



### **Your Satisfaction Policy**

The university has established a liberal cancellation and refund policy. A student may terminate enrollment at any time by notifying the university (preferably in writing).

Harrison Middleton University  
Address: 1105 East Broadway Road, Tempe, AZ 85282  
Website: [www.hmu.edu](http://www.hmu.edu) / Email: [Registrar@hmu.edu](mailto:Registrar@hmu.edu) / Telephone: 1.877.248.6724 / Facsimile: 1.800.762.1622

If Harrison Middleton University is notified of cancellation within five (5) calendar days after midnight of the day on which the enrollment agreement is accepted (excluding Saturday, Sunday, and Federal or State holidays), an applicant requesting cancellation in whatever manner within this time will be given a refund of all money paid to Harrison Middleton University. This refund will be paid within thirty (30) business days of the notification.

From five (5) calendar days after midnight on the day on which the enrollment agreement is accepted and until the time the university receives the first completed lesson assignment from the student, upon cancellation, the university is entitled to a registration fee of \$75.00 or 20% of tuition, whichever amount is higher, not to exceed \$200.00.

After the university receives the first completed lesson assignment and until the student completes half of the course, if the student requests cancellation, the school shall be entitled to the registration fee and charge which shall not exceed the following:

- a) Up to and including completion of the first 10% of the course, 10% of the tuition after deducting the registration fee.
- b) After completing more than 10% of the course and up to and including completion of 25% of the course, 25% of the tuition after deducting the registration fee.
- c) After completing more than 25% of the course and up to and including completion of 50% of the course, 50% of the tuition after deducting the registration fee.
- d) If the student completes more than half of the course, the university shall be entitled to retain the total course tuition.

The total course price is based on a per credit hour basis. Any courses in the program which have not been started will be entitled to a full refund. The amount per credit hour, on a program enrollment, is a pro-rata calculation of the total program cost divided by the number of credits in the program.

### **Term of Agreement**

The term of this agreement is twenty-four (24) weeks from the date of the contract acceptance as indicated by the institutional signature and date. After the twenty-four (24) week period expires, no refund of tuition or fees will be issued.

### **Federal Trade Commission Cancellation Notice**

The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in any manner (preferably in writing) to the Registrar and mailed/delivered to the institution at the address stated herein within five (5) business days after the date of signature.

### **Transfer of Credits**

The acceptance of transfer credits between institutions lies within the discretion of the receiving college or university. Credits earned at Harrison Middleton University may or may not be accepted by another institution depending upon its own programs, policies, and regulations. Any student relying on Harrison Middleton University credit for transfer to or enrollment in another institution is urged to check with that institution prior to enrollment at Harrison Middleton University.

### **Job Placement Disclaimer**

Harrison Middleton University does not guarantee job placement, advancement, or continued employment to graduates upon program/course completion or upon graduation. The university does not provide any occupational assistance.

### **Grievance Procedure**

If a student feels that he or she has been treated unfairly or unjustly by an employee, tutor, mentor, or portfolio evaluator with regard to an academic process such as grading, testing, or assignments the student must submit a written statement of the grievance to the Director of Education. The Director of Education is the final authority on all academic matters. If a student has a grievance on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran's status, any other basis prohibited by applicable federal, state, or local laws or any other matter, the student should contact the Director of Education. The student's grievance will be assessed within 30 days. If the complaint cannot be resolved after exhausting the Institute's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260 Phoenix, AZ 85007 Phone: 602.542.5709 Website: [www.azppse.gov](http://www.azppse.gov). Students may also file a grievance or complaint with the Distance Education Accrediting Commission (DEAC) through their Online Complaint System. The Online Complaint System enables individuals to file a complaint directly from the DEAC website: [www.deac.org/Student-Center/Complaint-Process.aspx](http://www.deac.org/Student-Center/Complaint-Process.aspx). The Distance Education Accrediting Commission address is: 1101 17<sup>th</sup> Street, N.W., Suite 808, Washington, D.C. 20036, Phone: 202.234.5100 Website: [www.deac.org](http://www.deac.org).

### **Holder in Due Course Statement**

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76.)

### **Honor Code**

I affirm that I have read and do pledge to abide by the Honor Code and all other rules and regulations of Harrison Middleton University as set forth in the current university catalog. I commit to satisfactorily completing all coursework within the required sixteen week (maximum) per course time frame. This includes actively pursuing my studies and regularly submitting coursework.

### **Contract Acceptance**

My signature or typed name below signifies that I have read and understand all aspects of this agreement, that this agreement is based on the 2017 university catalog, that I have received a copy of the 2017 university catalog, and do recognize my legal responsibilities in regard to this contract. I understand that by electronically typing my name in this document it is considered to be the same legally-binding effect as signing my signature using pen and paper.

\_\_\_\_\_  
Applicant (Student) Signature or Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Signature of the University

\_\_\_\_\_  
Date