



**DBA NEW STUDENT  
PER-COURSE ENROLLMENT AGREEMENT**

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STUDENT INFORMATION			
Legal Name	Last:	First:	Middle:
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Country		E-Mail	
SSN:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Phone	(       ) -	Work Telephone	(       ) - Ext.
Degree Program	DBA	Major	Business Administration
COURSE REGISTRATION INFORMATION			
<p>Instructions: Courses must be taken in the sequence provided on your Evaluation Report. If authorized to take two courses simultaneously, you will be expected to complete each within the ten-weeks allotted. Verify that the course(s) you wish to register are open for enrollment. You may verify this at <a href="http://www.columbiasouthern.edu/bookstore">www.columbiasouthern.edu/bookstore</a> or by contacting CSU. Once you have verified the course(s) are available, indicate the course(s) you wish to 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 2<sup>nd</sup> page of form for Book Grant terms/conditions.            Per-Course Tuition Rate: \$295.00 per-credit hour (Note: Some courses are less than 3 credit hours.)</p>			
Course #	Course Name	Credit Hours	Per-Course Tuition
DBA 7000	Doctoral Student Orientation	1	195.00
DBA 7035	Business, Government and Society	3	885.00
		Library Fee	50.00
Total Tuition & Fees Due			1130.00
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><i>in four weeks</i></b>		
Credit Card Information	<input type="checkbox"/> Visa/Master Card <input type="checkbox"/> American Express		
	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 <u>time based</u> cancellation and refund policy detailed on the 2<sup>nd</sup> 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:	

Revision 08C

## TERMS AND CONDITIONS

**TUITION:** Tuition covers the cost of individual curriculum design, Study Guides, examinations, faculty, and administrative counseling. Tuition is payable in US funds, by check from a US bank, or by money order in US funds. Tuition must be paid in full before the final course grade will be released or the student will 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.

**CSU BOOK GRANT:** Through this Grant, texts are provided at no charge. CSU will automatically ship new or used textbooks to the student after processing the Per-Course Enrollment. If the same textbook is used in more than one course, the textbook will only be provided once. If a student does not complete the course with a passing grade, course textbooks must be returned (New books must be in "like new" condition). If textbooks are not suitable for return, the student will be responsible for the cost of the text and CSU may charge the credit card listed on this agreement. The grant covers the cost of ground domestic shipping only. Students must pay in advance for additional cost of other shipping options.

**APPLICANT/STUDENT FEES:** Fees are charged when services are rendered. Application Fee \$25 domestic; \$50 international; Online Library Fee \$50; Dissertation fee \$1200 to be paid in equal increments of \$300 upon enrolling in the DBA 9306A, DBA 9306B, DBA 9306C and DBA 9306D; Graduation Fee \$75; **OPTIONAL FEES:** Priority Evaluation Fee \$25; 30 Day Course Extension Fee \$50; Leave of Absence Fee \$50; Return check fee \$25; Late payment fee \$15; Transcript fee \$10; Change of payment plan fee \$50; CSU Book Grant: Textbook(s) are shipped UPS Ground at no charge; Overnight and 2nd Day shipping options are available for additional charges. Fees, shipping, & handling charges are non-refundable.

**TRANSCRIPTS:** Official transcripts for all prior college credit must be submitted to Columbia Southern University within 60 days of enrollment. After this period has expired, students will not be allowed to continue their program until transcripts are on file.

**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 POLICY:** Students who find it necessary to withdraw should do so in writing. 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 (maximum \$200). The percentage of remaining tuition will be refunded based on elapsed time from the course start date as shown below.

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%)

**AGREEMENT PERIOD:** This agreement is for a period of 10 weeks. After the 10-week period expires, no refund of the tuition & fees will be issued.

**COURSE COMPLETION REQUIREMENTS:** A course must be completed within ten-weeks (70 days) from the course start date.

**COURSE EXTENSION:** 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 course that a 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 a zero for all incomplete assignments, and the course grade will then be calculated on the weighted scores earned on all assignments. If the calculated grade results in a failing grade, 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 should complete all graded assignments as outlined in the course Study Guide (i.e. unit quizzes, section exams, final exams, scholarly papers, research projects, discussion board assignments, etc). Failure to complete all assigned coursework can result in a failing grade.

If a student's course end date or extension period ends, all course assignments not completed will be assigned a grade of zero. The student's grade will then be calculated on the weighted scores earned on all course assignments. Students who fail to complete a dissertation course, but are making satisfactory progress, will receive an "In Process" (IP) grade. Students who receive an IP grade must re-enroll in the course and pay full tuition. Students in dissertation courses must maintain continuous enrollment.

**LEAVE OF ABSENCE (LOA):** An LOA effectively places a student's program on "hold" for a period not to exceed six months. During this period of time, all financial and all academic obligations are suspended until such a time as the LOA period expires or the student alerts the University that he/she is ready to resume their studies. Upon returning from a Leave of Absence, students have what time remains in the ten-week period allotted for course completion from the time the LOA began. A Leave of Absence will only be awarded on the basis of extenuating circumstances, i.e., illness, prolonged hospital stay, death of immediate family member, etc. Requests for LOA status must be made in writing. If granted, the fee for this status will be \$50. A maximum of one LOA per calendar year may be taken with a maximum of three during the program.

**CONTINUANCEDISMISSAL:** Students who do not enroll within their next course within three weeks after completing the last course taken will receive a notification from CSU. Students who are not on a LOA and who do not submit coursework or enroll in a new course within six weeks after the completion date of the last course taken will be automatically dismissed. Students wishing to return to their studies are subject to submitting a new application for admission, being re-evaluated, and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of re-enrollment.

**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.