

2016-2017 GRADUATE ENROLLMENT AGREEMENT BENEDICTINE UNIVERSITY AT MESA BRANCH CAMPUS

Mesa Center for Higher Education • 245 W. 2nd St. • Mesa, AZ 85201
Gillett Hall • 225 E. Main St. • Mesa, AZ 85201

Personal Information

Student Name: _____ Phone Number: _____

Home Address: _____

Program Information

Academic Program: Master of Business Administration

Term of Entry: _____ Program Length: _____ Quarter Credit Hours: 64

Tuition and Fees

Tuition for the M.B.A. program is due seven (7) calendar days after the first day of each class, unless the balance will be covered by financial aid, paid through a Higher One Tuition Payment Plan, or paid to Benedictine University directly by your employer.

Tuition:	\$18,560 (\$290 per credit hour*)
Application Fee:	\$40
Books/Supplies:	\$4,383 (Estimated based on new textbook pricing)
Graduation Fee:	\$145
Student Service Fee:	\$900 (Based on 9 quarter terms)**
Total Program Costs:	\$24,028 (Estimated based on 64 quarter credit hours and 9 quarter terms)

*The displayed tuition cost assumes you pass all program courses as you attempt them.
Tuition and fees are subject to change without further notice.*

**Estimated tuition. Does not include fees or materials.*

***\$100 per quarter term. Additional quarters may be required to complete the program.*

Tuition Payment

Tuition and fees are incurred at the time of registration. Billing statements are processed once a month and mailed to the billing, local, home or work address we have on file for you (in that order). If you are nearing a payment due date and have not received a statement, please contact the Student Accounts Office at (630) 829-6503 for assistance to determine the amount due and to verify our records of your mailing address. Students interested in taking out federal loans must file a FAFSA each year. The FAFSA can be filed for free online at fafsa.gov. Use BenU's school code of 001767 to make sure we receive your application. Credits posted from federal financial aid are made according to the Federal Title IV disbursement guidelines.

Payment Options:

- 1) Payment In Full — Payment of tuition and fees is due seven (7) calendar days after the first day of each class, unless the balance will be covered by financial aid, paid through a Higher One Tuition Payment Plan, or paid to Benedictine University directly by your employer. Payment may be made by cash, personal check, business check, credit card or Automated Clearing House (ACH).
- 2) Monthly Payment Plans — Benedictine University has partnered with Higher One to provide interest-free monthly payment options through the Tuition Payment Plan. Students may create budgets to manage their tuition costs each quarter. Students may enroll online at tuitionpaymentplan.com/ben or call (800) 635-0120 to speak with a Tuition Payment Plan consultant.
- 3) Employer Tuition Reimbursement — For a fee of \$30 each quarter, students can arrange a single tuition payment due at the end of the term (plus a grace period of approximately one month) through Higher One's Tuition Payment Plan. The plan amount should include your total out-of-pocket expense (tuition minus financial aid) for the entire quarter. Documentation of your approval in your employer's tuition assistance plan must be submitted to the Student Accounts Office of Benedictine University prior to enrolling in this plan. An updated copy of the policy must be submitted every fall term thereafter. Students may fax this documentation to Student Accounts at (630) 829-6501 or email it to SAR@ben.edu.
- 4) Third Party Payment Authorization/Direct Company Billing — Student Accounts will bill a third party (an organization, business or agency) for any and all charges on a student's account, if a valid authorization from the third party sponsor is received on or before the beginning of the course/term. Benedictine will send an invoice to the third party after the add/drop period. Payment is due upon receipt of the invoice and is not contingent upon the student successfully completing the course. All authorized and non-authorized charges not paid for by the third party will be the responsibility of the student.

Failure to meet options by payment deadline will result in a late payment fee of \$100 and a financial hold will be placed on the student's account.

For additional information, please visit ben.edu/student-accounts.

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 Graduate Enrollment Agreement will receive a refund of all monies paid. Within 30 calendar days of receiving the notice of cancellation, Benedictine University at Mesa will provide the full refund.
2. An applicant who provides written notice of cancellation more than three days after signing this Graduate 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 \$125 Enrollment Deposit).
3. A student who officially withdraws from the program within seven days of the first class meeting is entitled to a refund of all monies paid (minus the \$125 Enrollment Deposit).
4. A student who officially withdraws from any subsequent classes within seven calendar days of the first class meeting will receive a 100 percent refund of the tuition for the course.
5. A student who withdraws from the program eight calendar days or more after the start of the first course will receive no tuition refund and is responsible for the full amount of the tuition charge.
6. Recipients of federal financial aid who officially withdraw from Benedictine University at Mesa 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 the program results in a credit balance in 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 2016-2017 Benedictine University at Mesa Graduate Catalog, maintain and comply with the University's standards of student conduct as stated in the 2016-2017 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 2016-2017 Benedictine University at Mesa Graduate Catalog, 2016-2017 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 quarter 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 Graduate 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 quarters (excluding summer quarters), whichever occurs first, or who fail to register for classes for three consecutive terms (excluding summer quarters), must reapply for admission to the University and sign a new Benedictine University at Mesa Graduate 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 2016-2017 Benedictine University at Mesa Graduate Catalog containing information describing the programs offered. The 2016-2017 Benedictine University at Mesa Graduate Catalog includes all policies and procedures and is incorporated as a part of this 2016-2017 Benedictine University at Mesa Graduate Enrollment Agreement. I understand that the current tuition and fees are as stated in the 2016-2017 Graduate Enrollment Agreement.
2. I have received an exact copy of the Benedictine University at Mesa Graduate Enrollment Agreement.

Contract Acceptance

I, the undersigned, have carefully read and understand this 2016-2017 Benedictine University at Mesa Graduate Enrollment Agreement. I agree to comply with the regulations and requirements of Benedictine University at Mesa, and to cooperate with the administrative officers, faculty and my fellow students in maintaining high standards of conduct and scholarship and in promoting the general welfare of the University. I agree to pay tuition within seven (7) calendar days after the first day of class, unless the balance will be covered by financial aid, paid through a Higher One Tuition Payment Plan, or paid to Benedictine University directly by my employer.

I give Benedictine University at Mesa permission to use my 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.

Signed this _____ day of _____ 20 _____.

Signature of Student

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).

Administrative Service Charges

Administrative fee: \$250
 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: \$125
 Express transcript mailing (per address): \$30
 Graduation fee: \$145
 Insufficient funds fee: \$25
 Late payment/registration fee: \$100
 Paper transcript fee: \$10
 Parking tag replacement: \$5
 Student Service fee (per term): \$100

All fees are subject to change without further notice.