

## SCHILLER INTERNATIONAL UNIVERSITY ENROLLMENT AGREEMENT

This is a Legal Contract.

Schiller International University ("SIU") is a private, for profit institution of higher learning with multiple locations as listed below. SIU is accredited by the Accrediting Council for Independent Colleges and Schools ("ACICS") to award Associate, Bachelor, and Master degrees and licensed by the Commission for Independent Education, Florida Department of Education ("CIE"). SIU Madrid is recognized by the Consejería de Educación y Cultura de la Comunidad de Madrid and SIU Paris is registered at the Rectorat de l'Académie de Paris as Etablissement d'Enseignement Supérieur Privé. Heidelberg Campus has received the "Certification of Accreditation" by the German accrediting agency EVALAG. The SIU Heidelberg campus is registered with the Ministry of Science in the State of Baden Württemberg, Germany and offers SIU and UoR degrees under the provisions of the State Law on Higher Education § 72 a Section III.

Name: \_\_\_\_\_ Social Security (US ONLY) #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Select Your Preferred Campus

U.S.A Florida 8560 Ulmerton Road Largo, FL 33771 Ph: +1 855-787-2262 <input type="checkbox"/>	GERMANY – HEIDELBERG Zollhofgarten 1 69115 Heidelberg Germany Ph: +49 6221 4581-0 <input type="checkbox"/>	SPAIN – MADRID Calle Serrano 156 Plaza de la Republica Argentina Madrid 28002 Ph: +34 91-448-24-88 <input type="checkbox"/>	FRANCE – PARIS 9, Rue Yvert 75015 Paris Ph: +33 1-45-38-56-01 <input type="checkbox"/>	ONLINE 8560 Ulmerton Road Largo, FL 33771 Ph: +1 855-787-2262 <input type="checkbox"/>
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I hereby enroll at Schiller International University for the following program of study:

Associate of Science in \_\_\_\_\_, which is minimum sixty (60) semester credit-hours and takes twenty (20) months of continuous enrollment to complete. Graduates will earn an Associate of Science upon successful completion of all requirements listed in the academic catalog.

Bachelor of Arts in \_\_\_\_\_, which is minimum one-hundred twenty (120) semester credit-hours and takes forty (40) months of continuous enrollment to complete. Graduates will earn a Bachelor of Arts upon successful completion of all requirements listed in the academic catalog.

Bachelor of Science in \_\_\_\_\_, which is minimum one-hundred twenty (120) semester credit-hours and takes forty (40) months of continuous enrollment to complete. Graduates will earn a Bachelor of Science upon successful completion of all requirements listed in the academic catalog.

Master of \_\_\_\_\_, which is minimum thirty-six (30) semester credit-hours and takes twelve (10) months of continuous enrollment to complete. Graduates will earn a Master in \_\_\_\_\_ upon successful completion of all requirements listed in the academic catalog.

Master of \_\_\_\_\_, which is minimum thirty-six (36) semester credit-hours and takes twelve (12) months of continuous enrollment to complete. Graduates will earn a Master in \_\_\_\_\_ upon successful completion of all requirements listed in the academic catalog.

Master of \_\_\_\_\_, which is minimum forty-five (45) semester credit-hours and takes fifteen (15) months of continuous enrollment to complete. Graduates will earn a Master in \_\_\_\_\_ upon successful completion of all requirements listed in the academic catalog.

Day  Evening Start Date: \_\_\_\_\_ month/day/year

(If Available) Class times: \_\_\_\_\_ Scheduled Graduation Date: \_\_\_\_\_ month/day/year

#### TUITION AND FEES\*\*

I hereby agree to pay tuition as described below:

**Non-refundable application fee per program: €50.00 European Campuses/ US\$20 Florida & Online Campus. Courier Fee of €87.00 European Campuses/ US\$65 Florida & Online Campus will apply if the student is applying from another country other than the campus location.**

Tuition:\* US\$ \_\_\_\_\_ per credit-hour (US Campuses)

Activity Fees US\$ \_\_\_\_\_ per month (US Campuses)

€ \_\_\_\_\_ per credit-hour (European Campuses)

Activity Fees € \_\_\_\_\_ per month (European Campuses)

Total Program Tuition:\* US\$ \_\_\_\_\_ [based on current rates which are subject to change] (US Campuses)

€ \_\_\_\_\_ [based on current rates which are subject to change] (European Campuses)

**Fees: Fees:** e-Books are included in the tuition cost. Additional costs may be incurred from applied applicable fees per the "Other Fees" in the Tuition and Fees section of the SIU Catalog Supplement. Example of "Other Fees" may include housing fee, dissertation fee, and transcript fees, as applicable and requested by the student. See SIU Catalog Supplement for details.

**\*Tuition and fees are subject to change with at least ninety (90) days' prior notice to students.**

**UNIVERSITY OF ROEHAMPTON (UoR)\*:** By initialing, I elect to enroll in the University of Roehampton in conjunction with my SIU enrollment and have read and understand the UoR section. The program will be delivered by SIU and will lead to an award from UoR separate from the SIU credential (please refer to the institutional catalog for specific program availability). Please see UoR section of this agreement for further details. UoR is not accredited by ACICS but is accredited by the UK accreditor "Quality Assurance Agency (QAA)". Additional information may be found at [www.roehampton.ac.uk](http://www.roehampton.ac.uk). I understand that this is at no additional tuition cost to me.

#### ACKNOWLEDGEMENTS

I understand that SIU reserves the right to make changes in program content, materials, schedules, or requirements as it deems necessary. The University further reserves the right to discontinue my education, without notice, for unsatisfactory academic progress or attendance, non-payment of tuition or fees, or failure to comply with the University's policies and procedures.

I understand that course materials are included in tuition for my convenience and that I have the option to opt out of this program by emailing [coursematerials@schiller.edu](mailto:coursematerials@schiller.edu) and completing the necessary documentation.

I understand that my tuition charges are for the right to attend classes in which I am enrolled and are in no way contingent upon my satisfactory academic progress, personal satisfaction or attainment of employment upon graduation.

I have received and read a copy of the SIU catalog and supplement and have been informed of its availability online at [www.schiller.edu/students/download-center](http://www.schiller.edu/students/download-center)

I have read and understand all pages of this Enrollment Agreement, and I acknowledge receipt of an exact copy of the same. I understand that this Agreement contains all the terms of my enrollment and acknowledge that no verbal statements have been made contrary to what is contained in this Agreement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (if student under 18) \_\_\_\_\_ Date \_\_\_\_\_

SIU Admissions Representative Signature \_\_\_\_\_ Date \_\_\_\_\_ SIU Official Signature \_\_\_\_\_ Date \_\_\_\_\_

**UNIVERSITY OF ROEHAMPTON (UoR)\*:** UoR offers degrees in a wide range of disciplines. The UoR campus office is located at Grove House, Roehampton Lane, London SW15 5PJ, United Kingdom. UoR is not accredited by ACICS but is accredited by the UK accreditor "Quality Assurance Agency (QAA)". Additional information may be found at [www.roehampton.ac.uk](http://www.roehampton.ac.uk). An agreement between SIU and UoR has been signed in order to allow you, the applicant, the option to also pursue a second degree of equal academic level (Bachelor's or Master's only- see catalog for approved list) from UoR in conjunction with the completion of the above SIU program stated above. The program will be delivered by SIU and will lead to an award from UoR separate from the SIU credential.

The following apply to the stated agreement:

**Costs:** There are no additional charges or fees to you the applicant or parent, to take advantage of the UoR opportunity presented with this agreement.

**Courses:** All courses will be taken at SIU campuses and instructed by SIU faculty.

**Online/Distance Learning:** No more than twenty-five percent (25%) of the courses validated by the UoR can be earned via an online or distance learning course delivery method.

**Requirements:** All of the UoR awards require the applicant to complete a dissertation to achieve the necessary academic credits. This dissertation will be tutored by SIU faculty and defended at SIU campuses. SIU faculty, methodology, and syllabi have been approved to meet the requirements of the United Kingdom Quality Assurance Agency (QAA). Failure to complete or successfully pass the dissertation will not have any implications to the awarding of an earned SIU degree or transcript (unless the dissertation is used to satisfy part of the SIU degree as well).

**Grading System:** Both grading systems of SIU and UoR will be used simultaneously. SIU faculty will provide the grades for both systems. Separate transcripts will be kept by each University.

**Enrollment:** Applicants must be enrolled with SIU and cannot and will not solely be enrolled with UoR.

**Consent Disclosure:** Per a separate form, additional consent will be requested to permit SIU to share student record information with UoR.

**Catalog:** Additional information regarding the agreement, dissertation, and grading system can be found in the SIU catalog.

## TUITION AND FEES\*\*

**Fees:** e-Books are included in the tuition cost. Additional costs may be incurred from applied applicable fees per the "Other Fees" in the Tuition and Fees section of the SIU Catalog Supplement. Example of "Other Fees" may include housing fee, dissertation fee, and transcript fees, as applicable and requested by the student. See SIU Catalog Supplement for details.

**Financial Obligation:** The University reserves the right to adjust tuition rates and fees. Tuition rates and fees are subject to change with at least ninety (90) days' notice to students. You are signing this agreement before formal evaluation or acceptance of transfer credit(s). The total cost of tuition and fees' charges may increase or decrease based on the number of the actual number of courses and credits required to complete the full degree program. Accepted and applied transfer credits may decrease total tuition by the cost per credit hour stated above. I understand that I am personally responsible for all tuition, fees and other charges arising from and during my enrollment at SIU. 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 "official" academic transcript will not be released to me or to any other party requesting my "official" transcript if there is a balance due to the University. In addition, if I choose to re-enroll at SIU, 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.

**Methods of Payment-** Payments may be made in the form of cash, check, major credit card, money order, wire transfer, and/or through scheduled disbursements of federal financial aid programs. Payments made by credit card can incur a processing charge of up to 3.5% of the charged amount. Payments made by wire transfer may incur additional fees per the SIU Catalog Supplement. Payment schedules are on a semester basis and must be paid by no later than the first day of the semester, unless other arrangements have been agreed upon in writing by the Financial Aid Office and appropriate approving SIU official.

**GENERAL PROVISIONS:** As a student of SIU, I understand that I will be entitled to the privileges and bound by the conditions below:

**International Students:** International students granted a visa to attend SIU must commit to an enrollment of at least two (2) semesters in order to be admitted to Schiller International University. Each semester, a schedule of twelve (12) credits for undergraduate programs and twelve (12) credits for graduate programs is required. International students will be required to submit an advanced deposit equal to SIU's charges for one (1) semester's tuition and fees.

**Cancellation:** I understand that I may cancel this Enrollment Agreement in writing, within three (3) business days of signing the agreement, and will be entitled to a full refund of tuition paid minus application and courier fees.

**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 SIU for subsequent semesters shall constitute a renewal of the conditions and terms for this agreement except for the tuition charge and fees, which may be subject to change with at least ninety (90) days' prior notice to students.

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

**Equal Opportunity:** SIU is committed to the principle of equal opportunity. It is the policy of the University not to discriminate on the basis of race, creed, sex, ancestry, color, religion, national origin, sexual orientation or disability with regard to its students, employees, or applicants for admission or employment. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the President.

**INSTITUTIONAL CANCELLATION AND REFUND POLICY: INSTITUTIONAL CANCELLATION AND REFUND POLICY:** If a student's application for admission is not accepted, all advanced money shall be refunded, with the exception of the application fee (\$20.00 US or EUR €50). If a student is accepted and then cancels registration before classes begin, or informs the University in writing within three (3) business days of the signed date of their Enrollment Agreement, all tuition paid in advance shall be refunded. (Except application and courier fees).

Any student who begins classes on or after the start date of any semester and then completely withdraws prior to the end of any semester by contacting the registrar (unless the student informs the University in writing within three (3) business days of the signed date of their Enrollment Agreement), the University will earn tuition and fees based on a pro rata basis through 20% of the semester in which the student withdraws. Withdrawal more than 20% of the semester, the student will be obligated to 100% of the semester's tuition and fees.

Schiller International University determines the date of a student's withdrawal based on the student's last date of attendance (LDA). The LDA is used to determine the amount of the refund that is due to the student by calculating the number of days completed in the semester divided by the total number of days in the semester, excluding scheduled breaks that are 5 days or more, to determine the percentage of semester completed. The institution's refund procedure requires the Registrar to report official and unofficial withdrawals to the Financial Aid and the Bursar's Offices. The Financial Aid Office is responsible for the review of student data and completion of the refund and repayment calculations as appropriate to institutional policy. The Student Accounts Office issues all refunds inclusive of refunds due to a student's withdrawal from the University. The payments of refunds due to withdrawal are processed within 30 days from the date of determination of the withdrawal. The Financial Aid Office will contact student loan borrowers who withdraw from the University and provide information and advising regarding loan repayment.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based on the requirements of any applicable state law or the applicable University's institutional refund policies. The amount of institutional charges that can be retained will be subtracted from the Adjusted Amount Paid. If a credit balance from Title IV funds remains on the student's account the refund will be made to the student or, with the student's written authorization, to federal student aid programs in the order specified above in Federal Return of Title IV policy. If there is a non-Title IV credit balance the credit balance will be returned to the source of funding per agency policy and or to the student as permitted. The student will be billed for any outstanding charges.

**RETURN OF FEDERAL TITLE IV FUNDS:** The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds. The requirements of the federal Return of Title IV Funds policy are separate from the institutional refund policies and any applicable state refund policy. Therefore, a student may owe a balance to the University for institutional charges after the application of the Return to Title IV calculation. Federal regulations require SIU to calculate a return of Title IV funds for any student who withdraws or does not complete a semester and who has received or was scheduled to receive financial assistance from the Title IV programs. The calculation is performed using a specific formula required by the U.S. Department of Education. The term Title IV Funds refers to Federal Financial Aid Programs authorized under the Higher Education Act of 1965, as amended and includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal PLUS loans. Additional information regarding the **Calculation of Earned Title IV, Post-Withdrawal Disbursement, and the Return of Title IV Funds by the Institution and Student** may be found in the SIU catalog.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based

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**GENERAL GRIEVANCE PROCESS:** It is the policy of Schiller International University to provide an appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area. Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration. In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University President if it relates to the Campus Director. The Campus Director, University Provost, or University President will provide the student with an opportunity to present his/her case along with any evidence, and shall, at the student's request, provide a decision in writing. 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:** Commission for Independent Schools, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399. Tel: 850.245.3200  
**Accrediting Agency:** Accrediting Council for Independent College and Schools, 1350 Eye Street, NW, Suite 560, Washington, DC 20005, Telephone: (202) 336-6780.  
 Web: [www.acics.org](http://www.acics.org).