



**UNDERWOOD**  
U N I V E R S I T Y

## FORM E: Student Enrollment Agreement

**Please read and initial next to each item.**

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.

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 which for F-1 visa holders may result in termination of F-1 status.

I acknowledge and understand Underwood University's required tuition, fees and the 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.

I acknowledge and understand the Underwood University student discipline and dismissal policy.

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

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

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 at UU for any purpose whatsoever, and that UU shall not be required to seek my permission or to compensate me for the use of such photographs, video or voice recordings.

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.

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

### **Student Information**

Student Name: \_\_\_\_\_ UU ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Phone: \_\_\_\_\_

**PROGRAM INFORMATION**

Program Name: \_\_\_\_\_

Program Level: \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Doctoral

Program Start Date: \_\_\_\_\_ Scheduled End Date: \_\_\_\_\_

Full/Part-time: \_\_\_\_\_

Days Classes Meet (circle): M T W Th F Sa

Number of Weeks : \_\_\_\_\_ Total Clock/Credit Hours: \_\_\_\_\_

Externship, clinical, or field experience required (if applicable): \_\_\_\_\_

**TUITION AND FEES**

Application Fee: \_\_\_\_\_

Tuition: \_\_\_\_\_ per credit

Registration Fees: \_\_\_\_\_

Other Costs: \_\_\_\_\_

Total Cost: \_\_\_\_\_ per semester

\_\_\_\_\_ program total

Method of Payment: \_\_\_\_\_

## **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.

## **REFUND and CANCELLATION POLICY**

UU's refund policy complies with the regulations set forth in the Amendments to Education Law Section 5002 of July 1990.

### **Refunds for Cancellation of Enrollment or Withdrawal from All Classes**

Students who cancel their enrollment within 72 hours of signing the Enrollment Agreement will receive a full refund of all tuition and fees paid, excluding nonrefundable fees.

If Underwood University cancels or changes a program in such a way that a student who has started the program or course is unable to continue, Underwood University will either

- a. make arrangements in a timely manner to accommodate the needs of each student enrolled in the program, or
- b. refund all monies paid by the student for the program or course if alternative arrangements, as determined by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to be equitable to both student and institution are not possible.

Students who withdraw from all classes after the first day of the semester are entitled to a partial tuition refund, prorated against the percentage of the semester that has passed since the first day of the semester (see "Tuition Refund Schedule," below). Students who withdraw within three (3) days of signing this enrollment agreement will receive a full refund, including the application fee (usually nonrefundable).

### **Refund Approval Contingencies**

Please note that the following conditions 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.

### **Tuition Refund Schedule**

The amount of a tuition refund is determined on a pro-rata basis, up to 50 % completion of the semester days to the student's last date of attendance. If the student withdraws *after* completing 50% of the semester, no tuition refund shall be made. This tuition refund policy applies to full withdrawals only; partial withdrawals are not eligible for tuition refunds. Underwood University will pay the refund within thirty (30) days of the date of receipt of completed withdrawal paperwork, assuming all refund policies have been followed.

### **Career Counseling and Planning**

The University provides advisors to 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 BUS105 Business English and BUS204 Business Communications, which help students understand the linguistic and cultural differences they may face 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.**

**\*\*NOTE REGARDING STUDENT PRIVACY\*\***

Underwood University takes student privacy very seriously. **No confidential information regarding a student, including the student's academic records, enrollment, tuition or other payment information, personal data, or any other confidential information of any kind will be released to any person whatsoever (other than the student him- or herself) under any circumstances whatsoever, without the student's express and explicit permission.** Students wishing to give permission for another person to view their records must submit a completed and signed Family Education Rights and Privacy (FERPA) Waiver form to the Admissions Office. This form will be kept in the student's file. Please ask at the Office for a copy of this form if desired.

Please initial here to indicate that you understand this policy: \_\_\_\_\_

**My signature below indicates that I have read, understand, and agree to abide by all of the above. I understand that a full refund of all monies paid, including the application fee, will be made if I choose to rescind this contract within three (3) days of the date of signature. If I withdraw after three (3) days from the date of signature, the refund policies outlined above will apply.**

Student Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_