



## DBA Per-Course Enrollment Agreement

STUDENT INFORMATION			
Legal Name	Last:	First:	Middle:
Address Line 1			
Address Line 2			
City:		State:	Zip:
Country		E-Mail	
Student ID		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Phone	( ) -	Work Phone	( ) - Ext.
Degree Program	DBA	Major	Business Administration
COURSE REGISTRATION INFORMATION			
<p><b>Instructions:</b> Should you elect to take two or more courses simultaneously, you will be expected to complete each within the ten weeks allotted. Courses must be taken in the sequence provided on your Evaluation Report. Indicate the course(s) you wish to register and begin in the spaces provided below. The CSU Book Grant is automatically awarded to students enrolled through the Per-Course Enrollment System (Covers cost of new/used text &amp; domestic shipping). See 2nd page of form for Book Grant terms/conditions. Per-Course Tuition Rate: \$300.00 per-credit hour (Note: Some courses are less than 3 credit hours.)</p>			
Course #	Course Name	Credit Hours	Per-Course Tuition
(If enrolling in dissertation courses DBA 9306A, DBA 9306B, DBA 9306C, or DBA 9306D, a \$300 per-course dissertation fee must be included.)		Dissertation Fee	
Total Tuition & Fees Due			
FINANCIAL INFORMATION			
Select a payment option below:			
<input type="checkbox"/> Full Payment	<input type="checkbox"/> Credit Card (complete credit card information below) <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Money Order Enclosed		
<input type="checkbox"/> Payment Plan	Tuition split over two payments and automatically charged to the credit card listed below. ½ tuition charged to credit card upon enrollment, ½ tuition charged to credit card <b>in four weeks</b>		
Credit Card Information	<input type="checkbox"/> Visa/Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
	Card Number		Exp. Date
	Name on Card		
<input type="checkbox"/> Corporate Direct Billing	Approved company or government tuition voucher or purchase order must accompany this agreement. Employer must pay for each course at time of invoicing and not wait for course completion.		
<p>By signing below, I certify that I have read, understood, and agreed to all terms and conditions as outlined on both sides of this Enrollment Agreement and that the time based cancellation and refund policy detailed on the 2nd page of this agreement is completely understood by me. I attest that the assignments I prepare for the university will be my own work. I further understand that it will be necessary for me to have access to the Internet and an e-mail account to complete my program at CSU.</p>			
Student's Signature:			Date:

## Terms and Conditions

**SUBSEQUENT ENROLLMENTS:** This agreement outlines University policies in which the student must agree in order to enroll in courses at Columbia Southern University (CSU). However, if and when an existing student does enroll/register for CSU courses over the phone with a CSU staff member, the student is agreeing to the below policies, any new/revised policies, fees, and tuition rates in affect at the time of course registration. Policies, fees, and tuition rates are published at the CSU website and catalog.

**TUITION:** Tuition covers the cost of individual curriculum design, online study guides, examinations, faculty, and administrative counseling. Tuition is payable in US funds, by check from a US bank, by money order in US funds, by major credit card (Visa, MasterCard, American Express), or by federal financial aid. Tuition must be paid in full before the final course grade will be released or the student will not be allowed to continue to the next course/enrollment. Columbia Southern University reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary. Any changes to tuition rates will be announced by email and on the CSU website a minimum of 30 days in advance of the tuition change, which normally occurs in the fall.

**BOOK GRANT:** Textbooks are provided at no cost through CSU Book Grant as long as the student successfully completes the course. When a student drops, withdraws, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text within 30 days to have the charge reversed. Alternatively, the student may re-enroll in the same course and indicate on the Course Retake Form that the previously provided text will be used. As long as the Enrollment Agreement is submitted within 30 days of the drop/withdrawal or failure, the text charge will be reversed. The charge will be based on the textbook price listed at the CSU website and \$12 for shipping and handling. Upon submission of the Drop/Withdrawal Form at the myCSU Student Portal, a Textbook Return Form will be provided for printing and enclosing with the returned text. Students who return textbooks without proper paper work to identify themselves will not receive credit for the return. Students who do not return text and do not pay the text charge may not be allowed to enroll in future courses. Books may be new or used.

**STUDENT FEES:** Fees are charged when services are rendered, and are non-refundable. Graduation Audit Fee \$75; **OPTIONAL FEES:** Priority Evaluation Fee \$25; Additional Transcript Fee \$10; Change of Degree Program Fee \$75, Re-Evaluation of current degree fee \$25.00; Re-Enrollment Evaluation Fee \$25.00; Change of Concentration Fee \$75; 30-Day Course Extension Fee \$50 (maximum of 2 allowed per course); Extra Credit Assignment Fee \$50; Return Check Fee \$25; Textbook(s) are shipped UPS Ground at no charge through the book grant.

**TRANSCRIPTS:** Students who wish to begin enrolling in courses immediately after submitting their application may do so under "Temporary" Admissions Status and while "Temporary," may complete up to 12 undergraduate semester hours or 7 graduate semester hours, unless they are planning to utilize Federal Student Aid or Veterans Benefits. Once all official transcripts are received and evaluated, an Application Evaluation Report will be issued and the student's status changed. If the evaluation has been completed using copies of transcripts, "Conditional" status will be granted. Once all official transcripts are received, the status will be changed to "Accepted."

A CSU transcript cannot be issued while a student is on "Temporary" status. A CSU transcript may be issued for students on "Conditional" status but will not list transfer credit. A CSU transcript may be issued for students on "Accepted" status listing all institutional credit.

**INTERNATIONAL STUDENTS:** International students will assume responsibility for payment of customs duties, differences in exchange rates, and additional postage or shipping and handling cost. Overseas shipments are sent to international students via air. Shipping charges vary depending on carrier used, weight, and shipping method. CSU reserves the right to charge additional mailing/shipping fees to international students as necessary for the mailing of any documents.

**TUITION REFUND AND WITHDRAWAL POLICY:** Students who wish to drop/withdraw from a course or withdraw from their program should complete the Course Drop/Withdrawal Form located in the myCSU Student Portal. Alternatively, students may withdraw in any manner by contacting the CSU Student Services Department by phone, email, chat, or fax. Any refunds due will be issued within 30 business days. If CSU is notified of cancellation no later than the second day of the course (one day after the course start date) or within five calendar days of submitting/signing the enrollment agreement, whichever is later, a full refund of tuition will be issued (also see CSU Book Grant policy above). All students withdrawing after the second day of the course enrollment will be charged a 20% Registration Fee (maximum of \$200 per degree program). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

Tuition Due Student After:

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

**Students are not permitted to withdraw from a course after the original end date.**

**Columbia Southern University**  
21982 University Lane \* Orange Beach, AL 36561  
800.977.8449 or 251.981.3771, Fax 251.224.0562

**COURSE COMPLETION REQUIREMENTS:** A course must be completed within ten-weeks (70 days) from the Course start date. Course start dates are set based on the individual student and textbook delivery. Confirmation of dates and a class schedule are emailed to the student. Details of each course and program can be found on CSU's website and catalog.

**COURSE EXTENSION:** Any student not completing his/her course in the ten-week time frame allotted will have the option to request an extension from the university. If the student needs additional time in order to complete a course, this request should be submitted to the University before the course end date. The extension will provide an additional 30 days in which the student will be allowed to complete the course. For each course that a thirty-day extension is requested there will be \$50 fee. A maximum of two thirty-day extensions are allowed for each course. When the extension period ends, all course assignments not completed and submitted will be assigned a grade of zero. The student's grade will then be calculated on the weighted scores earned on all course assignments.

**INACTIVE STATUS:** Students who do not submit any coursework within a twelve-month period will be considered inactive and any tuition being held by the university will be forfeited. Students desiring to return to their studies must be re-evaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of re-enrollment. The student will also be assessed a \$25 re-evaluation fee.

**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.

**TRANSFER CREDIT:** Almost all institutions of higher learning, including CSU, restrict the acceptance of credits from other colleges and universities. This is also true of many agencies, companies, and organizations. It is, therefore, recommended that you to seek prior approval of your CSU credits if you want to transfer them at a later date, or if you anticipate utilizing your CSU credits for credentialing, re-imbusement, or similar reasons.

**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.

#### **TERM/PER COURSE STUDENT ACCEPTANCE**

This agreement becomes effective on the date payment is processed. Students will receive notification that their enrollment and payment have been processed through a receipt sent on the day the payment is processed.

Please view the University Privacy Policy for more information. The privacy policy can be found at the following website address: <http://www.columbiasouthern.edu/privacy/>.

Enrollment in a CSU degree program or completion of a degree program does not guarantee employment.

I understand that acceptance of this Agreement by Columbia Southern University constitutes a Legal Agreement until such time as I cancel my enrollment. I further understand the terms and conditions stated in this Agreement and I agree to abide by the University policies.