

Sofia University Enrollment Agreement Policy

For newly admitted students, each student will receive an Enrollment Agreement which discloses the following as a condition of registration:

- Name of the educational program and total number of credit hours.
- Schedule of total charges, including a list of nonrefundable charges and the student's obligation to the Student Tuition Recovery Fund (nonrefundable charges).
- Right to Cancel and refund of charges paid through attendance of first class session or the seventh day after enrollment.
- Student's responsibility to repay a loan taken for an educational program and default information.
- Notice about transferability of credit at Sofia University
- Information directing students to the Bureau for Private Postsecondary Education (www.bppa.ca.gov) for information or to file a complain.

New students will be required to submit an acceptance fee to confirm the intention to attend the school and to reserve a place. The acceptance fee and enrollment agreement are due before the student registers for their first class. The acceptance fee is non-refundable and is applied toward the tuition charges. A student must complete the Enrollment Agreement (all pages front and back) and return to Admission's Office.

The enrollment agreement shall be signed by the student and by an authorized employee of the institution. An enrollment agreement is not valid if either a student or authorized employee of the institution do not sign int. Both signatures are required.

Students are not permitted to register until an Enrollment Agreement is signed by the student.