UNDERWOOD UNIVERSITY

Los Angeles Teaching Site: 3130 Wilshire Blvd., Los Angeles, CA 90010
Buena Park Teaching Site (Extension): 6131 Orangethorpe Ave #450, Buena Park, CA 90620

FORM E: STUDENT ENROLLMENT AGREEMENT

NOTICE TO CURRENTLY-ENROLLED STUDENTS: THIS ENROLLMENT AGREEMENT HAS BEEN UPDATED TO REFLECT CURRENT BPPE REGULATIONS, AND PROVIDES ADDITIONAL INFORMATION AND AGREEMENTS. IT DOES NOT SUPERSEDE ANY PRIOR ENROLLMENT AGREEMENT SIGNED BY THE STUDENT, AND THE TERMS OF ANY SUCH PRIOR AGREEMENT CONTINUE TO APPLY.

I. STUDENT INFORMATION

Student Name: _____ UU ID#: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Emergency Contact: _____ Relationship to student: _____

Phone: _____ Email: _____

ENROLLMENT LOCATION / SITE OF INSTRUCTION

☐ Los Angeles Teaching Site ☐ Buena Park Teaching Site (Extension)

II. ENROLLMENT TERMS (read and initial next to each item)

_____ 1. **I acknowledge that I have read the Underwood University Catalog and Student Handbook and am enrolling with full knowledge of Underwood's standards and practices.**

_____ 2. **I acknowledge and understand Underwood University's attendance policy and that UU will enforce this policy strictly, which may result in disciplinary action, up to and including expulsion; and, for F-1 visa holders, may result in termination of F-1 status.**

_____ 3. **I acknowledge and understand Underwood University's required tuition, fees and refund policy. If an F-1 student, I acknowledge that I am required to commit to attending at least two full semesters at UU upon my acceptance for admission.**

_____ 4. **I acknowledge and understand Underwood University's student discipline and dismissal policies, and I agree to abide by these policies for the duration of my enrollment at Underwood.**

_____ 5. **I acknowledge and understand that Underwood University's educational programs in ministry are designed for ecclesiastical vocations.**

_____ 6. **I acknowledge and understand that UU will not release, communicate or provide any academic paperwork, transcripts, transfer letters or any other such documents unless and until the student's account is current, with all payment obligations to UU fulfilled.**

_____ 7. **I acknowledge and understand that I am waiving all privacy rights and copyright with regard to all and any photographs, video or voice recordings taken or made of at or by Underwood University for any purpose whatsoever, and that Underwood University shall not be required to seek my permission or to compensate me for the use of such photographs, video or voice recordings.**

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8. **If enrolled in online or Distance Education classes, I acknowledge that I have read and am familiar with Underwood University's Distance Education policies, and I agree to abide by these policies.**

9. **I acknowledge and understand that Underwood University does not guarantee employment of any kind to its students or graduates.**

10. **I acknowledge and understand that Underwood University cannot and will not disclose information of any kind regarding me, my enrollment, or my academic status at Underwood University to any third party without my express written consent (apart from emergency information, which may be given to the person named in Part I above).**

III. <u>PROGRAM INFORMATION (to be completed by Admissions personnel)</u>

Program Name: _____

Program Level (Undergraduate/Graduate/Postgraduate: _____

Program Objectives (from the Underwood University Catalog):

_____

_____

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_____

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Program Start Date:_____ Scheduled End Date: _____

Full Time/Part Time: _____ Day/Evening: _____

Days classes meet (check): M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐

Number of weeks: _____

Total Clock/Credit Hours required for completion of program: _____

ENROLLMENT DATE: _____

DATE OF FIRST CLASS SESSION: _____

STUDENT'S RIGHT TO CANCEL DEADLINE*: _____

*A student is entitled to a refund of all monies paid to Underwood University if the student cancels their enrollment within seven (7) days of signing this Enrollment Agreement or after the date of the first class session, whichever is later. See Section VI "Refund Policy," below

TUITION AND FEES

(refer to Tuition and Fee schedule in current Catalog)

a) Tuition total: _____
b) Application Fee (nonrefundable)*:
c) Registration Fee (nonrefundable)*: _____
d) Technology Fee: _____
e) Art Facility Fee (BFA/MFA only): _____
f) Course Audit Fee: _____
g) Late Registration Fee: _____
h) Student Tuition Recovery Fund Fee (nonrefundable) _____

i) Other Fees (enter details and amount, e.g., "SEVIS I-20 Processing Fee: $XX." Add extra lines if necessary):

Fee: _____ Amount: _____
Fee: _____ Amount: _____
Fee: _____ Amount: _____
Fee: _____ Amount: _____
Fee: _____ Amount: _____

TUITION AND FEES SUBTOTAL: _____

Student Tuition Recovery Fund**

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate changed from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero ($0). Although schools will no longer be collecting STRF assessments, schools will still be required to maintain all back-up documentation for STRF and submit STRF Assessment Reporting Forms quarterly.

Per the California Code of Regulations Division 7.5 Private Postsecondary Education (5,CCR §76215(a)):
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

I understand that I am responsible for paying the charges listed above.

Applicant Initials: _____

* These fees WILL be refunded if the applicant chooses to cancel enrollment within certain parameters. See Section VI below.
** Additional details regarding the STRF fee may be found on the website of the Bureau for Private Postsecondary Education, at https://www.bppe.ca.gov/students/strf.shtml

IV. ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the entire scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether or not the student assignments are completed. The maximum absence allowance is three (3) class sessions in a semester. Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Office of Academic Affairs for further evaluation, which may result in academic discipline proceedings or negatively affect the student's grades.

Class attendance is of particular importance to international students, who must be able to prove that they are enrolled and attending classes on a full-time basis in order to maintain their visa statuses. As noted above, instructors are required to report excessive tardiness or absences to the Director of Academic Affairs, who will notify students that they are jeopardizing their visa statuses. Failure of an international student to maintain the required class attendance will be reported to the Student and Exchange Visitor Program (SEVP), which may revoke the student's visa status.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the Individual instructor.

All Underwood University students enrolled in theological degree programs (full- or part- time) are required to attend weekly chapel services during the semester. Chapel attendance and participation constitute the Institutional Requirement (IR) portion of these degree programs (see individual degree program requirements for details). This requirement is shown in the Course Listings as WS300 Institutional Requirement (undergraduate) and WS500 Institutional Requirement (graduate). Failure to attend or to report attendance is considered to be a violation of the chapel attendance policy. Repeated violations will result in a warning letter from the Director of Student Affairs that will be placed in the student's file.

Excused Absences

Underwood University recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, he or she is expected to bring a signed letter from his or her physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the Director of Academic Affairs as to whether they are excused or not. All excusal requests MUST be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Director of Academic Affairs, and that possession of documentation does NOT guarantee excusal.

Absence from Exams

Students who are absent from a mid-term or final exam MUST provide the same evidence as for an excused absence to the Director of Academic Affairs, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Director of Academic Affairs as to whether or not to allow a makeup. In all such cases, the Director's decision is final. Again, documentation of the absence is REQUIRED, but does NOT guarantee excusal.

V. REFUND POLICY

Underwood University's refund policy complies with the regulations set forth in the Amendments to Education Law Section 5002 of July 1990, and with BPPE regulations as set forth in the California Private Postsecondary Education Act of 2009.

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel this agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Students who cancel during this period will receive a full refund, including the usually nonrefundable application fee and registration fee. Requests for cancellation must be made in writing to the Admissions Office.

Refunds for Withdrawal from All Classes

Students who withdraw from all classes after the first day of the semester are entitled to a tuition refund, prorated against the percentage of the semester that has passed since the first day of the semester (see "Tuition Refund Schedule," below).

Refund Approval Contingencies

The following conditions shall apply when requesting a refund of tuition:

- Students who withdraw before the beginning of a semester or upon the first day of the semester will receive a refund of all monies paid, with the exception of the non- refundable registration fee. After the start of a semester, students who withdraw from UU remain liable for:
  1. Application fee
  2. The cost of any textbooks or supplies accepted by the student
  3. Tuition liability up to the student's date of withdrawal from the university. Refundable tuition is limited to the semester during which the student withdrew or was terminated.
- Partial withdrawals are not eligible for tuition refunds.
- To be eligible for a refund, written notification of withdrawal must be submitted to the Office of the Registrar.
- There are no refunds for late charges, administrative charges, scholarships, or late fees.
- In addition to the policy stated here, Underwood University will, on request, take into consideration certain extenuating circumstances, such as injury, prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study; and may, at its sole discretion, grant a tuition refund beyond the amount prescribed in this Section.
- If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Tuition Refund Schedule

Students enrolled at one of Underwood University's California locations may request a tuition refund if they have completed 60% or less of the applicable period of attendance. For example, a student who enrolls in the Fall 2026 semester (08/17/26 – 11/27/26), but who officially withdraws from the University before 60% of the semester is completed (i.e., before the 9th scheduled attendance week of that semester, not including University-recognized holidays) may apply for a refund of tuition and fees paid for that semester. Such refunds will be given on a pro-rata basis, contingent upon the number of days attended. Underwood University will pay the refund within thirty days of the date of official withdrawal, assuming all refund policies have been followed. No refunds will be issued for students who withdraw after 60% of the relevant semester has passed. **All requests for refunds must be made in writing to the Office of Admissions.**

Regarding Student Loan Default

If a student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

VI. CAREER COUNSELING

The University provides professional advisors that help students with academic and career counseling. Advisors help students identify and understand career paths open to their general education and degree paths. Students are equipped with tools that help them manage their career development effectively. Students are given opportunities for individual career assistance and equipped with the necessary tools that help them discover and choose their career paths. Career development workshops are conducted regularly, covering essential job search skills, resume review and cover letters, interview skills, networking skills, business etiquette and dressing for success. Additionally, Underwood University offer courses such as PT203 Career Development, in which students learn the practical skills necessary to successfully apply for employment, and ENG105 Business English and BUS204 Business Communications, which help students understand the linguistic and cultural differences they might be faced with in searching for a career in the US.

PLEASE NOTE THAT UNDERWOOD UNIVERSITY DOES NOT GUARANTEE EMPLOYMENT OF ANY KIND TO ITS STUDENTS OR GRADUATES.

VII. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Underwood University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree you earn in the _____ Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Underwood University to determine if your credits or degree will transfer.

VIII. CONTACTING THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
or
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
(888) 370-7589 | (916) 574-8900 | fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

IX. INSTITUTIONAL INFORMATION ACCESS

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Applicant Initials: _____

X. ENROLLMENT AGREEMENT VALIDITY PERIOD AND SIGNATURES

This Enrollment Agreement is valid for the period described by "Program Start Date" and "Program End Date" in Section III, "Program Information," above.

I understand that I am responsible for payment of the total amount given in Section IV, "TOTAL TUITION AND FEES FOR THE CURRENT PERIOD OF ENROLLMENT," below.

I understand that Underwood University reserves the right to make changes to its tuition and fee schedule, and that any tuition or fees that I pay apply only to their relevant single semester of enrollment; and that rates of tuition and fees for future semesters of enrollment may change at any time.

I understand that, if I am enrolling in a Distance Education program, that such programs are offered by Underwood University in real time, and that my attendance and participation in Distance Education courses are required, just as if the courses were in-person.

I understand that, as I am enrolling at a teaching site, and not the main campus or a branch campus of Underwood University, I can earn at least **50%** of the credits towards a degree at this site, but I must complete the balance of the credits for my degree program either through Underwood's Distance Education program; through the main campus in Atlanta, Georgia; or by transferring to another institution.

My signature on the next page indicates that I have read, understand, and agree to abide by all of the above.

TUITION and FEES

STRF FEE (round the above subtotal to the nearest thousand dollars, divide by 1000, and multiply by 0 : _____

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (add subtotal from above and STRF Fee): _____

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM*: _____

THE TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: _____

*The estimated total charges for the entire educational program are based on the tuition and fee schedule applicable at enrollment. Actual charges may vary in accordance with the terms of this Enrollment Agreement, published policies, and applicable California law. This estimate does not alter the total charges the student is obligated to pay upon enrollment as specified in this Agreement.

LEGAL EFFECT OF ENROLLMENT AGREEMENT

THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING CONTRACT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY UNDERWOOD UNIVERSITY.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

SIGNATURES

APPLICANT

Signature: _____ Date: _____

Signature of parent or legal guardian (if applicant is under the legal age of majority): _____

AUTHORIZED UNDERWOOD UNIVERSITY REPRESENTATIVE

Name: _____ Position: _____

Signature: _____ Date: _____