Student Name: __________________________ Phone Number: ___________________

Home Address: __________________________________________________________

Program Information

Program: ________________________ Start Date: ______________________________

Program Length: ________________ Credit Hours: ____________________________

Tuition and Fees:

Tuition and fees are incurred at the time of registration. The rates for tuition and fees are current for academic year 2015-2016 and are subject to annual adjustment.

Undergraduate

Professional Studies and Business Administration Bachelor’s Programs.

Tuition (per credit) $550
Application fee Free
Student fees (per semester) $100
Graduation fee $50
Books/supplies (estimate) (per semester) $600
Total fee $500
Total books/supplies $2400
Total tuition $27,000
Total Program Cost $30,400
Administrative Service Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Electronic Transcript Fee</td>
<td>$12</td>
</tr>
</tbody>
</table>

(Additional postage charges will apply to rushed orders.)

Testing Administration Fee
- CLEP (test fee determined by College Board) $25
- Portfolio Assessment (1 time fee of $300 and $50 for any additional assessments)

One time graduation fee $50

- Tuition may be further reduced due to transfer credit, either from an outside institution or from a previous enrollment, and assuming you pass all program courses. Tuition and fees are subject to change.
- Additional course-related charges and administrative charges may also apply. Please see last page of this agreement.

Tuition Payment

1. Tuition is due in full the first day of class. A late fee is assessed for payments made after this date.
2. Payment may be made in cash, by personal check, business check, E-check, American Express, MasterCard or Discover.
4. Students who qualify for employer deferred tuition reimbursement may enroll in the employee reimbursement plan each semester. Through the employee reimbursement plan, students may defer payment on the amount to be reimbursed until the end of the semester.

To enroll in the employee reimbursement plan, a student must submit the employee reimbursement payment plan application and payment for 20 percent of the tuition before the first day of class. The Office of the Bursar must then receive payment in full within 30 days of receipt of the current semester grade report.

A new employee reimbursement payment plan application must be submitted each term. Applications are available on the Bursar’s Office section of our website.

Refund Policy

1. Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of
signing an enrollment agreement is entitled to a refund of all monies paid. The school shall provide the 100 percent refund no later than 30 days from notice of cancellation.

2. An applicant who provides written notice of cancellation to the Office of Records or through Self-Service https://my.sxu.edu/CookieAuth.dll?GetLogon?curl=Z2F&reason=0&formdir=2 more than three days after signing an Enrollment Agreement and making the initial payment, but prior to the commencement of class meetings is entitled to a refund of all monies paid.

3. To be eligible for a tuition refund after classes commence:
   a. The student must officially withdraw from a course within the time periods below, and
   b. After the official withdrawal from a course or courses, be enrolled less than full time (fewer than 12 credits).

### Tuition Refund Timetable for Drops/Withdrawals

<table>
<thead>
<tr>
<th>Refund per Dropped Course</th>
<th>Fall/Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>Up to 7 days after the first class meeting</td>
<td>Up to 3 calendar days after the first class meeting</td>
</tr>
<tr>
<td>75 Percent</td>
<td>8 to 14 calendar days after the first class meeting</td>
<td>Not applicable</td>
</tr>
<tr>
<td>50 Percent</td>
<td>15 to 21 calendar days after the first class meeting</td>
<td>4 to 6 calendar days after the first class meeting</td>
</tr>
<tr>
<td>No Refund</td>
<td>22 calendar days or more after the first class meeting</td>
<td>7 calendar days or more after the first class meeting</td>
</tr>
</tbody>
</table>

4. Students maintaining a full-time enrollment of 12 or more credit hours for the term, after the official withdrawal from a course(s), are not eligible for a refund.

5. Recipients of federal financial aid who officially withdraw from the University are subject to Federal Title IV refund guidelines. For more information access the following link: http://www.sxu.edu/admissions/bursar/refunds/

6. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are responsible for all financial obligations.

7. If the withdrawal from a course or courses 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 Saint Xavier University at Gilbert, I understand that I must maintain satisfactory academic progress as stated in the University Catalog, maintain and comply with the University’s standards of conduct as stated in the Student Handbook and meet my financial obligations must be paid in full before a degree will be awarded. I further understand that Saint Xavier University at Gilbert 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 academic integrity), failure to comply with the student conduct or financial requirements, or for any other just cause, as stated in the catalog, Student Handbook, and any other official University materials.

2. This agreement is executed at the time of my initial enrollment at Saint Xavier University at Gilbert and my enrollment in subsequent semesters shall constitute a renewal of the terms of this agreement, except for tuition and fee, which are subject to change. If I change my program course of study I must sign a new enrollment agreement.

3. Any full-time or part-time Saint Xavier University student in satisfactory academic standing who must interrupt a degree program may apply to the campus administrator for a leave of absence for one full academic year or two consecutive semesters (not including summer terms). The student’s files will remain active in Records and Advising for one year. At the end of the leave of absence period, the student must notify Records and Advising of his or her intention to register. Application is for readmission is not required. The student on leave may take advantage of early registration along with regularly enrolled students. A student on leave does not qualify for special monetary loans or grants or other special arrangements, which presuppose the status of a regular student.

4. Saint Xavier University at Gilbert reserves the right to reschedule the program start date when the number of students is too small.

5. Saint Xavier University at Gilbert does not guarantee job placement to graduates upon completion of any academic course or program or upon graduation.

6. This document does not constitute a binding agreement until accepted in writing by all parties.

Student Acknowledgements:

1. I understand that the University’s current academic catalogs are available at http://catalog.sxu.edu/gilbert. These catalogs describe the programs offered. These catalogs (including but not limited to all policies and procedures in the catalogs) are incorporated as a part of this enrollment agreement, and I acknowledge that I have access to a copy of the catalogs.

2. I have carefully read and received an exact copy of this enrollment agreement.

__________ Student initials

Contract Acceptance

Page 4 of 5
I the undersigned have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the University Official. I also understand that if I default upon this agreement I will be responsible for paying any collection fees or attorney fees incurred by Saint Xavier University at Gilbert.

I also agree to comply with the regulations and requirements of Saint Xavier University at Gilbert, 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 give Saint Xavier at Gilbert permission to use my likeness in photographs or video in any and all of its publications, including websites and webpages, and in any and all other media, whether now known or hereafter existing, controlled by Saint Xavier University at Gilbert, 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 Parent or Guardian    Date
(Required for students under 18)

____________________________________________   __________
Signature of Saint Xavier University   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 effective 5-15-76).