

ENROLLMENT AGREEMENT

Name: **John Doe**

Address: **2400 Oakwood Rd Ames, IA 50014-8417**

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 every four months.

This enrollment agreement covers the following period: **6/1/2020 - 9/30/2020**

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 Local Mentors 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 Local Mentors to access BILD Cloud for mentoring related to demonstration of competency posted in BILD Cloud, because you have opted-in to BILD Local Mentor 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 four-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 four 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

For Antioch School students, 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 Estimated Costs | \$9,935 |

* 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 06/01/2020 | \$225 | (for \$150 tuition and \$75 Portfolio) |
| Payment 2 Due 07/01/2020 | \$225 | (for \$150 tuition and \$75 Portfolio) |
| Payment 3 Due 08/01/2020 | \$225 | (for \$150 tuition and \$75 Portfolio) |
| Payment 4 Due 09/01/2020 | \$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 (\$600) <i>(The portion of the \$7200 tuition for this enrollment period)</i> | \$600 |
| Enrollment Fee (\$0) and Portfolio Fee (\$300) <i>(The portion of the \$750 Portfolio Fee for this enrollment period)</i> | \$300 |
| Advance Payment of \$225 | \$225 |
| Amount Financed <i>(The amount of credit provided to you on your behalf)</i> | \$675 |
| 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> | \$900 |
| Total Sales Price for Enrollment Period | \$900 |

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 twelve 4-month periods. 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 4-month period may be fully refunded upon request.
- Tuition for the current 4-month period may be refunded on a pro-rated basis according to the date of withdrawal. See table below.

| Enrollment Period Weeks | % of Refund |
|-------------------------|-------------|
| 1st week | 100% |
| 2nd week | 80% |
| 3rd week | 70% |
| 4th week | 60% |
| 5th week | 50% |
| 6th week | 40% |
| 7th week | 30% |
| 8th week | 20% |
| 9th week | 10% |
| 10th week | 0% |

Example: \$600 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 \$600 due would be as follows:

| Enrollment Period Weeks | % of Refund | Refund \$ Amount |
|-------------------------|-------------|------------------|
| 1st week | 100% | \$600 |
| 2nd week | 80% | \$480 |
| 3rd week | 70% | \$420 |
| 4th week | 60% | \$360 |
| 5th week | 50% | \$300 |
| 6th week | 40% | \$240 |
| 7th week | 30% | \$180 |
| 8th week | 20% | \$120 |
| 9th week | 10% | \$60 |
| 10th week | 0% | \$0 |

- Refunds will be based on actual payments made for the enrollment period.
- 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>.

Complaints

If students, faculty, administrators, or any party who has good reason to believe that the Antioch School is not providing what was promised or was reasonably expected with regard to curricular issues, assessment issues, financial issues, or administrative issues, they may file a complaint by communicating directly with the Antioch School's Academic Dean. Initial filings may be made by letter (Antioch School, Academic Dean, 2400 Oakwood Road, Ames, IA 50014), email (services@antiochschool.edu), or phone (515/292-9694). The Academic Dean will attempt to gather information from all relevant parties. Official responses to complaints will be provided by mail or email within 30 days.

Appeals may be made in the same manner and will be heard by the entire faculty for academic matters or executive team for administrative matters. A faculty member and/or executive team member other than the Academic Dean will attempt to gather information from all relevant parties. Final decisions will be made by a majority vote of faculty or executive team. Official responses to appeals will be provided by mail or email within 30 days

Unresolved complaints may be taken to the appropriate agencies identified in the section on Accreditation, Authorization, and Commendation.

The Antioch School of Church Planting and Leadership Development is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808, Washington, DC 20036, (202) 234-5100, www.deac.org.

The Antioch School is registered to operate in Iowa by the Iowa College Student Aid Commission. Prospective or current students with questions or complaints about the Antioch School may contact the Commission at: Iowa College Student Aid Commission, 475 SW Fifth St., Suite D, Des Moines, IA 50309-4608, Toll-free telephone: (877) 272-4456, Online Student Dispute Resolution request: <https://www.iowacollegeaid.gov/sdrf>.

Student Signature:

_____ Date: _____

FOR INSTITUTIONAL USE ONLY:

Signature of Acceptance by the Antioch School:

_____ Date: _____