

## ENROLLMENT AGREEMENT

### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

### DEGREE PROGRAM:

- Certificate of Ministry (C.Min.)
- Bachelor of Ministry (B.Min)
- Master of Ministry (M.Min.)
- Doctor of Ministry in Global Church-Based Theological Education (D.Min. GCTBE)
- Doctor of Ministry in Theology in Culture (D.Min. TIC)
- Certificate of Theology (C.Th.)
- Bachelor of Theology (B.Th.)
- Master of Theology (M.Th.)

Students admitted to degree or certificate programs are expected to enter into an enrollment agreement with the Antioch School. Here are the key aspects of the agreement:

#### The Antioch School commits to:

- Make available the degree or certificate program for which admitted.
- Give a hard copy of the Handbook in effect at the time of admission.
- Provide support for students and Certified Leaders through course resources, manuals, online Help Center, and discussion board forums.
- Ensure that the Portfolio System and Course Materials are readily available.
- Conduct timely academic validation reviews by Associate Faculty through the e-Portfolio.
- Grant diplomas for degrees earned and provide academic transcripts for credit earned.
- Respond promptly and respectfully to any complaints sent to the Academic Dean at the address above.

#### Students commit to:

- Complete the academic work necessary for the degree program as outlined in the Portfolio Transcript for the degree or certificate program.
- Abide by policies and procedures presented in the Handbook in effect at admission.
- Maintain student integrity for all work done in the program.
- Achieve academic progress according to minimum requirements at 3-month intervals according to the Academic Progress Requirements in the Student Competency Assessment Guide.
- Post evidence of competency in the e-Portfolio System according to the criteria and rubrics of the Student Competency Assessment Guide.
- Have official transcripts sent from other institutions for admission and transfer credit.
- Make payments as indicated in this agreement. See the itemization of costs below.
- Give permission for the student's Certified Leaders to access the e-Portfolio System for initial reviews as a mentor prior to the Associate Faculty validation review (or opt to submit evidence of competency directly to Associate Faculty members).

This agreement will be in effect for 5 years from the date it is signed by the student. If additional time is needed to complete the degree program, students may request an automatic extension agreement for an additional 3 years without additional tuition or fees. If still more additional time is needed, students must petition to the Academic Dean for additional years with a continuation fee of \$1000 per year.

## Total Costs

The following chart shows the total costs of Antioch School programs.

	B.Min.	B.Th.	M.Min.	M.Th.	D.Min. GCBTE	D.Min TIC	C.Min.	C.Th.
Tuition	7200	7200	7200	7200	7200	7200	1800	1800
Course Materials <i>Leadership Series</i> *	750	1275	750	750	525	1275	300	300
<i>Integrated Core</i> **	525	525						
<i>Life</i> <sup>n</sup> *	35	35	35	35	35	35		
<i>Paradigm Transformation Project</i>					525			
<i>Logos (Silver with discount)</i> *	750	750	750	750	750	750		
Other Books ***	300	500	600	800	1000	1000		
Portfolio System	750	750	750	750	750	750	300	300
<b>TOTAL</b>	<b>10310</b>	<b>11035</b>	<b>10085</b>	<b>10285</b>	<b>10785</b>	<b>11010</b>	<b>2400</b>	<b>2400</b>

\* The cost is only paid once, even if it is used by a single student in more than one program.

\*\* Not needed if General Education requirements are met through transfer credit or means other than use of the BILD *Integrated Core* courses.

\*\*\* Other books are recommended but not required for purchase. See website Help Center for current lists.

## Payment Schedule

The following schedule indicates when particular payments are due:

### Degree Programs:

Month	Amount
1 <sup>st</sup> – 10 <sup>th</sup>	\$225 (for one month's tuition and one-tenth of the \$750 Portfolio System)
11 <sup>th</sup> – 48 <sup>th</sup>	\$150 (for one month's tuition)

### Certificate Programs:

Month	Amount
1 <sup>st</sup> – 4 <sup>th</sup>	\$225 (for one month's tuition and one-fourth of the \$300 Portfolio System)
5 <sup>th</sup> – 12 <sup>th</sup>	\$150 (for one month's tuition)

### Notes on Payments:

- There is no application fee.
- The first payment of \$225 should be submitted with a student's application to a degree or certificate program (it is entirely refundable if a student is not admitted).
- Tuition is charged by the program, not by semesters or courses.
- Course Materials are purchased separately, either from the Antioch School directly or through its partners. See above for costs.
- Payments may be made by check, direct withdrawal, or credit card.
- Payments are due by the 15<sup>th</sup> of each month for the upcoming month. A late fee of \$20 may be charged for any payment received more than 7 days after the monthly due date.
- Students who are delinquent on payments for tuition, the Portfolio System, or course materials may be placed on Financial Probation (which means that assessment and other services will be withheld and no transcripts of credit earned will be given until accounts are paid-in-full or other arrangements are made).
- Students who fail to make adequate academic progress as indicated in the Student Competency Assessment Guide according to 3 month intervals may be placed on Academic Probation and not allowed to continue in the program and make further tuition payments until adequate academic progress is made.
- Unless otherwise requested, Course Materials are shipped at standard UPS ground rates plus \$1 for handling. Sales tax will be charged for purchases made in Iowa or sent to Iowa addresses.

## Refund Policy:

**Tuition.** Refunds will be granted upon request in any manner as follows:

- Because the Antioch School uses program enrollment and competency assessment to grant credit, students are eligible for refunds in accordance with the amount of tuition paid compared to the percentage of the academic program completed (defined as having submitted evidence of competency in their e-Portfolio).

Percentage of Total Tuition Paid	Percentage of Academic Program Completed	Percentage of Tuition to be Refunded
Up to 10%	Up to 10%	90%
>10% to 25%	>10% to 25%	75%
>25% to 50%	>25% to 50%	50%
More than 50%	More than 50%	0%

For example, if a student has paid \$720 (10% of total tuition of \$7200) and completed 10% of the academic program, they would be entitled to a refund of \$648. If a student has paid \$2400 (33% of total tuition of \$7200) and completed 25% of the academic program, they would be entitled to a refund of \$1800. If a student has paid \$3600 (50% of total tuition of \$7200) and completed 75% of the academic program, they would be entitled to no refund.

- Requests for refunds made within 5 days of enrollment will be refunded in their entirety.
- A registration fee of 10% of the tuition paid (not to exceed \$200) may be subtracted from the refund amount due.
- Students are not required to return any materials in order to receive a refund to which they are entitled.
- No refunds will be granted for requests that come more than 4 years after the date this agreement is signed.
- Special consideration will be given to a student's request for refund beyond this policy in a case of student illness or accident, death in family, or other circumstances beyond the student's control.
- Any money due will be refunded within 30 days of the request.

**Portfolio System.** This fee is not refundable once Autobiographical Forms have been submitted for the SIMA MAP process.

**Course Materials.** Unused course materials in "as new" condition may be returned within 12 months for a full refund minus the cost of shipping.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
FOR INSTITUTIONAL USE ONLY:

Signature of Acceptance by the Antioch School:

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