

**International Theological Seminary**  
**540 East Vine Avenue, West Covina, CA. 91790**  
**www.itsla.edu**

**ENROLLMENT AGREEMENT**

**Student name** \_\_\_\_\_ **Date (mm/dd/yyyy)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone (h)** \_\_\_\_\_ **(c)** \_\_\_\_\_ **Email** \_\_\_\_\_

I am hereby enrolling in the following academic program at International Theological Seminary (ITS), located at, 540 East Vine Avenue, West Covina, CA. 91790, where the instruction will take place, and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

**I. PROGRAM INFORMATION**

**Program Title:** \_\_\_\_\_

**Total Units required for completion** \_\_\_\_\_

**Degree Start Date (Month/Year)** \_\_\_\_\_

**Degree Completion Date (Month/Year)** \_\_\_\_\_

**II. Tuition and Fees**

Description	Fee	Total
(1) Tuition Master of Arts in Theological Studies	\$250 per unit (total 82 units)	\$20,500
Master of Divinity	\$250 per unit (total 126 units)	\$31,500
Master in Theology	\$280 per unit (total 39 units, Thesis Route)	\$10,920
Doctor of Ministry	\$280 per unit (total 41 units, Research Paper Route)	\$11,480
Doctor of Intercultural Studies	\$350 per unit (55 units)	\$19,250
	\$350 per unit (40 units)	\$14,000

Application Fee (non-refundable)	\$50.00 (MA & MDiv) one time \$100.00 (ThM & DMin) one time
(2) Registration Fee (non-refundable)	\$80 per quarter
(3) Equipment	N/A
(4) Lab supplies or kits	N/A
(5) Learning Resource Fee	\$10 per quarter
(6) Uniforms or other special protective clothing	N/A
(7) Tutoring	No charge
(8) Assessment fee for transfer of credit	No charge

(9) Fees to transfer credit	No Charge
(10) Student Tuition Recovery Fund; STRF Fee	No charge
Dissertation Continuation	\$500.00
Late Registration Fee	\$100.00
Audit Fee	\$100.00 per course
Deferred Payment Plan Fee	\$25.00
Student ID Card: Original Issuance Replacement	Free \$10.00

Graduation Fee	\$100.00 (MA & MDiv) \$150.00 (ThM & DMin)
Official Transcript	\$20.00
Gown/Hood/Cap/Tassel Deposit (\$350 refundable) Cleaning Fee (\$20 non-refundable)	\$350.00
I-20 Form: Original Issuance Each Subsequent Issuance Each Endorsement	Free \$30.00 \$15.00

Tuition (refundable): M.A. & M.Div. (\$250 per unit) \$ \_\_\_\_\_  
Th.M. (\$280 per unit) \$ \_\_\_\_\_  
D.Min & DICS. (\$350 per unit) \$ \_\_\_\_\_

Less: Grant \_\_\_\_\_ % (applied to tuition only) (\$ \_\_\_\_\_)  
Registration fee per quarter (non-refundable) \$ \_\_\_\_\_  
Course Materials (non-refundable) \$ \_\_\_\_\_  
Audit Fee (non-refundable) \$ \_\_\_\_\_  
Student Tuition Recovery Fund per quarter (non-refundable) \$ \_\_\_\_\_  
Others \_\_\_\_\_ \$ \_\_\_\_\_

A. **TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE** \$ \_\_\_\_\_

B. **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

\$ \_\_\_\_\_

C. **TOTAL CHARGES DUE UPON ENROLLMENT**

\$ \_\_\_\_\_

### **III. CHANGES IN FEE SCHEDULE**

Tuition and fee charges are subject to change at the school's discretion. The student will be notified prior to any tuition changes.

### **IV. PAYMENT PLAN OPTIONS AND POLICY**

Tuition and Registration fees for each semester must be paid in full prior to the first class session, unless the student has received approval from the VP for Operations and Finance to pay using the payment plan option. If the student is unable to pay the full amount of tuition at the beginning of the semester, he or she is expected to pay in installments. The student can pay the tuition in up to three installments. The student will pay \$25 for handling fee. The due dates of each installment are:

First Installment: the Day of Registration

Second Installment: 1<sup>st</sup> day of the following month

Third Installment: 1<sup>st</sup> day of the next month

Grants from ITS ranging from 25% to 50% of tuition will be automatically applied during assessment of fees.

### **V. STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel this 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 student may withdraw or cancel his/her enrollment agreement by mail or in person with a written request, permanently or for a quarter. The Intent to Withdraw or Cancel Letter must be addressed to the VP for Academic Affairs, 540 E. Vine Ave, West Covina. CA91790. If the student has I-20 provided by ITS, he/she must present an admission letter from another institution; or he/she must present an immigration paper showing change of status. Students with F-1 status will be transferred upon the receipt of a copy of admission letter from another institution. Paper work will be forwarded to the Registrar to process refund of tuition fee. For non F-1 students, he/she must proceed to the Registrar to process refunds on tuition.

### **VI. CANCELLATION OF CLASSES**

If the seminary cancels or discontinues a class, the seminary will make full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. A student has the right to withdraw from school at any time and receive a refund for that part of the course not taken, for which the student paid.

### **VI. REFUND POLICY**

In addition, the student may cancel, withdraw, or drop a course after instruction has started and receive a pro rata refund for the unused portion of the tuition, if the student has completed 60% or less of the instruction.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The formula for refund calculation is as follows:

If a student paid \$920 tuition and withdraws after completing 10 hours of a 40-hour course, his refund would be:

$\$920 \div 40 \text{ hours} = \$25.00$  (hourly rate for instruction)

$\$25.00 \times 10 \text{ hours} = \$250.00$  Partial tuition owed

Tuition paid: \$920 minus Partial tuition owed: \$230 = Refund Amount: \$690.00

## **VII. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INTERNATIONAL THEOLOGICAL SEMINARY**

**The transferability of credits a student earns at the International Theological Seminary (ITS) is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree, diploma, or certificate you earn at ITS is also at the complete discretion of the institution to which he/she may seek to transfer. If the credits or degree, diploma, or certificate that a student earns at this institution are not accepted at the institution to which he/she seeks to transfer, he/she may be required to repeat some or all of the coursework at that institution. For this reason the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending ITS to determine if the credits or degree, diploma, or certificate will transfer.**

## **VIII. STUDENT TUITION RECOVERY FUND**

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the

student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## **IX LOAN AGREEMENT**

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.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370 -7589 or by fax (916) 263-1897.**

**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](http://www.bppe.ca.gov).**

### NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSE THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

**Student Agreement:**

Student name: (Print) \_\_\_\_\_ Date \_\_\_\_\_

Program Title: \_\_\_\_\_

This agreement contains the complete understanding between ITS and you regarding the Seminary providing educational services in exchange for your payment of fees and tuition. Please initial each line.

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, prior to signing this agreement.

Initial

\_\_\_\_\_ I certify that I have received the current school catalog and School Performance Fact Sheet with information regarding completion rates, placement rates, license examination passage rates, and salary or wage, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

\_\_\_\_\_ I understand that my failure to comply with all Seminary policies, including attendance, academic and financial requirements, will result in termination of my enrollment AND dismissal from ITS.

\_\_\_\_\_ I understand that I will receive official transcripts and/or a degree, only if I have met all the required academic standards and requirements and have paid my financial obligations to ITS in full.

\_\_\_\_\_ For F-1 students: I understand that I will receive official transcripts only if I have fulfilled my Pledge to Return.

\_\_\_\_\_ I understand that a degree or diploma cannot be conferred until all academic obligations have been completed or otherwise cleared with the Registrar and all financial obligations have been completed or otherwise cleared by the institution.

\_\_\_\_\_ I have read and understood this agreement and the refund policy in the ITS catalog before signing. Further, I understand that my tuition does not include books and materials.

\_\_\_\_\_ I understand that ITS does not guarantee employment of any kind once my degree or certificate has been conferred.

\_\_\_\_\_ I understand that this school does not participate in State or Federal Assistance programs.

**I also understand that this enrollment agreement is a legally binding contract when signed by the student and accepted by the school. 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 and have been clearly explained to me.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

ACKNOWLEDGED AND ACCEPTED:

\_\_\_\_\_  
Signature & Title of Institution Official

\_\_\_\_\_  
Date