Term Enrollment for Non-Scheduled Courses

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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<tbody>
<tr>
<td>Address</td>
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<td>City</td>
<td>State</td>
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<td>Country</td>
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<tr>
<td>Student ID</td>
<td>Telephone</td>
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### Degree Program (AAS/BS/MS/MBA)
- Major
- Concentration

I will be utilizing the following types of benefits: [ ] VA/GI Bill Reimbursement [ ] Military TA [ ] Scholarship [ ] Corporate Reimbursement [ ] Learning Partner Discount

### TERM / COURSE INFORMATION

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Term</th>
<th>Term Start Date</th>
</tr>
</thead>
</table>

This form should only be used if no remaining required courses in your degree program are available on the published Term Course Schedule. The CSU Book Grant is automatically awarded to students enrolled through the Term Enrollment System (covers cost of new/used text & domestic shipping). See 2nd page of form for Book Grant terms/conditions. Tuition Rate: Undergraduate $210 per hour (note some courses are four credit hours), Graduate Non-Military $275 per hour / Graduate Military $250 per hour. If I am Active Duty and qualify for Military Tuition Rates.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Retake?</th>
<th>Credit Hours</th>
<th>Tuition</th>
</tr>
</thead>
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<tr>
<td></td>
<td></td>
<td>Y / N</td>
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<td>Y / N</td>
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Total Tuition Due

If Course Retake marked above, and you will be using the previously provided textbook for this course, please indicate the ISBN of the textbook for verification purposes:

### PAYMENT METHOD

Check/Credit Card

Full Payment: Select one of the following payment methods:
- Credit Card
- Check Enclosed
- Money Order Enclosed
- Corporate Billing
- Tuition Assistance
- SLM Approved Loan
- Chapter 31
- Scholarship
- Tuition Credit on File

Payment Plan: tuition split over two payments and automatically charged to the credit card listed below.
- ½ tuition charged to credit card upon registration, ½ tuition charged to credit card at the start of the 5th week of term

Card Type:
- Visa/MasterCard
- American Express
- Discover

Card No. Exp. Date

I certify that I have read, understood, and agreed to all terms and conditions as outlined on this Registration/Enrollment Agreement and that the cancellation and refund policy detailed on the following page is completely understood by me.

Term Attendance Policy: By checking the box I understand that I will be automatically dropped from each course that I am enrolled if Unit 1 assignments are not submitted by the last day of the first week (effective September 1st). Term 1B assignments must be submitted by the 4th week of the term. I further understand that if I am using VA Benefits, CSU will also submit VA Form 22-1999b to VA notifying them of the reduction in hours/termination of my enrollment.

Student/Legal Guardian Signature Date

I certify that I am 18 years of age or older or certify that I am the parent or legal guardian of the student enrolling in courses at CSU.

Instructions: Submit this form to CSU Student Accounts Dept. via fax or mail. Contact information is listed below. Rev. 8.18.14
TERMS AND CONDITIONS

SUBSEQUENT ENROLLMENTS:
This agreement outlines University policies to which the student must agree in order to enroll in courses at Columbia Southern University (CSU). However, if 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 effect at the time of course registration. Policies, fees, and tuition rates are published on the CSU website, in the University Catalog and Student Handbook.

http://www.columbiasouthern.edu/Download-Catalog

TUITION:
Tuition covers the cost of the course to include: online study guides, faculty, and course administrative support. Tuition is payable in United States of American (U.S.) funds, by check from a U.S. bank, by money order in U.S. funds, or by major credit card (Visa, MasterCard, American Express, Discover). Students must select a CSU tuition payment option on the enrollment agreement. 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. CSU 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 disclosed to students by email and announced on the CSU website a minimum of 30 days in advance of tuition change.

TEXTBOOK POLICY:
Textbooks are provided for all programs at no cost through the Columbia Southern University Book Grant or Loan-a-Book. The University will determine whether the Book Grant or Loan-a-Book will be utilized. Books may be in new or used condition and may be in print or electronic format.

BOOK GRANT:
The Book Grant provides textbooks at no cost. Textbooks are not required to be returned with the Book Grant; however, students must meet course completion requirements. Successful course completion is defined as earning a passing grade or not dropping/withdrawal from the course in which the textbook was granted. When a student drops, withdraws, is institutionally withdrawn 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 postmarked within 30 days to have the charge reversed. The charge will be based on the retail price listed at the CSU website or 70% if student was issued a used textbook. Additionally, $12 for shipping for each course will be charged. Alternatively, the student may re-enroll in the same course for the next consecutive term or enrollment period and indicate on the Course Retake Form that the previously provided textbook will be used. As long as the next course enrollment is submitted within 30 days of the course failure or drop/withdrawal, the textbook and shipping charges will be reversed. Students enrolled in Term Enrollment Option or Veterans Advantage Option should return the text if the course is not available in the next consecutive term. Students not successfully completing a course should access the Textbook Return Form in the myCSU Student Portal and enclose with the returned textbook. Students who return textbooks without proper paperwork to identify themselves will not receive credit for the return.

Students who do not return textbook and do not pay the textbook charge, may not be allowed to enroll in future courses.

LOAN-A-BOOK:
Loan-a-Book provides textbooks for select courses, at no cost. Textbooks are required to be returned to Columbia Southern University through the provided return label, upon course completion. Students will be provided detailed textbook return instructions via e-mail. Alternatively, the student may re-enroll in the same course for the next consecutive term or enrollment period and indicate on the Course Re-take Form that the previously provided textbook will be used. Textbooks not returned will be charged to the student’s account. The charge will be based on the retail textbook price listed at the CSU website or 70% if student was issued a used textbook. Additionally, $12 shipping for each course will be charged. The Loan-a-Book program may be utilized during natural disasters or other situations where the student's textbook is destroyed or no longer accessible. Textbooks provided during these circumstances are required to be returned following the same procedures as standard Loan-a-Book. Textbooks not returned will be charged to the student’s account.
STUDENT FEES:
Fees are charged when services are rendered, and are non-refundable. Required fees include: Graduation Audit Fee $75, Online Library Fee (one-time fee) $20, DBA Online Library Fee (one-time fee) $50, DBA Dissertation Fee $1200, DBA Research Project Fee $900. A list of required and optional fees is provided on the CSU website at http://www.columbiasouthern.edu/Financial/Fees/.

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 airmail. 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 to cover costs.

TUITION REFUND POLICY
LifePace Learning, Term and Veterans Advantage
Refunds are subject to state policies. For information about refund policies in specific states, please see the State Licensure page of the CSU Website. http://www.columbiasouthern.edu/About-CSU/Accreditation/State-Licensure

Students who wish to drop, cancel or withdraw from a course or withdraw from their program should complete the Official Course Drop/Withdrawal Form located in myCSU Student Portal. Alternatively, students may drop, cancel or withdraw in any manner by contacting the Office of the Registrar. Any refunds due will be issued within 30 business days. Students have the right to a full (100%) refund of all tuition paid less the non-refundable fees if the drop, cancellation or withdrawal is within the drop period (7 calendar days for a course in the Term Enrollment Programs or Veterans Advantage and 2 calendar days for a course in the LifePace Learning enrollment option) or within 5 calendar days of submitting the enrollment agreement, whichever is later. Students dropping, cancelling or withdrawing from a course after the drop period or more than 5 days of submitting the enrollment agreement, whichever is later, can be charged a 20 percent 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 or the applicable state refund policy, whichever is more student friendly.

Tuition Due Student in the:
1st week: 100%
2nd week: 80%
3rd week: 60%
4th week: 40%
5th week: 20%
6th week: 0%

COURSE COMPLETION REQUIREMENTS:
A course must be completed within eight weeks (56 days) for Term Enrollment courses and ten–weeks (70 days) for the LifePace Learning Enrollment option of the course start date. The start dates for LifePace Learning Enrollments are set based on the individual student and textbook delivery. Details of each course and program can be found on CSU’s website and catalog. If a student is unable to complete a course by the course end date, he/she may request an Incomplete. Additional information on Incompletes is provided on the CSU website at http://www.columbiasouthern.edu/downloads/pdf/handbook/CSU-StudentHandbook

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 students seek prior approval of CSU credit transfer if intending transfer at a later date, or if you anticipate utilizing your CSU credits for credentialing, reimbursement, or similar reasons.
STUDENT IDENTITY VERIFICATION:
In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance education, Columbia Southern University has established processes to verify that a student registered in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit. The Policy for Student Identity Verification is applicable to all Columbia Southern University (CSU) students beginning with the application for admission and continuing through graduation, transfer, or withdrawal from the University. Students should review the full policy in the Student Handbook.

STUDENT RIGHTS AND RESPONSIBILITIES:
Students who choose to attend CSU accept the Student Rights and Responsibilities Policy as members of the university community and agree to abide by policies set forth in the CSU University Catalog and CSU Student Handbook.
http://www.columbiasouthern.edu/Download-Catalog

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.

STUDENT ACCEPTANCE
This agreement becomes effective on the date payment is processed. Students will receive enrollment and payment receipt through email notification 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 follow 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, as well as Academic and Student Affairs policy in the Student Handbook.