



ARGOSY UNIVERSITY[®]

tradition | passion | excellence

Argosy University, Washington DC

Admissions Department

1550 Wilson Blvd, Suite 600, Arlington, VA, 22209

1.703.526.5800 | 1.866.703.2777 | Fax: 703.526.5850

Enrollment Agreement

Please Print All Information

First Name	Middle Initial	Last	
Address			
City	State	Zip	Phone
Email Address			

Program

I hereby enroll at Argosy University, Washington DC in the **Doctor of Education in Counselor Education & Supervision**. The degree program is **60** semester credit hours in length. Assuming full-time continuous enrollment and no transfer of credit my anticipated graduation date is **40 months** from the date of matriculation. I understand that transfer of credit, enrollment less than full-time status and breaks in continuous enrollment will impact my anticipated graduation date. I understand my enrollment is subject to acceptance by Argosy University and my graduation date is subject to change depending on my timely completion of all program requirements. I understand that I am required to meet the academic requirements of the curriculum in place at the time I matriculate into this degree program unless there is an approved change to my program of study. Program requirements are contained in the Argosy University Academic Catalog or Catalog Addendum.

Cancellation

I understand that I may cancel this Enrollment Agreement at any time prior to midnight on the third (3rd) business day following the date of my signature and receive a refund of all fees paid (minus the application fee). Upon expiration of this third (3rd) day cancellation period, all fees paid are subject to the refund policies outlined in this agreement and the Academic Catalog.

Employment

I acknowledge that no representative of Argosy University has guaranteed me employment upon graduation.

Tuition and Fees

I am responsible for the following tuition and fees pertaining to the program's required course of study completed during the designated enrollment period. In general, I can expect an increase in tuition and fees in the fall semester of each academic year. The following charges are estimates and are subject to change.

Payment

The full amount of tuition and fees is due and must be paid on or before the due date stated in the *Registration Bulletin* or *Course Schedule* each term. If I participate in either timely or late registration, I must make full payment or set up payment arrangements at the time I register. If I fail to pay tuition when it is due, my registration may be cancelled and I may be required to re-register and pay a late registration fee.

See **AUprograms.info** for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

You can find important consumer information at argosy.edu/washingtondc

FEES			
Application Fee	\$	50.00	Submitted with admissions application. (Non-Refundable) ¹
Graduation Fees	\$	175.00	A graduation fee is assessed to all degree-seeking students upon completion of their program of study and prior to the receipt of their diploma.
Student Activity Fee	\$	50.00	\$25.00 per academic year, assessed in the fall semester.
SEMESTER TUITION OPTIONS ² : Doctor of Education in Counselor Education & Supervision			
\$871.00 per credit hour. <i>Based on 9 credit hours per semester</i>	\$	7,841.00	\$1006.00 per credit hour. \$ 6,034.00 <i>Based on minimum enrollment of 6 credit hours per semester</i>
Digital Resource Fee ³	\$	300.00	\$ 200.00
Technology Fee ⁴	\$	135.00	\$ 90.00
SEMESTER CHARGES	\$	8,276.00	\$ 6,324.00
TOTAL CHARGES ⁵ : Fees + Tuition (based on selected tuition option)			
Digital Resource Fee ³	\$	2,000.00	\$ 2,000.00
Technology Fee ⁴	\$	900.00	\$ 900.00
TOTAL CHARGES	\$	58,087.00	\$ 63,565.00

¹ Non-refundable, except in California and Arizona. In the state of Arizona, the application fee is refundable if the application is canceled within three business days of the applicant signing the Enrollment Agreement.

² Students are charged a per semester rate based upon the total credit hours registered in the semester. Minimum enrollment is 6 credit hours per semester; registering for additional credit hours reduces the cost per credit. The estimate is based on the current tuition and fee schedule. The effective tuition per credit hour rate is provided for informational purposes only. This rate is calculated based on the maximum credits registered at the corresponding semester tuition and is rounded to the nearest dollar. Tuition and fees are subject to change from time to time. I can expect an increase in tuition and fees in the fall semester of each academic year.

³ \$100.00 per course. The digital resource fee includes the cost of the digital textbook as well as other digital resources which are integrated into the course and vary by program. The digital resource fee includes all applicable taxes. Not all courses use digital resources. Courses that include an eBook will be noted in the registration material and the fee will be charged automatically in addition to tuition. If a course does not use eBooks, the student remains responsible for purchasing the required text and materials.

⁴ \$15.00 per credit hour.

⁵ Charges shown are based on total credit hours at 9 and 6 credit hours per semester.

I understand that total program cost may be impacted by approved transfer credits or needed prerequisite coursework. Any changes to tuition and fees will be published to students as they are made.

Financial Assistance

I am responsible for payment of the full amount of tuition and fees charged by Argosy University (hereinafter referred to as AU). However, if I am eligible and have been approved for financial assistance and/or a scholarship through a financial assistance program approved by AU, I may defer, at the option of AU, that portion of my tuition equal to the certified aid amount. If for some reason my financial assistance is not received by its anticipated due date, I will be required to pay the amount due on my account immediately.

Penalty Charges

If I fail to make timely payment of any or all of my scheduled tuition and fees payments on or before the close of business on the date due, AU will add and I will pay a late payment fee, and/or a late registration, which will be added to my outstanding balance. If I am consistently late in making payments, I may jeopardize my eligibility to participate in the payment program. Late payment and late registration fees are set by AU and are published in the *Registration Bulletin* or *Course Schedule* each semester.

Default and Collection

I understand and agree that if I default on my scheduled payment, AU and/or its collection agent may disclose the fact that I have defaulted, along with other relevant information, to credit reporting organizations. I promise to pay all attorney's fees and other collection costs and charges necessary for the collection of my amount not paid when due. If a collection agency subject to the Fair Debt Collection Practices Act is used, I will pay all collection costs and service charges. I waive my right to privacy with regard to the disclosure of any and all information to any party, organization, business or entity in an effort to collect any debt owed under this agreement.

Change in Name, Address, E-Mail Address, or Phone Number

I am responsible for informing the AU records office of any changes in my name, address, email address, or phone number within thirty (30) days of any such change.

Suspension of Services

I understand and agree that AU may withhold grade reports, transcripts, diplomas and other services if I fail to pay tuition and fees or break any of my promises under this agreement. AU may bar me from registering for any future semesters until my tuition account is current.

Refund Policies

The Virginia State Refund Policy applies to students who drop all courses in a semester, whether through providing notification to the University or ceasing attendance without notification. Students dropping all courses in a semester are considered withdrawn if or refund purposes and are subject to the Return of Title IV Funds Policy. Fees will be refunded according to the refund percentage shown in the tables below. If a student is enrolled in course(s) across the entire semester, the evaluation period for the refund percentage will be the entire 15-week semester. If a student is only enrolled in course(s) in one 7.5-week session during the semester, the evaluation period will be for that session of instructional time. Tuition deposits are non-refundable for students who fail to matriculate in their designated program of study. Refunds are made within thirty (30) calendar days of the date of determination.

The Return of Title IV Funds

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term or session if the student is only attending a session. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five or more days, it will reduce the term length. If the scheduled break is before the student's last day of attendance, it will also reduce the calendar days completed.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or the entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend course(s) in one session during the semester, the evaluation period for the Return of Title IV calculation as described above will include the session begin and end dates for that session of instructional time.

Virginia State Policy

The Virginia state policy applies to students who attend the Argosy University, Washington DC campus located in Arlington, VA. Virginia students who cancel any obligation within three business days of the original commitment will be provided a full refund, less a \$100 administrative (registration) fee. A Virginia student will be considered withdrawn from Argosy University after seven consecutive instructional days after the last day on which the student actually attended the school. Termination may be effected earlier by written notice. In the event that a written notice is submitted, the effective date of termination will be the date the student last attended classes.

Argosy University will earn tuition and fees based on when the student last attended as follows:

- After the first day of classes and before the first 25% of the semester 50% refunded
- Between 25% and 50% of the semester or instructional time 25% refunded
- After 50% of the semester or instructional time 0% refunded

Course Add/Drop Refund Policy

Students dropping a class must provide official notification to the Student Services Department by completing an Add/Drop Form. Students officially dropping all classes in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in the Academic Catalog. Actual tuition amounts will be adjusted according to the tier structure listed in Appendix IV, Schedule of Tuition and Fees. Note: For weekend courses, the official start date may precede the on-campus component. Tuition credits will be applied to the student's account according to the refund schedule below:

15-Week Courses -

If Student Officially Drops a Course

Refund Percentage

- Within the first eight days of the session start date 100%
- After the eighth day of the session start date 0%

7.5-Week Courses

If Student Officially Drops a Course

Refund Percentage

- Within the first eight days of the session start date 100%
- After the eighth day of the session start date 0%

Arbitration

Every student and Argosy University, Washington DC agrees that any dispute or claim between the student and Argosy University (or any company affiliated with Argosy University, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at Argosy University whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or Argosy University's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267. This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do so within twenty (20) days of its receipt of the other party's intent to arbitrate.

Argosy University agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds the relevant jurisdictional threshold Argosy University reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR ARGOSY UNIVERSITY, WASHINGTON DC CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR ARGOSY UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, Argosy University will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with Argosy University.

Non-Discrimination Policy Statement

Argosy University, Washington DC does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. Argosy University, Washington DC will not retaliate against persons bringing forward allegations of harassment or discrimination. The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the non-discrimination policy: Director of Student Services, Argosy University, Washington DC, 1550 Wilson Blvd, Suite 600, Arlington, VA, 22209, 1.703.526.5800.

Student Right To Know

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/ completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the Admissions Department.

Student Consumer Information Act

According to regulations published by the Department of Education, certain information must be made available to all enrolled students and prospective students. This information includes:

- The retention rate of certificate or degree seeking first time, undergraduate students;
- Information about student body diversity;
- The Campus Crime Report.

You may obtain this information from the Admissions Coordinator in the Admissions Office.

Renewal

I understand and agree that this agreement is executed at the time of my initial enrollment at Argosy University and that my enrollment in subsequent semesters shall constitute a renewal of the terms of this Agreement, except for the tuition and fees which may be subject to change.

Acknowledgement

By signing this agreement, I acknowledge that I have read this agreement thoroughly, have received my copy and agree to be bound by it. I agree to abide by the rules and regulations described in the Argosy University Registration Bulletin or Course Schedule each semester, the Academic Catalog, Academic Catalog Addenda, and the Student Handbook. Argosy University may, at its sole option, refuse to accept any modification of this agreement as set forth herein, and specifically disclaims any guarantee or understanding, oral or written, that I will be allowed to modify this agreement at any time. I understand that the refund policy is subject to change in accordance with Federal and State regulations and institutional policies.

Student Signature Date

Parent or Guardian Signature (if student is under 18 years old) Date

Admission’s Representative Signature Date

Accepting School Official (Non-admissions) Signature Date

Argosy University, Washington DC is certified to operate by the State Council of Higher Education for Virginia (James Monroe Building, 101 North 14th Street, Richmond, VA 23219, 1.804.225.2600).