

ENROLLMENT AGREEMENT

PERSONAL INFORMATION:

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (ZIP)

DEGREE OR CERTIFICATE PROGRAM:

- | | |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Certificate of Ministry (C.Min.) | <input type="checkbox"/> Master of Ministry (M.Min.) |
| <input type="checkbox"/> Certificate of Theology (C.Th.) | <input type="checkbox"/> Master of Theology (M.Th.) |
| <input type="checkbox"/> Bachelor of Ministry (B.Min.) | <input type="checkbox"/> Doctor of Ministry in Global Church-Based Theological Education (D.Min.) |
| <input type="checkbox"/> Bachelor of Theology (B.Th.) | <input type="checkbox"/> Doctor of Ministry in Theology in Culture (D.Min.) |

As a student who has been admitted to a degree program, you may enter into an enrollment agreement with the Antioch School in order to receive academic services. Here are the key stipulations of the agreement.

The Antioch School commits to:

- Make available the degree program for which you are admitted.
- Give you a hard copy of the Handbook in effect at the time of your admission.
- Provide support for your Certified Leader.
- Ensure that the Portfolio System and Course Materials are readily available.
- Conduct timely academic validation by Associate Faculty through the e-Portfolio System.
- 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 your degree.
- 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.
- Post evidence of competency in the e-Portfolio system.
- Have official transcripts sent from other institutions for transfer credit.
- Make payments as indicated in this agreement. See the itemization of costs below.

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, you may request an automatic extension agreement for an additional 3 years without additional tuition or fees. If still more additional time is needed, you must petition to the Academic Dean for additional years with a continuation fee of \$1000 per year of extension granted.

Costs:

- Tuition is \$7200 for each degree program. It is to be paid in 48 monthly installments of \$150 (APR 0% because no interest is charged) and must be paid-in-full before completion of the program.
- The Portfolio System fee is \$750. It is to be paid in the first four months of enrollment (half with the initial tuition payment and the remaining half in three parts).
- Course Materials cost \$75/course (10-17 courses in bachelors and masters programs). See your Portfolio Transcript for details. 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.
- An initial payment of \$225 (\$150 for the first month's tuition and \$75 for one-tenth of the Portfolio System cost) should be made at the start of the program.
- A \$20 fee may be assigned for late monthly payments. Students may want to make other financing arrangements and pay the entire balance in advance to avoid risk of late fees.
- The terms of this agreement won't change for 5 years.
- Use the attached Payment Method form to indicate your method of payment.

Refunds:

- Tuition. Refunds will be granted upon request in any manner as follows:
 - Refunds will be calculated based on comparison of total tuition paid and total credits earned (based on Associate Faculty review of items posted in the e-Portfolio). Each \$150 tuition payment gives a student the right to earn credit equal to 1/48 of the degree program for which they have been admitted. Payment in excess of credit earned may be refunded in its entirety (minus a 10% service fee or \$200 whichever is less). For example, a B.Min. student who pays tuition for four years (\$7200), receives validation review and earned 108 credits for everything in the program except four Leadership Series courses (worth 12 credits) would be entitled to a refund of \$720 because the student completed all but 10% of the program.
 - Requests for refunds made within 5 days of enrollment will be refunded in their entirety.
 - A registration fee of 20% 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 5 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 you have submitted the Autobiographical Forms 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: _____

PAYMENT METHOD:

Print Name: _____

Please choose only one of the following payment methods that you plan to use for your monthly fee payments to the Antioch School. If you would like to change your payment method in the future, call the Antioch School with that information.

Please return this form by the 15th.

Please keep a copy for yourself.

Note: If you choose to purchase course materials at the same time that you send an Antioch School payment, please call 515-292-9694 for the exact amount to be sent, including shipping charges.

Check – to be sent monthly and received by the Antioch School by the 15th of each month.

Note: In order to have your payment properly credited to your student account, be sure to write “Antioch School payment” and your name on the memo line of your check.

Credit Card – your card will be charged, according to the attached Payment Schedule, between the 10th and 15th of each month.

Credit Card # _____

VISA or MC only – please circle the type of card you will use.

Expiration date: _____

Name on card: _____

Note: Please notify our office if your Credit Card information changes.

Return to:

Fax Number: 515-292-1933

Mailing address:

Antioch School
2400 Oakwood Road
Ames, IA 50014

Email: info@antiochschool.edu

Phone: 515-292-9694