



Schiller Admissions, 8560 Ulmerton Road, Largo, Florida, 33771, U.S.A.

Phone: +1-727-736-5082. Fax: +1-727-734-0359. Email: [admissions@schiller.edu](mailto:admissions@schiller.edu). Web: [www.schiller.edu](http://www.schiller.edu).

Schiller International University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate, Bachelor, and Master degrees and the Florida State commission for Independent Education.

## U.S. Student Admissions Application & Enrollment Agreement Form for a Schiller European Campus

This is a legal contract.

### CHECK LIST FOR STUDENT APPLICANTS

All items listed below are **required** for and must be submitted with a signed copy of this Agreement for evaluation purposes.

- Non-refundable application fee of £20/€20 (see page 11 of this document for payment details)
- Official certified transcripts in English
- Photocopy of valid passport

### STUDENT CHOICE OF CAMPUS, DEGREE, START DATE, CLASS SCHEDULE, TUITION AND FEES

See the Schiller **Degree Programs and Courses Chart** to determine which programs are offered at which campuses and the Schiller **Cost and Fees Chart for U.S. Citizens** to determine the Tuition and Fees payable for your program at your campus of choice.

**INDICATE Schiller European Campus Choice of Study:**     Heidelberg     London     Madrid     Paris

#### INDICATE Choice of Degree:

- ASSOCIATE:**    AA & AS degrees are a minimum of 60 semester credit hours and take 20 months of continuous enrollment to complete.  
 **General Studies (AA)**     **International Business (AS)**     **International Hospitality & Tourism Management (AS)**
- BACHELOR:**    BA & BS degrees are a minimum of 120 semester credit hours and take 40 months of continuous enrollment to complete.  
 **Interdisciplinary Studies (BA)**     **International Business (BS)**     **International Economics (BA)**  
 **International Hospitality & Tourism Management (BS)**     **International Relations & Diplomacy (BA)**
- MASTER:**    MBA degrees are either 36 or 45 semester credit hours and take 12 or 15 months of continuous enrollment to complete.  
MA & MIM degrees are a minimum of 36 semester credit hours and take 12 months of continuous enrollment to complete.  
 **Business Administration (MBA)**     **Financial Planning (MBA)**     **International Business (MBA)\***  
 **International Hospitality & Tourism Management (MBA)**     **International Management (MIM)**  
 **International Relations & Diplomacy (MA)**     **Management of Information Technology (MBA)\***

**Indicate Choice of Start Year, Start Month and preferred class Schedule:**    **START YEAR:** \_\_\_\_\_

**START MONTH:**     January     February     March     April     May     June     July     August     September  
 October     November     December

**SCHEDULE** (class schedule choices cannot be guaranteed):     Day     Evening     Combination of Day and Evening classes

See Schiller **Tuition and Fees Chart for U.S. Citizens**. **I agree to pay tuition & fees as described below\*.**

**CURRENCY:**     **UK Pounds** (London)     **EUROS** (Heidelberg, Madrid, Paris)     **US Dollars** (as calculated by Schiller)

**FEES**    **Tuition per credit hour:** \_\_\_\_\_    **General Fees:** \_\_\_\_\_    **Total Program Tuition:** \_\_\_\_\_

\*Books and supplies are a separate institutional charge and are not included in the tuition costs. Books and supplies may be purchased from Schiller International University or online. These items are subject to cost change.

#### Methods of Payment

Payments may be made in the form of cash, check, major credit cards, money order, wire transfer and/or through scheduled disbursements of federal financial aid programs. Payment schedules are on a semester basis.







**STUDENT ACADEMIC INFORMATION**

What is your native language? \_\_\_\_\_

What other languages do you speak at a functional level? \_\_\_\_\_

**IMPORTANT NOTE:** Applicants must submit full documentation for ALL education, past and present. Only what is mentioned and submitted along with this agreement will be evaluated by Schiller. Documents not mentioned here that are submitted after admission to Schiller will not be accepted or considered for admissions purposes.

What is your highest level of education?     High School    Undergraduate    Graduate    Other \_\_\_\_\_

**High School Education**

<b>School Name:</b>	
<b>Address:</b>	
<b>Country:</b>	
<b>Dates Attended:</b>	
<b>Qualifications Earned:</b>	

**Undergraduate Education**

<b>School Name:</b>	
<b>Address:</b>	
<b>Country:</b>	
<b>Dates Attended:</b>	
<b>Degree Earned:</b>	

**Graduate Education**

<b>School Name:</b>	
<b>Address:</b>	
<b>Country:</b>	
<b>Dates Attended:</b>	
<b>Degree Earned:</b>	

Have you ever been suspended or dismissed from a school for any reason?     No    Yes (If yes, you MUST attach an essay listing the institution, explaining the reason, and the lesson learned as a result)





List your extra-curricular activities, hobbies, or interests, as well as any awards or honors you hold:

**Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hobbies and Interests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Awards and Honors:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Service and/or Volunteer Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL PROVISIONS**

As a student of Schiller International University, I understand that I will be entitled to the privileges and bound by the conditions below:

**Cancellation:** I understand that I may cancel this Enrollment Agreement in writing, within three business days of signing the agreement, and will be entitled to a full refund of any money paid.

**Career Services:** I understand that individual job search assistance is available to me – at no additional cost – by the Career Services Department of Schiller International University to students and graduates in good standing. I further acknowledge that no representative of the University has guaranteed me placement in a particular job or salary range upon graduation.

**Financial Obligations:** I understand that I am personally responsible for all tuition, fees and other charges arising from and during my enrollment at Schiller International University. I understand that it is my personal obligation to pay all tuition, fees, and other charges when due. If I do not pay the full amount of any scheduled payment when that payment is due, I may not be permitted to continue my studies. If I am not able to continue my studies, I understand that I am responsible for any outstanding tuition, fees or other charges due in accordance with the University's refund policy. I understand that my academic transcript will not be released to me or to any other individual requesting my transcript if there is a balance due to Schiller International University. In addition, if I choose to re-enroll at Schiller International University, I must satisfy any outstanding tuition, fees, or other charges prior to my re-enrollment. I understand that any student financial assistance made available to me may not completely cover my tuition, fees, and other charges and I understand that any tuition, fees, and other charges not paid by financial assistance is my personal financial obligation.

**Instruction:** I understand that I will receive instruction in English, in lecture and laboratory formats. Instruction will be delivered (using either on-campus or online delivery methods) by qualified instructors of Schiller International University.

**Renewal of Enrollment Agreement:** I understand and agree that although this agreement is executed for a period of only one (1) semester, my enrollment at Schiller International University for subsequent semesters shall constitute a renewal of the terms of this agreement **except for the tuition charge and fees, which may be subject to change with at least one semester's notice to students.**

**REFUND POLICY**

**Return of Federal Title IV Aid:**

A percentage of federal Title IV Aid will be returned if the student withdraws during the first 60% of the semester. The amount returned will be based on the percentage of days remaining in the semester. The school will determine the calendar days completed in the semester divided by the total number of calendar days in the semester. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. the difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, National Smart Grant, SEOG, other.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the semester, the student may need to return some of those funds.



If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

#### **Adjustment of Charges:**

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows based on when the student withdraws: if the student withdraws within three days after signing the enrollment agreement 100%. From the first day of classes through 20% of term:

- a. Through the first three weeks of classes in Fall and Spring and Summer semester: pro rata
- After the above time periods: 0%.

Refunds are issued through the Financial Aid Office when a student withdraws from all courses. The student's last date of attendance (LDA) "or date of determination" is used to determine the refund due. Refund provisions apply only to complete withdrawal from the University. Students who withdraw from the University should contact the Financial Aid Office for advising information concerning loan repayment. During a refund procedure, the Registrar reports withdrawals to the Financial Aid Office and the Bursar's Office. The Financial Aid Department calculates refunds as appropriate to policy.

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the semester of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

### **STUDENT COMPLAINT PROCESS**

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that a University decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student. In most cases, a complaint can be resolved at the campus level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to whom issues and concerns should be addressed. These are as follows:

**Faculty:** Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.).

**Department Chair or Program Director:** Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.).

**Academic Affairs Office:** Unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student's education.

**Office of the Registrar:** Resolution of issues involving course scheduling and obtaining transcripts.

**Financial Aid Office:** Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal.

**Bursar's Office:** Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.).

**Office of Career Services:** Full-time and part-time employment assistance, employment correspondence, and related employment services.

**Campus President:** Resolution of an issue in any area above which remains unresolved by the employee to whom the issue has been properly addressed.

However, a student who believes that his or her complaint remains unsatisfactorily resolved by the University may refer the complaint to the appropriate office below:

**State Agency:** Florida State Commission for Independent Education. 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399  
Telephone: 888-224-6684.

**Accrediting Agency:** Accrediting Council for Independent College and Schools to award Associate, Bachelor and Master degrees. ACICS is recognized by the U.S. Department of Education. Its accreditation of degree-granting institutions is also recognized by the Council for Higher Education Accreditation (CHEA). Schiller International University is also accredited by the Hotel and Catering International Management Association (HCIMA).

### **ARBITRATION**

You and Schiller International University agree that any dispute or claim between you and Schiller International University (or any company affiliated with Schiller International University, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this Enrollment Agreement or, absent such agreement, your enrollment or attendance at Schiller International University, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or Schiller International University's selection, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure.



If Schiller International University intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with Schiller International University, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, Schiller International University will select one. Schiller International University agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, Schiller International University reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this section.

IF EITHER YOU OR SCHILLER INTERNATIONAL UNIVERSITY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR SCHILLER INTERNATIONAL UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, Schiller International University will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500. per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure. The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, *et seq.*, shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with Schiller International University. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog or, where applicable, your Enrollment Agreement.

## **DISCLOSURE OF EDUCATIONAL RECORDS**

Schiller International University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

- To Schiller International University officials who have been determined by the school to have legitimate educational interests in the records, A School official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or a person employed by or under contract to the school or perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Schiller International University has a legitimate educational interest.
- To certain officials of the United State Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with the state or federally supported educational programs.
- In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
- To parents of a dependent student, as defined in Section 152 of the U.S. Internal Revenue Code.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate parties in health or safety emergencies.
- To an alleged victim of a crime of violence or non-forcible sexual offense, the final results of disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 9 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a



violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator- not the name of any other student, including a victim or witness- without the prior written consent of the other student(s).

- To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
- Directory Information.

## **COMPUTER USE AND EMAIL POLICY**

To maximize the benefits of its computer resources and minimize potential liability, Schiller International University has created this policy with regard to computer use and electronic messages. It applies to all University personnel and students. The University reserves the right to change this policy at any time as may be required under the circumstances. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully. You are given access to our computer network to assist you in performing your job or completing your academic tasks. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The computer system belongs to Schiller International University and may only be used for business or academic purposes. Without prior notice, the university may review any material created, stored, sent, or received on its network or through the Internet or any other computer network. The university can restrict access to any services and/or material that travels across its network at any time without prior notification. Use of computer resources for any of the following activities is strictly prohibited.

- Allowing any other person or persons to use your account.
- Attempting to circumvent or alter any access control or security measure on local or remote systems or to create an exploitable entry point for unauthorized persons with or without intent.
- Sending, receiving, creating, storing, or otherwise disseminating material that is offensive or disruptive. Among those which are considered offensive are any messages that are sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- Sending, receiving, creating, storing or otherwise disseminating commercial or personal advertisements, solicitations, promotions, destructive programs (that is viruses or self-replicating code), political information, or any other non-job-related solicitations or unauthorized material.
- Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in on-line chat groups, printing multiple copies of documents, printing excessively long Internet documents or otherwise creating unnecessary network traffic.
- Using or copying software in violation of a license agreement or copyright.
- Violating any state, federal, or international law.
- **FILE SHARING UTILITIES ON THE UNIVERSITY NETWORK WILL BE NOT BE TOLERATED.**

If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to the Director of the Computer and Technology Center or to your supervisor. Violations of this policy will be taken seriously and may result in disciplinary action, including possible employment termination or university expulsion, and civil and criminal liability. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read the message.

## **ALCOHOL AND TOBACCO POLICY**

**ALCOHOL POLICY** - Schiller International University is primarily concerned with the health, safety, and well being of all students with respect to the intelligent use and non-use of alcohol. Schiller International University expects those who use alcohol to do so responsibly and within the bounds of the laws of the country and city in which their campus is located (not applicable to the online classroom).

**TOBACCO FREE POLICY** - The use of any type of tobacco products (cigarettes, cigars, snuff, chewing tobacco, and so forth) is prohibited in any building on campus. This includes offices, lounges, cafeterias, elevators, stairs, classrooms, bathrooms, hallways, and all other interior spaces. Also, the use of any type of tobacco product is prohibited within the University's fleet of vehicles.

## **TALENT WAIVER**

I hereby authorize Schiller International University to publish and exhibit likeness and understand that it may be used in advertising and promotional material for the school. I understand that I shall receive no compensation for my appearance in any participation in the commercial. I represent that I am at least 18 years of age and have the right to enter into this agreement. If I am less than 18 years of age, my parent or guardian has consented to my execution of this consent.





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## PAYMENT FORM

Please **complete the Student detail section** of this form and submit with your payment for credit card or check payments. Please email or fax a copy of this form for **wire bank transfers** along with a **copy of the wire confirmation** as provided by your bank.

### Student Detail:

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Student Family Name Student First Name Student Middle Name

Student Campus Choice of Study:  Florida  Heidelberg  London  Madrid  Online  Paris

Student Start Year and Start Month: START YEAR: \_\_\_\_\_

START MONTH:  January  February  March  April  May  June  July  August  September  
 October  November  December

### **BY CREDIT CARD PAYMENT FORM**

I hereby authorize a charge to be made to my credit card as detailed below for the reasons indicated (PRINT):

- Application Fee  Deposit  Tuition and Fees  Other: \_\_\_\_\_  
 Visa  American Express  Mastercard/Eurocard

Name of Card Holder:			
Address of Card Holder:			
	Country:		
Card Number:			
Expiration Date:	Authorization Code:		
Amount to Charge:			

Signature of Card Holder \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

### **BY CHECK**

Please mail checks to the below address in U.S. Dollars, UK Pounds or EUROS and make payable to **Schiller International University**. Please include a copy of this form with the completed student section with the check.

Bursar's Office, Schiller International University, 8560 Ulmerton Road, Largo, Florida, 33771, U.S.A.

### **BY BANK WIRE**

Any bank charges must be paid by the student or sponsor at source. Please email or fax a copy of this form with the completed student section for **wire bank transfers** along with a **copy of the wire confirmation** as provided by your bank. Please make payment to:

#### FOR FLORIDA CAMPUS, USA

Bank Name: FIFTH THIRD BANK  
Bank Address: 201 East Kennedy BLVD, 1800,  
Tampa, Florida 33602, USA

Wire ABA: 042000314  
SWIFT CODE: FTBCUS3C  
US DOLLAR ACCOUNT: 7420757903

#### FOR EUROPEAN CAMPUSES

Bank Name: KREISSPARKKASSE LUDWIGSBURG  
Bank Address: P.O. Box 620, D-71606 Ludwigsburg, Germany  
Bank Code: 604 500 50  
SWIFT/BIC: SOLA DE S1 LBG

US Dollar ACCOUNT: USD 0 220 260 682  
UK Pounds ACCOUNT: GBP 0 220 260 981  
EUROS ACCOUNT: 78221/IBAN DE22 6045 0050 0000 078221