



Certificate in Industrial Hygiene Management Enrollment Agreement

STUDENT INFORMATION					
Legal Name	Last:	First:	Middle:		
Address Line 1					
Address Line 2					
	City:	State:	Zip:		
Country		E-Mail			
Social Sec.#		Birth Date:	What Source did you learn of CSU?		
Home Phone	() -	Work Telephone	() -	Ext.	
EDUCATIONAL BACKGROUND					
High School:	School:	City/State:	Year Graduated:		
College or University:	School:	Degree:	Years of Attendance:		
College or University:	School:	Degree:	Years of Attendance:		
PROGRAM INFORMATION (10-Week Programs)					
Will you be using VA Benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No Students using VA benefits must take the Certificate Program in an 8-Week Term. The Term Academic Calendar & policies can be found at www.columbiasouthern.edu/military/ . After viewing the Calendar and policies, please indicate the Term information here: Term: Term Start Date:				
Payment Options: Tuition: \$585.00 S & H: <u> 15.00*</u> Total: \$600.00	<input type="checkbox"/> Payment in full <input type="checkbox"/> Payment Plan (Non VA Students Only) Tuition split over two payments and automatically charged to the <u>credit card</u> listed below. ½ tuition charged to credit card upon enrollment, ½ tuition charged to credit card in four weeks (Certificate will not be issued until program is paid in full.) <input type="checkbox"/> Tuition Assistance (Approved TA Form must be submitted along with this application) <input type="checkbox"/> Term Payment Plan (VA Students only): Tuition will be split over two payments and automatically charged to the <u>credit card</u> listed below. ½ of the total tuition & fees due will be charged to the credit card upon registration, the remaining balance will be charged to credit card automatically on the 5th week of the term.				
* Additional Charges will be added for International Shipping and Next Day Air Shipping.					
OTHER INFORMATION					
Payment in Full Method:	<input type="checkbox"/> Visa/Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Money Order Enclosed				
Payment Plan Method:	<input type="checkbox"/> Visa/Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover				
	Card Number		Exp. Date		
By signing below, I certify that I have read and understand both sides of this enrollment agreement, and I also understand the 10-week (8-week for VA) completion requirement.					
_____ Student's Signature (Note: CSU must receive both sides of this agreement for processing)			_____ Date		

Rev. 12/08

Successful completion of the CIHM program is worth 4.5 CEUs or 3 semester hours of credit. **The program requires a minimum score of 70/C to earn the certificate.**

Columbia Southern University

Terms and Conditions

TUITION PROTECTION AGREEMENT: Students who find it necessary to withdraw may do so in any manner. The “date” of withdrawal will be the date CSU receives the student’s request to withdraw. All money due the student will be refunded within thirty days. Fees, shipping and handling charges are not refundable.

If CSU is notified of cancellation within 5 calendar days of the day on which the Enrollment Agreement is signed/submitted, all money paid to CSU will be refunded. All students withdrawing after five calendar days will be charged a 20% Registration Fee. The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

1 st Week	80%
2 nd Week	60%
3 rd Week	40%
4 th Week	20%
5 th Week	0%

ENROLLMENT PERIOD: The enrollment period for the program is ten-weeks. The ten-week course period begins on the course start date. Once the ten-week period for a course ends, no refund of tuition will be issued for that course.

COURSE COMPLETION/EXTENSION: A course must be completed within ten-weeks (70 days) from the course start date. In order for a course to be completed, all graded assignments must be submitted to the University. Any student not completing his/her course in the ten-week timeframe allotted will have the option to request an extension from the University. The University must receive this request within one week of the end of the original ten-week period. The extension will provide an additional 30 days in which the student will be allowed to complete the course. For each thirty-day extension is requested there will be a \$50 fee. A maximum of two thirty-day extensions are allowed for each course. Students who do not complete the course on which the extension was granted within the extension period requested will receive an “I/F” (incomplete/fail) for this course. In such instances, the course must be taken over again in its entirety and the student will be required to pay full tuition of the course.

COURSE ASSIGNMENT COMPLETION POLICY: Students are required to complete all graded assignments as outlined in the course Study Guide (i.e. unit quizzes, unit exams, final exams, scholarly papers, research projects, etc).

TERM ENROLLMENT POLICIES: Students wishing to use VA benefits must complete the certification in a CSU Term. Separate policies apply to the Term Enrollment Program that are published at www.columbiasouthern.edu/term. These policies supercede standard CSU policies as published on the CSU website and catalogue. Standard CSU policies continue to apply if a separate Term Enrollment Policy is not articulated. CSU reserves the right to publish new university polices and to amend current policies which may apply to all existing students and agreements.

INTERNATIONAL STUDENTS: Tuition payment must be made in U.S. funds only. Students in Canada and foreign countries will be responsible for payment of any applicable custom duties, as well as the full cost of the actual international shipping charges.

HONOR PLEDGE: By my signature on this Agreement, I attest that the assignments that I prepare for the university will be my own work and that I will cite any sources from which I use data, ideas, or words, either quoted directly or paraphrased. I also acknowledge that failure to adhere to this pledge is grounds for termination of my enrollment.

DISCLOSURE AUTHORIZATION: I authorize the University to discuss with me over the phone my student record. The University is prohibited from making any comment pertaining to my student record to outside parties without my expressed written permission. It is further understood that it is my assigned student I.D. or social security number that will enable me to access my student records. If I am unable to verify one of these numbers to the University, the University will not discuss my records with me.

I understand that acceptance of this Agreement by Columbia Southern University constitutes a legal Agreement. I further understand the terms and conditions stated in this Agreement supercede those in the CSU Information or University Catalogue and I agree to abide by the University policies.