



University of the People Enrollment Agreement

02/2016

225 S. Lake Ave. Suite 300, Pasadena, CA 91101, USA | +1.626.264.8880

www.uopeople.edu | student.services@uopeople.edu

Our State Approval

University of the People ("University" or "UoPeople") is a private institution approved to operate by the Bureau for Private Postsecondary Education (the "Bureau" or "BPPE"). Any questions concerning this enrollment agreement not satisfactorily answered by the Enrollment Agreement may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

A. Basic Enrollment Information:

Student Name: _____

Applicant ID: _____

Address: _____

City: _____

State/Province: _____

Zip: _____

Country: _____

Phone Number: _____

Email: _____

Start Date: _____

This Enrollment Agreement ("Agreement") is for the following Program of Undergraduate study: _____

Required number of credits: _____

Required number of courses: _____



B. Student Status & Definitions:

In this Enrollment Agreement ("Agreement"), "Degree Program" refers to the undergraduate program of study elected by the student. The Degree Program does not include any credit earned in the English Composition 1 course. Only students who are admitted as a Degree Seeking Student ("DSS") may study toward their selected Degree Program.

Students admitted to take the English Composition 1 course are required to complete this course to demonstrate and improve their English language skills as a prerequisite for commencing studies in the UoPeople Foundations courses. The English Composition 1 course is not part of any undergraduate degree program of study and any credit earned from this course will not be counted toward the Degree Program requirements. A student who successfully completes the English Composition 1 course will be admitted to the UoPeople Foundations courses. A student who does not successfully complete his or her required English Composition 1 course as determined by the University will not be admitted to the UoPeople Foundations courses; in such case, his or her enrollment will terminate and this Agreement will cease to apply.

Students admitted to the UoPeople Foundations are required to complete the UoPeople Foundations courses as a prerequisite for commencing a Degree Program. Credit earned in the UoPeople Foundations courses will be counted toward the Degree Program requirements. A student who successfully completes the UoPeople Foundations courses and meets all other admission requirements to begin studying as a Degree Seeking Student will be admitted to their desired Degree Program. Under such circumstances, the requirements of this Agreement will continue to apply. A student who does not successfully complete the UoPeople Foundations courses as determined by the University will not be admitted to the University as a Degree Seeking Student; in such case, his or her enrollment will terminate and this Agreement will cease to apply.

For purposes of this Agreement, the term "Student" shall include students enrolled in any course in the University. Unless otherwise indicated, all the requirements and obligations which apply to a Student shall apply to a student enrolled in the English Composition 1 course (where relevant), a student enrolled in the UoPeople Foundations courses, and a Degree Seeking Student.

C. Processing Fees and Charges:

- (a) **All processing fees outlined in this Agreement are in US Dollars.**
- (b) **Students are required to pay both the Application Processing Fee and Examination (Exam) Processing Fees.**
- (c) **Students required to complete the English Composition 1 course are required to pay the Application Processing Fee and an Exam Processing Fee for each of their courses. If students continue into the UoPeople Foundations courses, students must pay all Exam Processing Fees for the UoPeople Foundations courses, and, if they continue into a Degree Program, all Exam Processing Fees for courses in their Degree Program..**
- (d) **Students admitted to the UoPeople Foundations courses are required to pay the Application Processing Fee (if they have not done so already) and an Exam Processing Fee for each of their courses. If students continue into their desired Degree Program, the students must pay all Exam Processing Fees for their Degree Program.**

University of the People, a California not-for-profit organization, does not charge any tuition to students enrolled for the current term, but reserves the right to charge tuition to students for future terms. Following are charges for Tuition and Fees for the current academic year.

Application Processing Fee:	\$50 per applicant, as a one-time fee (nonrefundable)
Exam Processing Fee:	\$100 per student per exam (nonrefundable)
Tuition:	There are currently no tuition charges to the student.

Total fees for each Degree Program * are as follows:

A.S. Degree: \$2050 (\$100 x 20 courses + \$50)

B.S. Degree: \$4050 (\$100 x 40 courses + \$50)



*The above fees include the minimum fees required in order to complete the undergraduate Degree Program, including the UoPeople Foundations courses fees. Degree Program refers to the undergraduate program of study that a student elects to pursue and for which the student has been admitted, including the minimum required courses taken in the UoPeople Foundations. Degree Program fees do not include any fees pertaining to the English Composition 1 (ENGL 0101) course. After successfully completing the English Composition 1 course, the student may proceed to study in the UoPeople Foundations courses. Once becoming a student in the UoPeople Foundations courses, the above Degree Program fees shall apply.

The above estimated fees are based on the successful completion of all courses (assuming a single-sitting for each course). Students who are required to repeat courses, or are required to take the English Composition 1 course, according to the Admissions Policy and University Catalog, will incur an additional Exam Processing Fee for each additional course taken.

The University reserves the right to change the cost of the Application Processing Fee and the Exam Processing Fees. The amount of the Exam Processing Fee will be reviewed annually, and any change to the fee amount will be effective as of September 1. Students will be notified of any change in fees no later than June 1.

(i) **Application Processing Fee - University Grant:**

The Application Processing Fee must be submitted by an applicant along with his or her application for enrollment.

University Grants for the Application Processing Fee might be available to applicants based on their need, as declared by the applicant and determined by UoPeople.

(ii) **Exam Processing Fees**

Students are required to pay an Exam Processing Fee of \$100 for each course.

The Exam Processing Fee for each course must be paid by the conclusion of the final exam period each term.

If a student takes the final exam and the Exam Processing Fee is not paid by the end of term, a financial hold will be placed on the student's file. In this event, the student will not be permitted to register or continue taking courses until all outstanding payments are made and the hold removed. Students are encouraged to plan, anticipate, and budget for all Exam Processing Fee payments to avoid interruption of their academic schedule.

The Exam Processing Fee is not refundable for students who take the exam. Students who drop or withdraw from a course within the required deadline are not required to pay the Exam Processing Fee. In addition, students who paid an Exam Processing Fee but did not take the exam will be awarded a refund upon request; the request must be made in writing to payments@uopeople.edu, within 30 days of the end of the Exam Period.

NOTICE CONCERNING CALIFORNIA STUDENT TUITION RECOVERY FUND – You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if the following applies to you:

1. You are a California resident (or enrolled in a residency program) and at least part of your tuition has been prepaid by either cash, guaranteed student loans, or personal loans; and
2. Total charges on your behalf have not been paid by any third-payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident or you are not enrolled in a residency program; or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.



Although UoPeople is tuition-free, the fee is calculated based on “institutional charges” and thus applies to Exam Processing Fees.

Note that the first Exam Processing Fee for students residing in California remains \$100. A portion of that \$100 fee will be counted toward the Student Tuition Recovery Fund and is not refundable.

(iii) **Total Estimated Fees**

Total estimated fees* are based on the current Tuition and Fee schedule set out above and include the minimum fees required in order to complete the Degree Program, including the UoPeople Foundations courses fees. Degree Program refers to the undergraduate program of study that a student elects to pursue and for which the student has been admitted, including the minimum required courses taken in the UoPeople Foundations. Total estimated fees* for a Degree Program of study are listed below. All textbooks, reading and other study materials are provided at no cost by the University.



Total Estimated Fees *					
Application Processing Fee (one time)	Exam Processing Fee (per course)	Number of A.S. Courses	Number of B.S. Courses	Total A.S. Fees	Total B.S. Fees
\$50	\$100	20	40	\$2,050	\$4,050

*The above estimated fees are based on successful (one-time) completion of all courses. Students who are required to repeat courses will incur an additional Exam Processing Fee for each additional course taken.

(iii) Payment Terms and Financial Arrangements

All fees remain the responsibility of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University. Deadlines for payment of fees are set out in sections C (i) and C (ii) above.

D. False statements, Misrepresentation, Fraud

The University reserves the right to deny admission or take any other disciplinary action, including termination of an applicant's enrollment, if an applicant makes any false or misleading statements, or encourages another applicant to make false or misleading statements including with respect to the obtaining of a University Grant, regardless of whether such grant is awarded.

E. Charges/Fees

TOTAL ESTIMATED CHARGES FOR THE CURRENT TERM:

A.S DEGREE/B.S. DEGREE: \$250 (\$100 Exam Processing Fee x 2 courses – the recommended full-time term load + \$50 Application Processing Fee, not accounting for any University Grant, if applicable, and paid prior to enrollment).

TOTAL ESTIMATED CHARGES, NOT ACCOUNTING FOR ANY UNIVERSITY GRANT (IF APPLICABLE) FOR THE ENTIRE EDUCATIONAL DEGREE PROGRAM:

APPLICATION PROCESSING FEE: \$50

EXAM PROCESSING FEES: A.S. DEGREE: \$2,000 (\$100 X 20 COURSES), B.S. DEGREE: \$4,000 (\$100 X 40 COURSES)

TOTAL FEES UPON ENROLLMENT: \$0

TOTAL: A.S. DEGREE: \$2,050; B.S. DEGREE: \$4,050

F. Mandatory Disclosures and Signatures:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UNIVERSITY OF THE PEOPLE - The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you seek to transfer. Acceptance of the credits you earn in the UoPeople Foundations courses is also at the complete discretion of the institution to which you seek to transfer. Acceptance of the degree you earn in either the Computer Science or Business Administration Degree Program is also at the complete discretion of the institution to which you seek to transfer. If the courses or degree 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 meets your educational goals. This may include contacting an institution to which you seek to transfer after attending University of the People to determine that your courses and/or degree transfers according to your expectations.

NOTICE CONCERNING UNIVERSITY OF THE PEOPLE POLICIES AND PERFORMANCE DATA - 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. The School Performance Fact Sheet is provided to you as part of your online application.

I certify that I have received the University Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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.

Signature: _____

I UNDERSTAND THAT THIS ENROLLMENT AGREEMENT BECOMES LEGALLY BINDING WHEN SIGNED BY ME AND ACCEPTED BY THE INSTITUTION.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund polices have been clearly explained to me.

Name: _____ Signature: _____ Today's Date: _____



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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, W. Sacramento, CA 95798-0818, www.bppe.ca.gov, Phone: (916) 431-6959, Toll Free: 1 (888) 370-7589, Fax Number: (916) 263-1897.

For School Use Only – Do Not Fill In

I certify that University of the People has met the disclosure requirements of the California Postsecondary Education Act of 2009 and that this Enrollment Agreement is accepted.

Signature: _____

Date of signing: _____

Name: _____ Title of School Official Position: _____

**THE FOLLOWING TERMS AND CONDITIONS ARE
A PART OF THIS AGREEMENT**

F. Terms and Conditions:

1. General. This Agreement is a **legally binding agreement when signed by the student and accepted by the University**. By signing this Agreement, students acknowledge that they have been given reasonable time to read and understand it and that they have been given: (a) a written statement of the refund policy including examples of how it applies; and (b) a University Catalog and/or a link to a University Catalog including a description of the course or educational service including all material facts concerning the University and the Program or course of instruction which are likely to affect their decision to enroll.

2. Progress. A student must successfully complete his or her required courses as determined by the University in the UoPeople Foundations courses in order to be admitted to the Degree Program. The School reserves the right to terminate a student's enrollment if a student does not meet the requirements, or fails to meet Satisfactory Academic Progress as described in the University Catalog.

Students taking the English Composition 1 (ENGL 0101) course are required to successfully complete the ENGL 101 course in order to continue studies in the UoPeople Foundations courses. All students are required to successfully complete studies in the UoPeople Foundations courses in order to be admitted to the University as a Degree Seeking Student. A minimum passing grade may be prescribed by the University. The School reserves the right to terminate a student's enrollment if a student does not meet the prescribed requirements to progress to his or her desired Degree Program.

A Degree will be granted to a student who successfully completes each course in their academic Degree Program.

3. STUDENT'S RIGHT TO CANCEL. A student has the right to cancel this Agreement in any manner and at any time. Cancellation is effective five (5) days after the University receives notification of a student's cancellation. During this time, you may notify the University that you no longer wish to cancel this Agreement.

Notice of Cancellation is effective if it shows that the student no longer wishes to be bound by this Agreement or to continue their attendance at the University. If the student cancels this Agreement, the student shall not be liable to the University and the University shall refund any money paid through attendance at the first class session or the seventh



day after enrollment, whichever is later, excepting any non-refundable fees.

4. Refund Information. Students have the right to withdraw from a course of instruction at any time. The Application Processing Fee and the Student Tuition Recovery Fund fee paid by residents of California are nonrefundable. The Exam Processing Fee is only refundable in instances where the student has not taken the exam. The University will not refund Exam Processing Fees paid for exams that have been taken. If a student has not taken an exam for which the student paid an Exam Processing Fee, the student will be awarded a refund upon request, provided this request is made in writing to payments@uopeople.edu within thirty (30) days of the end of the Exam period.

AS UNIVERSITY OF THE PEOPLE CURRENTLY DOES NOT CHARGE TUITION FOR PROGRAMS, THERE ARE CURRENTLY NO TUITION REFUNDS AVAILABLE TO STUDENTS.

5. Loans: If a student obtains a loan to pay for their fees, that student has full responsibility for repaying the full amount of the loan plus interest, less the amount of any refund. If a student receives federal student financial aid funds, they are entitled to a refund of amounts not paid from federal student financial aid program funds.

If a 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:

- (a) 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 student is entitled, to reduce the balance owed on the loan.
- (b) 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.

6. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California only. Any unresolved dispute which is related to this Agreement and has not been amicably resolved shall be brought before a court of competent jurisdiction in the State of California, which will have sole jurisdiction in this regard.

7. Termination Date: This Agreement will terminate as follows: _

A.S Degree: Five (5) years from the date studies commence.

B.S Degree: Ten (10) years from the date studies commence.

Students must have completed the Degree Program of study prior to the Termination Date. Failure to do so will result in termination of a student's enrollment.

Extensions to the time to complete a degree will be considered on a case-by-case basis, upon proof of extenuating circumstances, and will be reviewed on a case-by-case basis. There are no special charges or fees associated with making a request for a special review or for extending enrollment.

Reinstatement is a procedure that allows former students the opportunity to return to the University:

- UoPeople students who have been suspended from the University of the People for disciplinary reasons for five (5) or fewer terms must apply for reinstatement and return to their studies in the term immediately following the end of the suspension period.
- UoPeople students who have formally withdrawn from the University and have been away for more than five (5) but fewer than fifteen (15) consecutive terms, may apply for reinstatement.
- Students applying for Reinstatement are required to be in good standing. However, the Student Affairs Committee will review reinstatement requests for students with a cumulative GPA below a 2.00.
- Further information on reinstatement procedures is contained in the University Catalog.



G. University Obligations

To ensure the integrity and academic excellence of the University, and to ensure that students derive maximum benefit from their program of studies at the University, the University is obliged to:

- (a) implement its mission and institutional goals;
- (b) deliver up-to-date and high-quality academic programs and instructional materials, and ensure that academic standards are maintained;
- (c) provide a comprehensive curriculum and courses to enable students to earn sufficient credits toward their degree program;
- (d) provide student services, academic advising and ancillary support services to help students complete their studies successfully;
- (e) maintain its technological systems to enable students to access their courses, records, forms and University information;
- (f) evaluate and improve its programs, courses and services;
- (g) provide accurate and truthful information regarding its programs and services;
- (h) uphold all University policies and procedures and apply these fairly;
- (i) maintain and protect student records and privacy;
- (j) ensure the engagement of competent and qualified University directors, officials, faculty and employees; and
- (k) manage the University's affairs ethically, financially, responsibly and in full compliance with the law.

H. Student Obligations

To ensure the integrity and academic excellence of the university and to ensure that each student derives maximum benefit from his or her Program of studies at the University, students are obliged to:

- (a) read and comply with the Code of Conduct (set out in the [University Catalog](#)) and other provisions of the University Catalog (including those in relation to the matters restated here);
- (b) comply with all other University policies, requirements and procedures;
- (c) conduct coursework with integrity, including submitting their own original work;
- (d) conduct themselves in a professional manner, treat all other students, faculty, volunteers and administrators with respect and refrain from any behavior which may be deemed to be offensive, discriminatory, threatening, bullying or deliberate embarrassment or harassment of others;
- (e) refrain from engaging in deceptive, dishonest or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior;
- (f) comply with the instructions in the course syllabus and the reasonable directions of instructors;



- (g) participate actively in class, course and discussion forums;
- (h) submit assignments and coursework on time and as required;
- (i) fulfill peer assessor responsibilities fairly, non-competitively and professionally;
- (j) maintain Satisfactory Academic Progress as described in the University Catalog; and
- (k) meet all financial obligations to the University.

i. Student Tuition Recovery Fund

THE FOLLOWING INFORMATION REGARDING THE STUDENT TUITION RECOVERY FUND IS DISCLOSED TO STUDENTS IN ACCORDANCE WITH THE CALIFORNIA PRIVATE POSTSECONDARY EDUCATION ACT (THE “ACT”) - The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents (or are enrolled in residency programs), attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within thirty (30) days before the school closed or, if the material failure began earlier than thirty (30) days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

To be eligible for STRF, the student must be a California resident and reside in California at the time this Agreement is signed or when the student receives lessons at a California mailing address from an approved institution offering correspondence instruction. A student who is temporarily residing in California for the sole purpose of pursuing an education, specifically a person who holds a student visa, is not considered a California resident. Further, students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from STRF.

To qualify for STRF reimbursement the student must file a STRF application within one (1) year of receiving notice from the BPPE that the University is closed. If the student does not receive notice from the BPPE, the student has four (4) years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two (2) years of the final judgment.

It is important that students keep copies of this Agreement, financial aid papers, receipts or any other information that documents amounts paid to the University.



Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, W. Sacramento, CA 95798-0818, www.bppe.ca.gov, Phone: (916) 431-6959, Toll Free: 1 (888) 370-7589, Fax: (916) 263-1897.

J. Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll free: +1 (888) 370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (<http://www.bppe.ca.gov>).

For internal grievances, grade appeals, and complaints about academic issues, students should refer to procedures, including the grievance procedure outlined in the University Catalog. Nothing in the grievance procedure should be taken as precluding any right that the student may have to seek any contractual or other legal remedies.