

Enrollment Agreement

Personal Information:

Name: **Jane Doe**

Address: **123 Main St, Ames IA 50014**

Degree Program: Master of Ministry

Students admitted to degree programs are expected to enter into an enrollment agreement with the Antioch School to be renewed on a semi-annual basis.

This enrollment agreement covers the following period: **8/1/2019 – 1/31/2020**

Here are the key aspects of the agreement:

The Antioch School commits to:

- Make available the degree program for which admitted.
- Give a digital copy of the Handbook in effect at the time of admission.
- Provide support for BILD Certified Leaders as needed.
- Ensure that the Portfolio System and Course Materials are readily available.
- Conduct timely academic validation reviews by Associate Faculty through BILD Cloud.
- Respond promptly and respectfully to any complaints sent to the Academic Dean at the address below.
- Grant diplomas for degrees earned and provide academic transcripts for credit earned.

Students commit to:

- Complete the academic work necessary for the degree program as outlined in the portfolio Overview for the degree program.
- Post evidence of competency in BILD Cloud according to the criteria and rubrics of the Student Competency Assessment Guide.
- Abide by policies and procedures presented in the Handbook in effect at the time of admission.
- Maintain student integrity for all work done in the program.
- Acknowledge that transfer of academic credits is determined by the receiving institution.
- Achieve academic progress according to the Academic Progress Requirements in the Handbook.
- Make payments as indicated in this agreement. See the itemization of costs below.
- Give permission for the student's BILD Certified Leaders to access BILD Cloud for mentoring related to demonstration of competency posted in BILD Cloud, because you have opted-in to BILD Certified Leader initial review.

The Antioch School uses program enrollment. When you are admitted to an Antioch School program, you are given an Enrollment Agreement to begin a six-month enrollment period (based on date of admission). Once enrolled in a program, there is no need to register for individual courses. Rather, you maintain continuous enrollment by signing Enrollment Agreement renewals at six month intervals. If you lapse (due to un-renewed Enrollment Agreements, Academic Probation, or Financial Probation), but want to resume your enrollment, you may need to re-apply for admission under the Handbook in place at that time.

Estimated Total Costs:

The following chart shows the estimated total costs of an Antioch School Master of Ministry degree program.

Tuition Costs	
Full Tuition	\$7200
Other Estimated Costs*	
Course Materials	
Leadership Series	\$600
Life ⁿ	\$35
Logos (Silver with discount)	\$750
Other Books **	\$600
Portfolio System	\$750
TOTAL	\$9935

* Based on standard prices for North American students.

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

Your Payment Schedule

The following schedule indicates when particular payments are due for the \$7200 tuition and \$750 portfolio system fees for this enrollment period.

The Antioch School has committed to providing you the degree program for a total tuition cost to you of \$7200.

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.

Master of Ministry Program—Payment Schedule:

Payment 1 Due 08/15/2019 \$225 (for \$150 tuition and \$75 Portfolio)

Payment 2 Due 09/15/2019 \$225 (for \$150 tuition and \$75 Portfolio)

Payment 3 Due 10/15/2019 \$225 (for \$150 tuition and \$75 Portfolio)

Payment 4 Due 11/15/2019 \$225 (for \$150 tuition and \$75 Portfolio)

Payment 5 Due 12/15/2019 \$225 (for \$150 tuition and \$75 Portfolio)

Payment 6 Due 01/15/2020 \$225 (for \$150 tuition and \$75 Portfolio)

The obligation may be paid in full, without penalty or interest, at any time prior to the final scheduled payment.

A degree will not be granted until the tuition for the degree program is paid in full.

Truth in Lending Disclosure

As required by state, federal, and accreditation requirements, this is a retail installment contract for which Truth-In-Lending Disclosures apply, even though no interest is being charged.

Master of Ministry Degree Program – Current Enrollment Period:

Tuition (\$900) <i>(The portion of the \$7200 tuition for this enrollment period)</i>	\$900
Enrollment Fee (\$0) and Portfolio Fee (\$450) <i>(The portion of the \$750 Portfolio Fee for this enrollment period)</i>	\$450
First Payment of \$225	\$225
Amount Financed <i>(The amount of credit provided to you on your behalf)</i>	\$1350
Annual Percentage Rate <i>(The cost of your credit as a yearly rate)</i>	0%
Finance Charge <i>(The dollar amount the credit will cost you)</i>	\$0
Total of Payments <i>(The amount you will have paid when you have made all scheduled payments)</i>	\$1350
Total Sales Price for Enrollment Period	\$1350

Course Materials:

The cost of course materials is not included in the estimated tuition costs above. You may purchase them from the BILD Store (<http://store.bild.org>).

Notes on Payments:

- Payments may be made by check, direct withdrawal, or credit card.
- Payments are due by the 15th 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 with financial difficulties or needing to make adjustments to their schedule should call the Antioch School immediately or email to ar@antiochschool.edu.

Refund Policy:

Tuition. Tuition for degree programs is tied to enrollment in eight 6-month periods. As a competency-based institution, payment of tuition for each 6-month period entitles a student to support for $\frac{1}{6}$ of the BILD Cloud portfolio assessment system for that program.

Should you choose to unenroll during this enrollment period; request for refunds will be granted upon request in any manner as follows:

- Tuition paid in advance of the current 6-month period may be fully refunded upon request.
- Tuition for the current 6-month period may be refunded on a pro-rated basis according to the date of withdrawal. See table below.

Enrollment Period Months	% of Refund
1st month	90%
2nd month	70%
3rd month	50%
4th month	30%
5th month	10%
6th month	0%

Example: \$900 is the portion of the \$7200 tuition for this enrollment period. Should you unenroll and request a tuition refund during this enrollment period, your refund of the \$900 due would be as follows:

Enrollment Period Months	% of Refund	Refund \$ Amount
1st month	90%	\$810
2nd month	70%	\$630
3rd month	50%	\$450
4th month	30%	\$270
5th month	10%	\$90
6th month	0%	\$0

- Refunds will be based on actual payments made for the enrollment period.
- 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 tuition refund to which they are entitled.
- 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 SIMA MAP worksheets have been submitted for the MAP.

Course Materials. Return policies for materials purchased through the BILD Store can be found at <http://store.bild.org>.

Student Signature: _____

Date: _____

FOR INSTITUTIONAL USE ONLY:

Signature of Acceptance by the Antioch School: _____

Date: _____