



Office of the Registrar  
1539 E. Howard Street  
Pasadena, CA 91104-2698  
Tel: 626.398.2273  
[www.wciu.edu](http://www.wciu.edu)

MASTER OF ARTS IN INTERNATIONAL DEVELOPMENT  
COURSE REGISTRATION AGREEMENT

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**Mission:** *WCIU provides innovative, distance education programs to equip professionals serving with agencies, development organizations and educational institutions as they address the multi-faceted challenges of societies around the globe.*

STUDENT INFORMATION

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Student Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

COURSE REGISTRATION INFORMATION

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Course: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Tuition (\$200 x credit hours) \$ \_\_\_\_\_  
Course: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Tuition (\$200 x credit hours) \$ \_\_\_\_\_

Tuition: \$200 per semester credit hour.

Should circumstances prevent students from completing all required coursework before the end of the course, students may request a six-week extension. Instructors have discretion in the granting of extensions under mitigating circumstances.

PAYMENT INFORMATION

Full Payment (Check one of the following)      No-Interest Payment Plan (Check if appropriate) \_\_\_\_  
    \_\_\_ Check or Money Order                              \$10 Payment Plan set-up fee (per term)  
    \_\_\_ Credit Card  
    \_\_\_ Wire Transfer

**STUDENTS RIGHT TO CANCEL**

**Cancellation Policy:** Students have the right to cancel and obtain a refund of all monies paid (excluding the Application Fee which is non-refundable) within the first seven days following acceptance of the completed enrollment agreement or before the first lesson and materials are received (whichever is later). Students may cancel in any manner; however, in writing is preferred. Cancellation is effective on the date the University is notified by students of their intent to cancel. Students may contact the University by email at registrar@wciu.edu or by telephone at 626.398.2273.

**Refund Policy:** Students may find it necessary to withdraw from their program of study. Students may notify the University of their desire to withdraw in any manner; however, in writing is preferred. Students withdrawing from a course receive a refund based on the following refund schedule for all twelve-week (3 month) course lengths.

<b>Week</b>	<b>Refund Amount Excluding Non-Refundable Fees</b>
1 <sup>st</sup> Week	80%
2 <sup>nd</sup> Week	70%
3 <sup>rd</sup> Week	60%
4 <sup>th</sup> Week	50%
5 <sup>th</sup> Week	40%
6 <sup>th</sup> Week	30%
7 <sup>th</sup> Week	20%
8 <sup>th</sup> Week	10%
9 <sup>th</sup> Week and all subsequent weeks	0%

**Sample Refund Calculation:** If a student withdraws during the third week, the student will receive a refund of \$270. (Tuition of \$400 plus Online Library Fee of \$50 equals \$450. Sixty percent of \$450 is \$270.)

**Refund Payments:** WCIU processes all refund payments within 30 days following students' notice of cancellation or withdrawal in any manner; however, in writing is preferred.

I certify that I have read, understood, and agreed to all terms and conditions as outlined on this enrollment agreement and in the current year catalog including the cancellation and refund policies.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Signature

\_\_\_\_\_  
Date

*Students have access to the fully executed agreement in Populi within 10 days of receipt by the Registrar's Office.*