



Enrollment and Financial Installment Agreement

This Enrollment Agreement is made between Sierra States University, hereinafter called School and

Last, First/Middle Name: _____ Date of Birth (MM/DD/YY): ____/____/____

Student Id. #: _____ Phone #: _____ Email: _____

Current Address: _____ City: _____ State: _____ Zip Code: _____

Students have the right to obtain a clear explanation of the terms and conditions and all policies pertaining to their program.

“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 (BPPE) by mail at PO BOX 980818, W. Sacramento, CA, 95798-0818 or Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Also at their Web Address: www.bppe.ca.gov, Telephone #: (916) 431-6959 or Fax: (916) 263-1897”

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

The Student requests enrollment in taking courses whose title and objective is described in the School catalog:

Please check one:

- English as a Second Language (ESL) Diploma Program 960 credit hours
- Associate of Applied Science in Business Administration 92 quarter units
- Bachelor of Arts in Business Administration 180 quarter units
- Master of Business Administration 60 quarter units
- Doctor of Business Administration 72 quarter units

The Enrollment and Program start date begins: ____/____/____

The Program expected completion date: ____/____/____

Period covered by enrollment agreement starts on the Enrollment & Program start date and will continue during the student’s continued attendance at this institution.

Sierra States University will offer a language assessment exam to all students and graduates of its programs, necessary for the student’s success. All course schedules are subject to change in starting and completing dates. The Student will be duly, notified. The Student will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund may be provided. The School reserves the right to withdraw a scheduled program if enrollment is insufficient to make up a class. All monies paid will be refunded, less the registration fee.

All instruction is provided, unless otherwise noted, on campus at the address of the school listed in this form.



This School has not had any pending petition in bankruptcy, and has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

The School reserves the right to postpone training in the event of a national disaster, acts of God, such as fire, flood, earthquake and/or labor disputes, equipment failure, for a maximum of 30-days. The Student will be duly notified and compensated if applicable.

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization, as necessary, with approval of the Bureau for Private Postsecondary Education (BPPE); if required. Such changes may be required to keep pace with technological advances, and/or to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for currently attending Students.

The School reserves the right to refuse any applicant for admission not meeting the requirements for the elected program. The Student's enrollment may be terminated at the request of the President, if the student's academic progress, behavior, absences, tardiness or attire does not conform to the requirements, rules and regulations of the institution, as stated in the School Catalog. The extent of the student's tuition obligation will be in accordance with the School's refund policy.

* _____ STUDENT TUITION RECOVERY FUND Disclosures:

As per 5 CCR §76215 (a), A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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."

* _____ STUDENT'S RIGHT TO CANCEL"

"The student has 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." Cancellation occurs when the student gives written notice of cancellation to the President, at the address of the School, shown on the top of this agreement. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to: Sierra States University, 1818 S. Western Ave. #304, Los Angeles, California, 90006.

* _____ WITHDRAWAL FROM COURSE

The Student has the right to withdraw from the School at any time. If the Student withdraws from the course of instruction after the cancellation period, the School will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% of training or less of the instruction. The amount of the refund is determined by deducting the registration fee from the total tuition charge, then dividing the remainder by the number of hours in the course to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, including the non-refundable registration fee.

Date by which the student must exercise his or her right to cancel or withdraw is determined by the quarter add/drop deadline date (varies based on quarter, typically the second Friday of the beginning of every quarter, as indicated in the current academic catalog). _____ (mm/dd/yyyy)



* _____ (2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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."

TUITION FEES & POLICIES

Fees are to be paid in U.S. Dollars prior to the class start date, unless other arrangements are made.

Tuition	\$760 \$1,140 \$2,000	Per Class for Bachelor Per Class for Master Per Class for Doctor (Prices vary depending on program)***subject to change at anytime
Application Fee	\$100.00	Non-refundable Charge (One-time only)
Registration Fee	\$25.00	Non-refundable Charge (Each Quarter) or \$12.50 per month
Technology Fee	\$30.00	Non-refundable Charge (Each Quarter) or \$10 per month
Online Fee	\$150	Per Class Non-refundable
STRF Fee	N/A	Non-refundable Charge (\$0.00 per \$1,000 of tuition)
Books and basic supplies	N/A	
Equipment/Lab fees		Any course fees, such as online or lab, must be paid at the beginning of every quarter based on the classes taken.
Other Fees		Any other fees, such as transcript, or any other fees related to specific student service fees, must be paid at the time of request.

\$8,550.00 TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (Annual Cost).

\$ _____ ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.

\$8,550.00 TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

Sierra States University has received the total charges that the student is obligated to pay at the time of enrollment.

* _____ **The enrollment agreement is legally binding when signed by the student and accepted by the institution. The student (and Cosigner if applicable) is bound by all of the terms and conditions of this agreement. Failure to comply with the schedule of payments is considered a breach of this agreement.**

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.

Signature of Applicant Date

Signature of Cosigner Date

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution's cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements of the California Education Code and for the administration of State and/or Federal Student Assistance Program under Title IV.

School Admissions Officer Date