



**STUDENT ENROLLMENT AGREEMENT**  
**MASTER OF ARTS IN RELIGION**

3333 Wilshire Blvd., Suite 700                      Los Angeles                      CA                      90010  
Address where instruction will be provided                      City                      State                      Zip Code

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

**PROGRAM ENROLLMENT**

Program: Master of Arts in Religion                      20 \_\_\_\_\_                       Winter  Spring  Summer  Fall

Total Number of Credit Hours: 96

Total Number of Weeks: 90

Program Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Scheduled Program Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The effective period covered by the enrollment agreement will be the quarter(s) that the student will be enrolling in.

**FEES, CHARGES & EXPENSES FOR THE CURRENT PROGRAM OF ATTENDANCE**

Application Fee (non-refundable\*): \$200.00 (one-time upon admission)

Registration Fee (non-refundable\*): \$20.00

Tuition Fee (per unit): \$280.00

Textbooks or Other Learning Media: \$100.00 (one-time upon admission)

Student Tuition Recovery Fund Fee (non-refundable\*): \$2.50 (per thousand of tuition)

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:**

8(units) X \$280.00 (tuition per unit) + \$20.00 (registration fee) = \$2,260.00

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:**

**Total: \$27,267.50**

Application Fee (non-refundable\*): \$200.00

Registration Fee (non-refundable\*): \$20.00 (per quarter) X **11 (quarters) = \$220.00**



Tuition Fee: MAR Courses (\$280.00 per unit)  $\$280.00 \times 96 \text{ units} = \$26,880.00$

Others (Books, Supplies, or etc.\*\*): \$100.00

Student Tuition Recovery Fund fee (non-refundable\*): \$ 2.50 per thousand of tuition

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

$8 \text{ (units)} \times \$280.00 \text{ (tuition per unit)} + \$20.00 \text{ (registration fee)} = \$2,260.00$

\*Fees are non-refundable. You agree to pay the school, on or before the first day of class (the due date), the total balance due indicated above. Payments not received in accordance with the schedule of payments above will attract a late fee of \$100.00. If you are unable to pay the school the above balance due by the due date, the school may agree in writing to a different payment arrangement. \*\*The Others is optional and consists of books and materials needed for the suggested first quarter classes. The materials or text books may be purchased from text book or other material suppliers.

**THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE STUDENT AND THE SCHOOL OFFICIAL. BE SURE TO READ ALL PAGES OF THIS AGREEMENT AS THEY FORM AN IMPORTANT PART OF YOUR CONTRACT WITH THE SCHOOL.**

**STUDENT ENROLLMENT AGREEMENT**

This Enrollment Agreement is entered into between the above-named student and Western Covenant University (hereafter WCU or the University) and is a legally binding when signed by the student and accepted by the University.

“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.”

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.” \_\_\_\_\_ (STUDENT INITIAL)

1. I have received and read the Western Covenant University Catalog (<https://wcuniversity.edu>) and enroll in classes at the Western Covenant University with full knowledge of the standards and practices of postsecondary education.
2. I agree to pay the required tuition, fees, and any additional charges related to my education in a timely matter as required, and I have been advised of the University tuition refund policy.
3. I understand that each student is responsible for all unpaid tuition or fees and incurred charges and interest expenses and will not be able to receive official documents including diplomas, certificates, or transcripts until such fees are paid in full. Students with past due accounts will not be able to matriculate until those accounts are settled.



- 4. I understand that all coursework required for credit at the Western Covenant University must be my own work, and I am obligated to follow the University Code of Conduct or face disciplinary action and possibly dismissal.
- 5. I understand the Western Covenant University class attendance policy and the implications of non-attendance.
- 6. I understand that Western Covenant University is a private postsecondary institution of higher learning licensed in the State of California, an accredited member institution of the Transnational Association of Christian Colleges and Schools (TRACS) and that the transfer of academic credits is left to the discretion of receiving institution(s).
- 7. I understand that studying at Western Covenant University is not a right but a privilege. I further understand that I may forfeit this privilege if I do not conform to the standards of academic work and the student code of conduct at Western Covenant University. An institution may insist on the withdrawal of any student at any time if the student does not conform to the standards and foundations of the institution. I understand the student dismissal policy is outlined in the Western Covenant University Catalog.
- 8. I am aware that Western Covenant University Catalog contains most current information regarding the University’s calendar, fees, admissions policies, degree requirements, regulations, and course offerings, and that Western Covenant University reserves the right to withdraw a course at any time; change tuition and other fees; revise the calendar and regulations regarding admission and graduation requirements, and revise any other regulations affecting the student body. Revisions become effective whenever the Board of Trustees and University administration so determine. All such changes apply not only to all incoming as well as matriculating students. The Western Covenant University are always available to explain any rules or policies.
- 9. I understand that during my presence on campus and during participation in university activities images and/or videos of me (in a group or alone) may be captured by fellow students/staff and/or third parties. I release my rights to those images/videos and give permission for my likeness to be used in media and publications of the Western Covenant University.
- 10. I understand that Western Covenant University is not responsible for my employment success and does not guarantee job placement upon graduation. \_\_\_\_\_(STUDENT INITIAL)

**STUDENT’S RIGHT TO CANCEL**

Officially registered WCU students reserve the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, by submitting an University Withdrawal Petition form to the Administrative Officer, Office of Admissions and Records, Western Covenant University, 3333 Wilshire Blvd. Suite 700, Los Angeles, CA 90010.

**INSTITUTIONAL REFUND POLICY**

A student has the right to request a full refund of all tuition and other refundable charges if he/she decides to cancel their enrollment through the first week of instruction, in seven calendar days. However, a student that has withdrawn from the program starting the second week of instruction is eligible to receive a prorated refund for the unused portion of the tuition. Any refunds will be returned as soon as possible but no later than 30 days from the determination of withdrawal date. However, no refund will be made if the student has already completed more than 60% of the instruction. If WCU cancels or discontinues an educational program, WCU will make a full refund of all charges. The



written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage prepaid.

If any portion of the student’s course program tuition and fees were paid from the proceeds of a loan, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, to the lender or the agency that guaranteed the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**QUARTER PRO RATA TUITION REFUND FORMULA**

Sample calculation for a MAR student enrolled in 10 weeks of coursework (per quarter)

$$\text{Tuition Refund} = \text{Quarter Tuition Paid} \times \frac{\text{No. of weeks of instruction remaining in quarter}}{\text{Total quarter weeks of instruction in quarter}}$$

Example: for a course load of 10 weeks,  
dropped at the end of the 5<sup>th</sup> class

$$\text{Tuition Refund} = \$2,240.00(\text{tuition for quarter}) \times \frac{5(\text{weeks})}{10(\text{week})}$$

Since the course load is 10 weeks, all of which were dropped at the end of the class meeting, this corresponds to 5 weeks of class attended. The hours of classes remaining in the trimester is 5 weeks.

\*The application fee is non-refundable.

**GOVERNMENT LOAN TERMS**

Western Covenant University is a non-public private institution. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**EXTENSION OF CREDIT OR LOAN**

Western Covenant University does not provide extension of credit or loan to any individual for any program offered.

**STUDENT TUITION RECOVERY FUND (STRF)**

Student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:



1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program, or another payer, and you have no separate agreement to repay the third party.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program (Amend Section 76215 of Division 7.5 of Title 5 of the California Code of Regulations: 76215. Student Tuition Recovery Fund Disclosures).”

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at Western Covenant University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master’s degree you earn in the Master of Arts in Religion program is also at the complete discretion of the institution to which you may seek to transfer. If the Master’s degree that you earn at this institution are not accepted at the institution to which



you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Western Covenant University to determine if your degree or certificate will transfer.”

\_\_\_\_\_(STUDENT INITIALS)

If English is not the student’s primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

\_\_\_\_\_(STUDENT INITIALS)

**DISTANCE EDUCATION**

Western Covenant University does not provide any distance education at this time.

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818 West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 toll-free or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau’s internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

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**THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL. I HAVE RECEIVED AND READ A COPY OF THE CURRENT SCHOOL CATALOG AND PERFORMANCE FACT SHEET PRIOR TO ENROLLMENT \_\_\_\_\_ (STUDENT INITIALS).**

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution’s cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**This enrollment Agreement is hereby accepted by the school: Western Covenant University:**

\_\_\_\_\_  
**Signature of the School Official**

\_\_\_\_\_  
**Date**