

American University of Leadership
1507 S Hiawasse Rd, Suite 113
Orlando, FL 32835
Tel: 407-801-5140
www.aulm.us

DBA ENROLLMENT AGREEMENT

Student Name			
Address			
Phone			
ID or Passport#		SSN#	
Date of Birth		Gender	Male Female
Email			
Program	Doctorate of Business Administration		
University Only	Credential:	Length:	
	Clock Hours:	Excepted program cost:	
	Start Date:	Class Schedule:	

American University of Leadership and the student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the University's rules and regulations as set forth in the University catalog.

TUITION AND FEES

Program	Doctorate
Tuition- Instate	\$400 per credit
Tuition- Out of State	

- Elibrary and Proctored examination fees are included in the Tuition fees
- Textbook(s) must be purchased by students separately and are not included in course tuition, a reasonable estimate is close to \$1800
- Tuition is due at least one week prior to the start of each course.
- Tuition can be paid with a Visa, MasterCard, Bank Wire, Check or PayPal.
- Allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Student continues payment at the above tuition rate until end of program.
- Students must be continuously enrolled in a course or pay the inactive fee every semester to avoid the reinstatement fee.
- No student will receive diploma, official transcript or any official documentation until all financial obligations to the University are satisfied.
- Transfer credits will be placed on your transcript after a successful review
- Scholarships: Students who receive a scholarship will have the amount disclosed in this agreement as approved by the university, all scholarships are valid for up to one program at a time.

- All Student accounts that are past due will be restricted from taking additional courses. Accounts that are past due and unresponsive will be sent to an outside collections agency. In this event, the student is responsible for any collection fees over and above their past balance on their account.

FEES

Program Registration	\$ 150
Monthly Payment Plan Fee	\$25
Inactive Fee/semester	\$ 30
Change-of-Program Fee	\$ 50
Returned Check Fee	\$ 50
Transcript Fee (First Transcript is free)	\$ 10
Graduation Processing Fee	\$ 80
Commencement Fee	\$ 175
Replacement Diploma Fee	\$ 100
Reinstatement fee	\$ 100
Postal charges :	
US National	\$20
International	\$120

- *All fees above are non-refundable to a maximum of \$150 when combined.*

Methods of Payment

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

Students opting for a payment plan agree to pay their tuition according to the schedule below. AUL does not charge an interest rate on its payment plan, however a **fee of \$25** is added to the monthly amount.

Number of payments	Amount of each payment	Due Date	Total of Payment <i>The amount you will have paid after you have made all payments as scheduled</i>
	\$	Beginning on ___/___/___ and on the same day every month thereafter.	\$

- Scholarship Recipient

Scholarship Name	Scholarship Amount	Tuition Due

FAMILY-FRIEND DISCOUNT

Each student who brings a new person to the University will receive a one time \$100 credit towards his or her own tuition when the student registers for their first course. Alumni will receive a \$100 scholarship to be given in their name for each referral they send. The discount applies after verification of relationship to the referee and reception of student records and signed enrollment agreement.

GROUNDS FOR TERMINATION

I agree to comply with the rules and policies and understand that the University shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the University reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

GRADUATION REQUIREMENTS

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. The University approves graduations in December and May.

EMPLOYMENT ASSISTANCE

I understand that the University has not made and will not make any guarantees of employment or salary upon my graduation. The University will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

ALUMNI

The annual donation to the AUL Alumni network is \$25. Additional monies are contributed to the scholarship fund. The suggested donation for assisting alumni with processing letters or correspondence for employment verification or evaluation agencies is a \$100 donation to the scholarship fund.

GRIEVANCES

Students may submit any grievance in writing directly to student services unless the grievance concerns this department, then they can submit to the academic coordinator. Students should expect a response in a timely manner. In the event the response is not satisfactory they can submit in writing to the President.

All other types of grievances, student should check the catalog and student handbook for process and application.

In the case of unresolved conflict, contact the Commission for Independent Education, Florida Department of Education, at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll free number (888)224-6684.

REFUND POLICY

If a student is terminated or cancels enrollment for any reason, the following refund policy will apply:

A student may request cancellation by fax, email, mail or in person at AUL's administrative offices.

Enrollment Cancellation:

- All monies will be refunded if the school does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the fifth (5th) business day, but before the first class, results in a refund of all monies paid, except for the registration fee. AUL provides additional consideration for

students that have had extenuating circumstances, such as a student illness or accident, death in family, or other circumstances beyond the student's control.

Course Withdrawal:

- A student may withdraw from one or more courses during a term and not be withdrawn from the University if the student is attending at least one course within the term, or has registered for a course in a subsequent term within 30 days from the last scheduled date of the term. A student who withdraws from all of his or her courses in a term will be responsible for any charges that may accrue on their account due to the withdrawal.
- Cancellation after attendance has begun will result in a pro rata refund computed based on the following schedule:

Length of Term	Percentage of Tuition Returned to the Student Minus the Registration Fee	
8 weeks Master and Doctorate Programs	1 st week	80%
	2 nd week	80%
	3 rd week	60%
	4 th week	40%
	5 th week	20%
16 weeks- One Semester Bachelor Program	1 st week	80%
	2 nd week	70%
	3 rd week	60%
	4 th week	50%
	5 th week	40%
	6 th week	30%
	7 th week	20%
	8 th week	10%
	9 th week	0%

- Sample Refund Calculation: A Graduate student enrolls in an MBA course where the Total Course Price is \$1050. If student withdraws from the course during the second week, the student is entitled to a refund of \$840.00. ($\$1050 * 80\%$)
- The refund is calculated based on the postmarked date that a student's cancellation is mailed or the date that an email, fax or mail request is received by AUL.
- Refund payments will be made within 30 days of termination of students' enrollment or receipt of the refund request.

Other Circumstances:

- If for unseen reasons the University is permanently closed or no longer shall offers instruction, the school, at its option:
 - Provide a full refund of all monies paid.
 - Provide for completion of the course.
- Applicants denied admissions by the University are entitled to a refund of all money paid except for non-refundable registration fees, after the allowable five business days.

- If the student or the University cancels this agreement the rules for cancellation and refund above will apply.
- Students who wish to continue their education at other schools must not assume that credits earned at the University will be accepted by the receiving institution. Transfer of Credits from AUL is at the discretion of the receiving institution.
- Students can use the university placement assistance services as described, but AUL does not guarantee employment upon completion of programs.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the University catalog.

This agreement is valid for a period not to exceed 150% the time required to complete the program, any exceptional extensions beyond that time length will require a signed addendum by both parties.

Students Signature

Date

University Representative

Date
