Up to 7 calendar days after the first class meeting.	Up to 3 calendar days after the first class meeting.
75 percent	8 to 14 calendar days after the first class meeting.	Not applicable.
50 percent	15 to 21 calendar days after the first class meeting.	4 to 6 calendar days after the first class meeting.
No Refund	22 calendar days or more after the first class meeting.	7 calendar days or more after the first class.
No Refund	After the first class meeting for courses on a condensed schedule.	After the first class meeting for courses on a condensed schedule.

4. Students maintaining a full-time enrollment of 12 or more semester credit hours in the term, after the official withdrawal from a course(s), are not eligible for a refund.
5. Students withdrawing from the University during the semester who plan to return within four consecutive semesters (excluding summer semesters), and who have satisfactory academic standing, must apply for a leave of absence, and students not planning to return must complete a withdrawal form. The amount of refund, if any, is determined by the date the completed form is received by the University (withdrawal date).
6. Recipients of federal financial aid who officially withdraw from the University are subject to federal Title IV refund guidelines.
7. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are responsible for all financial obligations.
8. If the withdrawal from a course or courses results in a credit balance on the student's account, a refund will be issued within 30 days of the official drop or withdrawal date.

## The Student Understands:

1. While enrolled at Benedictine University at Mesa, I understand that I must maintain Satisfactory Academic Progress as stated in the Benedictine University at Mesa Undergraduate Catalog, maintain and comply with the University's standards of student conduct as stated in the Benedictine University at Mesa Student Handbook, and that my financial obligations must be paid in full before a degree will be awarded. I further understand that Benedictine University at Mesa reserves the right to terminate my enrollment, or to impose other disciplinary sanctions, at any time whatsoever for reasons of deficiency in scholarship, failure to comply with other academic requirements (including the academic honesty policy), failure to comply with student conduct or financial requirements, or for any other just cause, as stated in the Benedictine University at Mesa Undergraduate Catalog, Benedictine University at Mesa Student Handbook and any other official University materials.
2. This agreement is executed at the time of my initial enrollment at Benedictine University at Mesa and my enrollment in subsequent semesters shall constitute a renewal of the terms of this agreement, except for tuition and fees which are subject to change. If I change my program course of study, I must sign a new Benedictine University at Mesa Undergraduate Enrollment Agreement.
3. Students failing to return from a leave of absence at the end of the period of time approved for their leave of absence, or four consecutive semesters (excluding summer semesters), whichever occurs first, or who fail to register for classes for three consecutive terms (excluding summer semesters), must reapply for admission to the University and sign a new Benedictine University at Mesa Undergraduate Enrollment Agreement.
4. Benedictine University at Mesa does not guarantee job placement to graduates upon completion of any academic course, program or graduation.

## Student Acknowledgements:

1. I have received a copy of the \_\_\_\_\_ Benedictine University at Mesa Undergraduate Catalog containing information describing the programs offered. The Benedictine University at Mesa Undergraduate Catalog includes all policies and procedures and is incorporated as a part of this Benedictine University at Mesa Undergraduate Enrollment Agreement. I understand that the current tuition and fees are as stated in the 2017-2018 Undergraduate Enrollment Agreement.
2. I have received an exact copy of the Benedictine University at Mesa Undergraduate Enrollment Agreement.

## Contract Acceptance

I (we), the undersigned have carefully read and understand the Benedictine University at Mesa Undergraduate Enrollment Agreement. I (we) agree to comply with the regulations and requirements of Benedictine University at Mesa, and to cooperate with the administrative officers, faculty and fellow students in maintaining high standards of conduct and scholarship and in promoting the general welfare of the University. I (we) agree to pay all fees in advance each semester or by special arrangement with the University.

I (we) give Benedictine University at Mesa permission to use my (our) likeness in photographs and/or video in any and all of its publications, including websites and Web pages, and in any and all other media, whether now known or hereafter existing, controlled by Benedictine University at Mesa, in perpetuity, and for other use by the University including but not limited to promoting the University and its programs and activities. All photos taken are without compensation to me (the undersigned). All electronic or non-electronic negatives, positives and prints are owned by the University.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian  
(Required for students under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Benedictine University at Mesa Official

\_\_\_\_\_  
Date



## Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76).

## Course-related Charges\*

(Nonrefundable after the first week of the semester)

Biology lab: \$130-\$160

Chemistry lab: \$175

Computer Science: \$15

Communication Arts: \$45-\$200

Fine Arts: \$35-\$170

Mathematics lab: \$65

Natural Science lab: \$140-\$170

Nutrition lab: \$160

Statistics: \$35

Writing lab: \$35

All course-related charges are subject to change. See the current course schedule for updates.

Students are responsible for securing required textbooks and other educational resources prior to the start of each course.

\*Cost per term

## Administrative Service Charges

Administrative fee: \$250

Advanced placement credit posting fee  
(per examination credited): \$30

Application fee: \$40

BenCard (ID card) replacement: \$25

Certification fee: \$25

CLEP posting fee (per examination credited): \$30

Diploma red cover: \$10

Duplicate Diploma fee: \$25

Electronic transcript fee: \$5

Enrollment deposit: \$100

Express transcript mailing (per address): \$30

Graduation fee: \$145

Insufficient Funds (NSF) fee: \$25

Late payment fee: \$100

New student orientation fee: \$150

Paper transcript fee: \$10

Parking tag replacement: \$5

Placement test posting fee: \$10

Special Examination: \$5

Work/Life Experience fee (per semester credit  
hour granted): \$100

All tuition remission students and consortium students must pay applicable fees such as graduation and lab fees. All fees are subject to change without further notice.