

## ENROLLMENT AGREEMENT

### PERSONAL INFORMATION:

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

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

### DEGREE PROGRAM:

- |   |  |
|---|--|
| <input type="checkbox"/> Certificate of Ministry (C.Min.) | <input type="checkbox"/> Certificate of Theology (C.Th.) |
| <input type="checkbox"/> Bachelor of Ministry (B.Min)     | <input type="checkbox"/> Bachelor of Theology (B.Th.)    |
| <input type="checkbox"/> Master of Ministry (M.Min.)      | <input type="checkbox"/> 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 Certified Leaders.
- 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 the time of 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 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.

**Additional stipulations:**

- Acceptance for transfer of academic credits is determined by the receiving institution.
- Students under 16 years of age as of September 2016 (or under the compulsory age in their states) wishing to dual enroll in the Antioch School must provide proof of high school enrollment, proof of parent or guardian approval, and proof of compliance with regulations in the student’s home state (if other than Iowa).
- This agreement will be in effect from the date it is signed by the student for a period of years equal to the projected time for the average student to complete the program plus 12 months: C.Min. 3 years, C.Th. 3 years, B.Min. 6 years, B.Th. 7 years, M.Min. 4 years, M.Th. 5 years.
- 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.	C.Min.	C.Th.
Tuition	7200	7200	7200	7200	1800	1800
Course Materials	750	1275	750	750	300	300
Leadership Series *						
Integrated Core **	525	525				
Life <sup>9</sup> *	35	35	35	35		
Paradigm Transformation Project						
Logos (Silver with discount) *	750	750	750	750		
Other Books ***	300	500	600	800		
Portfolio System	750	750	750	750	300	300
<b>TOTAL</b>	<b>10310</b>	<b>11035</b>	<b>10085</b>	<b>10255</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**

Your payment schedule below indicates when particular payments are due for the \$7200 tuition and \$750 portfolio system costs. The Antioch School offers 0% APR financing on the remaining amount due to complete your degree or certificate program. The payment schedule includes only the cost of tuition and the portfolio system.

**Bachelor of Ministry Program—Payment Schedule Sample:**

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)

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

**Truth in Lending Disclosure**

A degree will not be granted until the tuition is paid in full. Payments for each course must be made in full prior to enrolling in a subsequent program.

**Bachelor of Ministry Degree Program:**

1. Sales Price.....	\$7,200
2. Enrollment Fee (\$0) and Portfolio Fee (\$750).....	\$750
3. A Payment of \$225 .....	\$225
4. Amount Financed .....	\$7,725
(The amount of credit provided to you on your behalf)	
5. Annual Percentage Rate .....	0%
(The cost of your credit as a yearly rate)	
6. Finance Charge .....	\$0
(The dollar amount the credit will cost you)	
7. Total of Payments.....	\$7,725
(The amount you will have paid when you have made all scheduled payments)	
8. Total Sales Price .....	\$7,950

**Textbook Costs:**

The cost of textbooks is not included in the quoted tuition. You may purchase them from the BILD International Store (<http://store.bild.org>).

This is a Retail Installment Contract and Truth in Lending Disclosures apply. Upon receipt and review of this enrollment agreement, you will receive written notification of the school’s acceptance or rejection of this agreement. If this agreement is accepted, the university will email you an endorsed copy.

**Notes on Payments:**

- There is no application fee in the Admissions process.
- 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).
- Course Materials are purchased through the BILD International Store (<http://store.bild.org>). Method and timing of shipping will be determined by the purchaser at time of purchase. Sales tax will be charged for purchases made in Iowa or sent to Iowa addresses. For example, approximate costs to ship one Leadership Series course to Kansas City are \$8, to Atlanta is \$12, and to Los Angeles is \$14.50. If multiple courses are shipped, the additional cost is about \$2 per course.
- Payments may be made by check, direct withdrawal, or credit card.
- If a student elects to use a payment schedule, payments are due by the 15th of each 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).

## 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 a straight percentage calculation. The percentage of the academic program completed is compared to the percentage and corresponding amount of program tuition paid with students being entitled to the difference if greater.

For example, if a B.Min. student paid \$4800 tuition (of a total \$7200 due for the program) and completed 60 credits (50% of the 120 total), the student would be eligible for a refund of \$1200 (\$4800 tuition paid minus \$3600 for the portion completed).

- 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.
- 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 30 days for a full refund minus the cost of shipping.

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

\_\_\_\_\_

### FOR INSTITUTIONAL USE ONLY:

Signature of Acceptance by the Antioch School:

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