



Form 101

ENROLLMENT AGREEMENT

1069 East Meadow Circle, Palo Alto, CA 94303 650-493-4430
www.sofia.edu

Please Check One: Onsite (Residential) Online (Distance Education)

Identification Check if you changed programs

PLEASE PRINT OR TYPE		<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry
Student Legal Name _____			
Student ID _____	(First) _____ (Middle) _____ (Last) _____	Social Security # _____ - _____ - _____	Date of Birth _____ - _____ - _____
Home Telephone: (____) _____ - _____		Work: (____) _____ - _____	Cell: (____) _____ - _____
Address _____		City _____	State _____ Zip _____
E-Mail _____			

Enrollment Status & Tuition Rate

Check the box for the program in which you are enrolling and put your initials in the appropriate column corresponding to your program.

Enrollment Agreement Period - Start Date: _____ Enrollment Agreement Period - End Date: _____

Total Number of Units to be Completed: _____ (Note: F-1 students must maintain a minimum of 9 units per quarter.)

Please Check	Programs	Cost per Unit	Total Credit Hours	Student Initials
<input type="checkbox"/> Bachelor's	ALL BA PROGRAMS	\$350 per unit	90 Completion Program/180 Four-year Program	
<input type="checkbox"/> Master's	MACP	\$650 per unit	90	
<input type="checkbox"/> Master's	MATP	\$650 per unit	48	
<input type="checkbox"/> Master's	META	\$650 per unit	54	
<input type="checkbox"/> Master's	MATP-B	\$550 per unit	54	
<input type="checkbox"/> Master's	MATP-C	\$550 per unit	54	
<input type="checkbox"/> Master's	MSCS	\$450 per unit	48	
<input type="checkbox"/> Master's	MBA	\$450 per unit	48	
<input type="checkbox"/> Doctoral	PHD	\$950 per unit	75	
<input type="checkbox"/> Doctoral	PSYD	\$950 per unit	120	

Leave of Absence (\$300 per Qtr.)

Students are entitled to one quarter of leave time per year.

Medical or Emergency leave for a total of two quarters requires additional documentation and approval.

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

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

Additional Fees

SOFIA UNIVERSITY - FEES TABLE 2017-2018			
QUARTERLY			
	Technology Fee	All Students Each Enrolled Quarter (Also Covers Basic Supplies & Labs)	\$100
*Fees not refundable.			
ONE - TIME			
	Application Fee*	All Student Applicants – *Non-Refundable	\$50
	Acceptance Fee*	Domestic/International Student –*Non-Refundable	\$200
	I-20 Processing	International Student Only - Processing Fee for I-20	\$355
	Graduation	All Bachelor Students Who Complete Degree Requirements	\$100
		All Master Students Who Complete Degree Requirements	\$150
		All Doctoral Students Who Complete Degree Requirements	\$225
	Commencement	Bachelor Students Who Plan to Attend Ceremony	\$75
		Master Students Who Plan to Attend Ceremony	\$75
		Doctoral Students Who Plan to Attend Ceremony	\$100
MISC			
	Additional Diploma	Replacement cost or for additional copies of Diploma.	\$50
	Transfer Major	Administration fee changing a student's major or program.	\$47
	Defer Enrollment	Administration fee for processing a deferment.	\$155
	Leave of Absence (Annual Break Fee)	Administration fee for record processing and maintenance.	\$300
	Bounced Check	Administration fee for a returned check.	\$50
	Late Registration/Late Payment Fee	Additional Administrative Charge for Registering Late or paying Tuition Late.	\$100
	Credit/Debit Card Transaction Fee	A 3% fee is charged when credit card is used for payment.	3.00 % per transaction
	STRF Fee*	Student Tuition Recovery Fund Fee (non-refundable) per \$1000 Tuition	\$0.00



Tuition and fees are due and payable at the beginning of each quarter. Sofia University reserves the right to deny enrollment or cancel enrollment for students whose fees are not paid one week after the first day of class of each quarter. In the event that it becomes necessary for Sofia University to incur attorney fees to collect tuition and fees, or any portion thereof, or to communicate suit under this Enrollment Agreement to the appropriate court within Santa Clara County, California, the undersigned agrees to pay such attorney fees and/or court cost. The interpretation or performance of this Enrollment Agreement shall be construed and enforced in accordance with the laws of the State of California. The undersigned hereby consents to and submits to the jurisdiction of the appropriate court within Santa Clara County, California. The undersigned shall not raise in connection therewith, and hereby waives any defenses based upon the venue, inconvenience of the forum, lack of personal jurisdiction, sufficiency of service of process in any such actions or suit brought in Santa Clara County, California.

Student's initials _____

Residential (onsite) classes are conducted face to face and held at the Sofia University campus at 1069 E. Meadow Circle, Palo Alto, CA 94303.

Online classes: Students have access to syllabi, lessons and any materials within seven days after Sofia University accepts the student for admission.

Student’s Right to Cancel

Students in online classes have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date a written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. Section 71750 is stated below.

If the institution sent the first lesson and materials before an effective cancellation notice was received the institution shall make a refund within 45 days after the student’s return of the materials.

- (1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the education program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide but shall not be obligated to pay any refund after all the lessons and material are transmitted.

5 CCR §71750(b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

5 CCR §71750(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- (2) Except as provided for in subdivision (c)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (c)(1) shall be refunded.
- (3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.
- (4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

5 CCR §71750(d) If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

5 CCR §71750(e) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.

Sofia University Withdrawal and Refund Policy

Refunds for Withdrawing from Registration:

Withdrawal is defined as the dropping of one's entire program in a given term as differentiated from dropping some, but not all, of one's courses. First time students have the right to cancel the enrollment agreement and obtain a full refund of tuition charges paid (less non-refundable application fee and acceptance fee) if withdrawn within seven days of enrolling or through attendance at the first class-session, whichever is later.

A student is considered registered until the date on which written notice of withdrawal is received by the Office of the Registrar. A student's financial assistance is adjusted to reflect reductions in the student's overall budget. Excess financial aid is restored proportionately to the funds from which it was drawn before a refund is given.

According to federal regulations, Sofia University must use the withdrawal date for refund calculations as "either the date the student officially notifies the school that he or she is withdrawing or the last date of class attendance that the school can document." The University has adopted the following withdrawal policy to establish charges based on the amount of time completed in the enrollment period. The percentage of the return is based on the number of calendar days completed within an enrollment term up to 60%. The calculation will be based upon the official withdrawal date. Beyond 60% attendance in the period the University will keep all tuition and fees paid.

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid programs.

Refunds for Dropping Individual Classes:

For first time enrolling students, the University refunds tuition in full (not non-refundable application fee or non-refundable acceptance fee) for classes dropped before the first day of quarter (or up through the add/drop period). There is no refund of tuition for individual courses dropped after the last day of add/drop period. The add/drop period is usually the first week (Monday-Sunday) of each quarter.

Medical Emergency Tuition Refunds

For the students who have to withdraw for unforeseeable medical reasons, the refund will be given only before the mid-point of the term, and formal doctor's notes is required. The refund is prorated based on the date you begin the official withdrawal process.

Any request to change enrollment status in an entire program (i.e. withdraw, transfer) or to drop an individual class must be submitted in writing (with documentation if required) to the registrar's office.

Student's initials _____

Student Tuition Recovery Fund Disclosures:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

***Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 or (888) 370-7589***

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:



1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in-excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Aid Refunds and Return of Federal Funds:

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce

the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Students who receive aid for which they are later determined to be ineligible will be responsible for timely repayment of this aid to the appropriate source.

Title IV - Students who receive Title IV financial aid will have their refund calculated as required by regulation. Under the most recent reauthorization of the Higher Education Act of 1964, the return of federal funds has been separated from the calculation of refunds for institutional charges. The percentage of the return is based on the number of calendar days completed within an enrollment term. The calculation will be based upon the official withdrawal date. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Because students on leave are classified as withdrawn when certifying enrollment status for federal financial aid, any aid you receive must be subjected to the federal R2T4 return of funds formula. This means that if you received a refund check from the school, all or part of those "unearned" funds may need to be returned to Direct Loan. For those students who are eligible and receive federal financial aid, the following federal financial aid refund policy applies. The focus of the policy is to return the unearned portion of the federal financial aid for the enrollment period.

The refund will be calculated based on the date you begin the official withdrawal process, the last date of the documented attendance or, for an unofficial withdrawal, the mid-point of the term or the last documented date of attendance. If a student withdraws from school on or before 60% of the term is complete, then the percentage of unearned Title IV federal aid shall be returned by the school and possibly by the student.

The following distribution of returned funds is as follows:

- | | |
|--|------------------------------|
| Federal Unsubsidized Stafford Loan | Federal GPLUS/PPLUS Loan |
| Federal Subsidized Stafford Loan | Other Title IV aid programs |
| Federal Pell Grant | Private or institutional aid |
| FSEOG (Federal Supplemental Educational Opportunity Grant) | |
| Other federal sources | |

Note: After the Federal Financial Aid refund, the student is responsible for any unpaid balance based on Sofia's refund policy.

Student's initials _____

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent

three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student's initials _____

Confirmation

NON-REFUNDABLE APPLICATION FEE \$50 & ACCEPTANCE FEE \$200 \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (QUARTER): \$ _____
(# of Units Taken x Per Unit Price + \$100 Technology Fee)

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ _____

My signature below indicates my understanding that by making this request for registration I am responsible for tuition and fees associated with that status as described in the current school catalog. I understand that **if I need to change my enrollment status or if I elect to withdraw from school, I must do so in writing to the registrar by this date _____.** (Seven days after enrolling or after the first day of instruction, whichever is later.)

I understand that this is a legally binding contract once signed by me the student and the Institutional Representative. I understand if English is not my primary language I have the right to receive all explanations and documents in my primary language.

STUDENT SIGNATURE: _____ **date:** _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

STUDENT SIGNATURE: _____ **date:** _____

OFFICIAL USE ONLY

Sofia University Institutional Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol

Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.