



Office of the Registrar
1605 E. Elizabeth Street
Pasadena, CA 91104
Tel: 626.398.2222
www.wciu.edu

Mission: WCIU provides innovative distance education programs to enhance the effectiveness of scholar practitioners as they serve with others to develop transformational solutions to the roots of human problems around the world.

MASTER OF ARTS IN DEVELOPMENT STUDIES (36 CREDIT HOURS)
PROGRAM ENROLLMENT AGREEMENT

This document is a contractual agreement.

General Program Description: WCIU offers distance education programs that provide asynchronous instruction at the graduate level. Students generally have access to the course materials at least one week before the beginning of the course. WCIU agrees to provide quality distance education as disclosed in the current catalog and within this enrollment agreement unless students cancel or withdraw from the program.

STUDENT INFORMATION

Student Full Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Students' Rights, Responsibilities, and Obligations: WCIU publishes all policies, rights, responsibilities, and obligations of students in the current catalog available on the website or by request. Students are encouraged to read through the catalog prior to submitting a completed enrollment agreement. Students are expected to demonstrate academic integrity and comply with all codes of conduct and ethics as published in the catalog.

Enrollment Agreement Termination Date: Students have a maximum of six years to complete the Master of Arts in Development Studies degree program.

ENROLLMENT AGREEMENT DATE: _____ ENROLLMENT AGREEMENT
TERMINATION DATE: _____

PROGRAM START DATE: _____ SCHEDULED COMPLETION DATE: _____
(Same as the time period covered by the enrollment agreement)

TERMS AND CONDITIONS

Tuition and Fees: By completing this enrollment agreement, students indicate they understand and agree to paying all tuition and fees required for enrollment into the Master of Arts in Development Studies (36 semester credit hours).

- Tuition: \$16,200 (\$450.00 per semester credit hour)
- Online Library Fee: \$600 (\$50 per term)
- Estimated Total Textbook Costs: \$480-\$960 (plus shipping costs)
- Graduation Fee: \$50 (diploma and official transcript)
- Optional Payment Plan Set-Up Fee (non-refundable) \$10 per term
- Student Tuition Recovery Fund (non-refundable) \$0.00 per \$1000.00
- Estimated Total Program Costs: \$17,330-\$17,810

Tuition remains fixed for a given academic year, but may change from one academic year to the next. Students are notified in advance if the tuition amount changes.

Discounts/Scholarships: WCIU, at its own discretion, may offer discounts and scholarships to qualified students. The estimated total program cost does not reflect potential discounts or scholarships. Potential discounts include the global tiered tuition discount (see table below). The tiers are based on the United Nations Human Development Scale which ranks each country’s development on a scale of Very High, High, Medium and Low. The tuition discount is determined by where the student is living at the time of their application to attend WCIU. For more information please visit the WCIU website at www.wciu.edu/tiered-tuition/#country-index-list

Global Tiered Tuition Discount

Tier	Human Development Scale	Tuition	Tuition Discount
1	Very High	\$ 450 per credit	\$00.00 per credit
2	High	\$ 360 per credit	\$90.00 per credit
3	Medium	\$ 270 per credit	\$180.00 per credit
4	Low	\$ 180 per credit	\$270.00 per credit

Other discounts include:

- Frontier Ventures Discount: 50% Tuition Discount for members of Frontier Ventures.
- WCIU Partnership Discount: 10% Tuition Discount for members of WCIU Partner Organizations.
- Foundations Course Tuition Discount: 50% Tuition Discount on the introductory course for alumni of the Perspectives on the World Christian Movement course, development workers and members of development agencies.

Student Tuition Recovery Fee Fund: 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.

PAYMENT INFORMATION:

WCIU accepts Check, Money Order, Credit Card, or Wire Transfers for tuition payments.

Full Payment (options)

No-Interest Payment Plan

Check or Money Order
Credit Card
Wire Transfer

\$10 Payment Plan Fee (per term)

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (CEC94911f)

STUDENTS RIGHT TO CANCEL

Cancellation and Withdrawal Policy: Students have 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. A notice of cancellation shall be in writing. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Cancellation is effective on the date the University is notified by students of their intent to cancel. Students may contact the University Registrar by email at registrar@wciu.edu or by telephone at 626.398.2222.

Refund Policy: WCIU will refund 100% of the amount paid for institutional charges, less the non-refundable application fee of \$50, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students who have completed 60 percent or less of the period of attendance shall receive a pro rata refund based on number of weeks attended prior to withdrawal.

WCIU Refund Table

Period of Attendance	Refund Percentage
Less than 1 Week	100%
More than 1 Week	95%
More than 2 Weeks	85%
More than 3 Weeks	80%
More than 4 Weeks	70%
More than 5 Weeks	65%
More than 6 Weeks	60%
More than 7 Weeks	50%
More than 8 Weeks	45%
More than 9 Weeks	0% (no refunds after completion of 60% of the course)

Standard term is 14 weeks.
Standard school week is Monday through Saturday.

Sample Refund Calculation: If a student who is taking one course contacts the University (in any manner) and requests to withdraw during the 5th week of the term, the student will receive a refund of \$980.00.

- Refund Percentage: 70%
- Tuition & Fees: \$1,400 (tuition of \$1,350 plus online library fee of \$50)
- Refund: $\$1,400 \times 70\% = \980.00

Refund Payments: WCIU processes all refund payments within 30 days following students' notice of cancellation or withdrawal. Any credit balance on the student's account after the student's completion of the program will be refunded within 45 days.

Unpaid Balances: Students with an overdue unpaid balance are not able to register for additional courses. In addition, students with a balance due (except in the case of bankruptcy) may not receive an official transcript or diploma. Students with an unpaid balance are sent payment reminders and requests for payment. Students are not referred to a collection agency.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at William Carey International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master degree, you earn in Master of Arts in Development Studies is also at the complete discretion of the institution to which you may seek to transfer. If the 36 credits 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 William Carey International University to determine if your 36 credits will transfer.

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 North Market, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 574-8900. Fax: (916) 263-1897. www.BPPE.ca.gov

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 web site www.BPPE.ca.gov.

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.

Student's initials: _____

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.

I understand that the enrollment agreement is legally binding when signed by the student and accepted by the institution. 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. I understand that electronically typing my name in this document is considered to have the same legally-binding effect as signing my signature using a pen and paper.

Student's Signature (Full Name)

Date

Institution Signature

Date

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,400 PER COURSE.
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$17,330-
\$17,810.

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$0.00
COURSE TUITION AND FEES ARE DUE AT THE TIME OF COURSE REGISTRATION.

A copy of the accepted enrollment agreement is made available to the student within 10 days of acceptance. The student may subsequently register for courses.

Rev. 08.14.2020