

SCHILLER INTERNATIONAL UNIVERSITY

ENROLLMENT AGREEMENT for European Campuses

This is a legal contract

Schiller International University ("SIU") is a private, for profit institution of higher learning with multiple locations as listed below. SIU is accredited by the Accrediting Council for Independent Colleges and Schools ("ACICS") to award Associate, Bachelor, and Master degrees and licensed by the Commission for Independent Education, Florida Department of Education ("CIE"). SIU Madrid is recognized by the *Consejería de Educación y Cultura de la Comunidad de Madrid* and SIU Paris is registered at the *Rectorat de l'Academie de Paris* as *Etablissement d'Enseignement Supérieur Prive*.

Email: admissions_EU@schiller.edu Web: www.schiller.edu

U.S.A. - FLORIDA	GERMANY - HEIDELBERG	SPAIN - MADRID	FRANCE – PARIS
8560 Ulmerton Road Largo, FL 33771 Ph: +1 855-787-2262	Zollhofgarten 1 69115 Heidelberg Germany Ph: +49 6221 4581-0	Calle Serrano 156 Plaza de la Republica Argentina Madrid 28002 Ph: +34 91-448-24-88	9, Rue Yvart 75015 Paris Ph: +33 1-45-38-56-01

Name: _____ Social Security Number: _____
 Address: _____ Country: _____
 _____ Email: _____

Indicate Schiller Campus Choice of Study: Heidelberg, Germany Madrid, Spain Paris, France

I hereby enroll at Schiller International University for the following program of study:

- AS AA degree in _____, which is a minimum sixty (60) semester credit-hours and takes twenty (20) months of continuous enrollment to complete.
- BA BS degree in _____, which is a minimum one-hundred twenty (120) semester credit-hours and takes forty (40) months of continuous enrollment to complete.
- MBA MA MIM degree in _____, which is a minimum thirty-six (36) or forty-five (45) semester credit-hours and takes twelve (12) or fifteen (15) months of continuous enrollment to complete.

Expected Start Date: _____ month/day/year Expected End Date: _____ month/day/year

UNIVERSITY OF ROEHAMPTON (UoR)*: UoR offers degrees in a wide range of disciplines. The UoR campus office is located at Grove House, Roehampton Lane, London SW15 5PJ, United Kingdom. UoR is not accredited by ACICS. Additional information may be found at www.roehampton.ac.uk.

An agreement between SIU and UoR has been signed in order to allow you, the applicant, the option to also pursue a second degree of equal academic level (Bachelor's or Master's only) from UoR in conjunction with the completion of the above SIU program stated above. The program will be delivered by SIU and will lead to an award from UoR separate from the SIU credential. The following apply to the stated agreement:

- ***Costs:** There are not any additional charges or fees to you, the applicant or parent, to take advantage of the opportunity presented with this agreement.
- ***Courses:** All courses will be taken at SIU campuses and instructed by SIU faculty.
- ***Online/Distance Learning:** No more than twenty-five percent (25%) of the overall program's required credits can be earned via an online or distance learning course delivery method.
- ***Requirements:** All of the UoR awards require the applicant to complete a dissertation to achieve the necessary United Kingdom credits. This dissertation will be conducted by SIU faculty and presented in SIU campuses. SIU faculty, methodology, and syllabi have been approved to meet the requirements of the United Kingdom Quality Assurance Agency (QAA). Failure to complete or successfully pass the dissertation will not have any implications to the awarding of an earned SIU degree or transcript.
- ***Grading System:** Both grading systems of SIU and UoR will be used simultaneously. SIU faculty will provide the grades for both systems. Separate transcripts will be kept for each University.
- ***Enrollment:** Applicants must be enrolled with SIU and cannot and will not solely be enrolled with UoR.
- ***Consent Disclosure:** Per a separate form, additional consent will be requested to permit SIU to share student record information with UoR.
- ***Catalog:** Additional information regarding the agreement, dissertation, and grading system can be found in the SIU catalog.

By initialing, I elect to enroll in the University of Roehampton in conjunction with my SIU enrollment and have read and understand the above section.

Applicant Initials _____

TUITION AND FEES**

I hereby agree to pay tuition and fees as described below:

Non-refundable application fee for all programs: 50,00 euros

	AA/AS Programs	BA/BS Programs	Masters (36 credits)	Masters (45 credits)
<u>Tuition per credit:</u>	439,00 euros	439,00 euros	554,00 euros	554,00 euros
<u>Total Tuition per program:</u>	26.340,00 euros	52.680,00 euros	19.944,00 euros	24.930,00 euros

****Fees:** Additional costs may be incurred from applied applicable fees per the "Other Fees" stated in the Tuition and Fees section of the SIU Catalog Supplement.

Applicant Initials _____

****Financial Obligation:** The University reserves the right to adjust tuition rates and fees. Tuition rates and fees are subject to change with at least ninety (90) days' notice to students. You are signing this agreement before formal evaluation or acceptance of transfer credit(s). The cost of tuition, books, and materials and your total charges may increase or decrease based on the number of the actual number of courses and credits required to complete the full degree program. Accepted and applied transfer credits will decrease total tuition by the cost per credit hour stated above. **Books and supplies are separate charges and are not included in tuition or fees.** I understand that I am personally responsible for all tuition, fees and other charges arising from and during my enrollment at SIU. I understand that it is my personal obligation to pay all tuition, fees and other charges when due. If I do not pay the full amount of any scheduled payment when that payment is due, I may not be permitted to continue my studies. If I am not able to continue my studies, I understand that I am responsible for any outstanding tuition, fees, or other charges due in accordance with the University's refund policy. I understand that my academic transcript will not be released to me or to any other party requesting my transcript if there is a balance due to the University. In addition, if I choose to re-enroll at SIU, I must satisfy any outstanding tuition, fees, or other charges prior to my re-enrollment. I understand that any student financial assistance made available to me may not completely cover my tuition, fees, and other charges, and I understand that any tuition, fees, and other charges not paid by financial assistance is my personal financial obligation.

****Methods of Payment:** Payments may be made in the form of check, major credit card, money order, wire transfer, Euros, U.S. Dollars, and/or through scheduled disbursements of federal financial aid programs. Payment schedules are on a semester basis. Payments made by credit card can incur a processing charge of up to 3.5% of the charged amount. Payments made by wire transfer may incur additional fees per the SIU Catalog Supplement.

GENERAL PROVISIONS

As a student of SIU, I understand that I will be entitled to the privileges and bound by the conditions below:

INTERNATIONAL STUDENTS: International students granted a visa to attend SIU must commit to an enrollment of at least two (2) semesters in order to be admitted to Schiller International University. Each semester, a schedule of twelve (12) credits for undergraduate programs and twelve (12) credits for graduate programs is required. International students will be required to submit an advanced deposit equal to SIU's charges for one (1) semester's tuition and fees.

CANCELLATION: I understand that I may cancel this Enrollment Agreement in writing, within three business days of signing the agreement, and will be entitled to a full refund of tuition paid.

RENEWAL OF ENROLLMENT AGREEMENT: I understand and agree that, although this agreement is executed for a period of only one (1) semester, my enrollment at SIU for subsequent semesters shall constitute a renewal of the conditions and terms for this agreement except for the tuition charge and fees, which may be subject to change with at least ninety (90) days' notice to students.

CAREER SERVICES: I understand that individual job search assistance is available to me, at no cost, by the Career Services Department of SIU to students and graduates in good standing. I further acknowledge that no representative of SIU has guaranteed me placement in a particular job or salary range after graduation.

EQUAL OPPORTUNITY: SIU is committed to the principle of equal opportunity. It is the policy of the University not to discriminate on the basis of race, creed, sex, ancestry, color, religion, national origin, sexual orientation or disability with regard to its students, employees, or applicants for admission or employment. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the President.

INSTITUTIONAL REFUND POLICY: Schiller International University's Institutional Refund Policy applies to all students who completely withdraw from all classes during a semester. The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds. The requirements of the federal Return of Title IV Funds policy are separate from the institutional refund policies and any applicable state refund policy. Therefore, a student may owe a balance to the University for institutional charges after the application of the Return to Title IV calculation.

In accordance with University policy, if a student is not accepted, all advanced money shall be refunded. If a student is accepted and then cancels registration before classes begin, all tuition paid in advance shall be refunded. Any student who begins classes on or after the start date of any semester and then completely withdraws prior to the end of any semester (with exclusion to those eligible under the Cancellation provision stated above), the University will earn tuition and fees based on the week in which the student withdraws and the student will be obligated on the following basis. If the last date of attendance is during the:

- First calendar week of the semester, then an obligation of 25% of the semester's tuition and fees.
- Second calendar week of the semester, then an obligation of 50% of the semester's tuition and fees.
- Third calendar week of the semester, then an obligation of 75% of the semester's tuition and fees.
- Fourth calendar week of the semester, then an obligation of 100% of the semester's tuition and fees.

SIU determines the official date of a student's withdrawal based on the student's last date of attendance (LDA) "The LDA is used to determine the amount of the refund that is due the student. The institution's refund procedure requires the Registrar to report official and unofficial withdrawals to the Financial Aid and the Bursar's Offices. The Financial Aid Office is responsible for the review of student data and completion of the refund and repayment calculations as appropriate to institutional policy. The Student Accounts Office issues all refunds inclusive of refunds due to a student's withdrawal from the University. The payments of refunds due to withdrawal are processed within 45 days from the date of determination of withdrawal. The Financial Aid Office will contact student loan borrowers who withdraw from the University and provide information and advising regarding loan repayment.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based on the requirements of any applicable state law or the applicable University's institutional refund policies. The amount of institutional charges that can be retained will be subtracted from the Adjusted Amount Paid. If a credit balance from Title IV funds remains on the student's account the refund will be made to the student or, with the student's written authorization, to federal student aid programs in the order specified above in Federal Return of Title IV policy. If there is a non-Title IV credit balance the credit balance will be returned to the source of funding per agency policy and or to the student as permitted. The student will be billed for any outstanding charges.

RETURN OF FEDERAL TITLE IV FUNDS: Federal regulations require SIU to calculate a return of Title IV funds for any student who withdraws or does not complete a semester and who has received or was scheduled to receive financial assistance from the Title IV programs. The calculation is performed using a specific formula required by the U.S. Department of Education. The term Title IV Funds refers to Federal Financial Aid Programs authorized under the Higher Education Act of 1965, as amended and includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal PLUS loans. Additional information regarding the **Calculation of Earned Title IV, Post-Withdrawal Disbursement, and the Return of Title IV Funds by the Institution and Student** may be found in the SIU catalog.

GENERAL GRIEVANCE PROCESS: It is the policy of Schiller International University to provide an appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area. Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration. In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University Provost if it relates to the Campus Director. The Campus Director or University Provost will provide the student with an opportunity to present his/her case, present any evidence, and shall, at the student's request, provide a decision in writing.

However, a student who believes that his or her complaint remains unsatisfactorily resolved by the University may refer the complaint to the appropriate office below:

State Agency: Commission for Independent Schools, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399. Tel: 850.245.3200

Accrediting Agency: Accrediting Council for Independent College and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4223, Tel: 202.336.6780

ARBITRATION: You and SIU agree that any dispute or claim between you and SIU (or any company affiliated with SIU (or any of its officers, directors, trustees, employees or agents) arising out of or relating to this Enrollment Agreement, or your enrollment or attendance at SIU, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or SIU's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. Arbitration shall be conducted by the American Arbitration Association ("AAA") pursuant to its rules and procedures. The party electing arbitration shall comply with the AAA notice requirements. Information about AAA is available at 1633 Broadway, 10th Floor, New York, New York 10019; Toll Free: 1-800-778-7879, or the Arbitration Website at ACMEADR.COM. SIU agrees that it will not elect to arbitrate any individual claim that you bring in a Florida magistrate or small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds the limits of the applicable small claims court, SIU reserves the right to elect arbitration, and if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section. The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside or pursuant to AAA rules and procedures. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure. The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with SIU. The above supersedes any inconsistent arbitration provision published in any other document, including, but not limited to, SIU catalogs.

NOTICE OF ARBITRATION

This agreement provides that all disputes between you and SIU will be resolved by BINDING ARBITRATION.
 You thus GIVE UP YOUR RIGHT TO GO TO COURT to assert or defend your rights under this contract (EXCEPT for matters that may be taken to SMALL CLAIMS COURT).
 Your rights will be determined by a NEUTRAL ARBITRATOR AND NOT a judge or jury.
 You are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT.
 *Arbitration decisions are as enforceable as any court order and are subject to VERY LIMITED REVIEW BY A COURT.

ACKNOWLEDGEMENTS

I understand that SIU reserves the right to make changes in program content, materials, schedules, or requirements as it deems necessary. The University further reserves the right to discontinue my education, without notice, for unsatisfactory academic progress or attendance, non-payment of tuition or fees, or failure to comply with the University's policies and procedures.

I understand that my tuition charges are for the right to attend classes in which I am enrolled and are in no way contingent upon my satisfactory academic progress, personal satisfaction or attainment of employment upon graduation.

I have received and read a copy of the SIU catalog and supplement and have been informed of its availability online for future reference.

I have read and understand all pages of this Enrollment Agreement, and I acknowledge receipt of an exact copy of the same. I understand that this Agreement contains all the terms of my enrollment and acknowledge that no verbal statements have been made contrary to what is contained in this Agreement.

Applicant Signature	Date	Signature of Parent	Date
SIU Admissions Representative Signature	Date	Signature of SIU Official	Date