

**DBA NEW STUDENT
PER-COURSE ENROLLMENT AGREEMENT**

STUDENT INFORMATION			
Legal Name	Last:	First:	Middle:
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Country		E-Mail	
Student ID	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Home Phone	() -	Work Telephone	() - Ext.
Degree Program	DBA	Major	Business Administration
COURSE REGISTRATION INFORMATION			
<p>Instructions: Should you elect to take two or more courses simultaneously, you will be expected to complete each within the ten-weeks allotted? Courses must be taken in the sequence provided on your Evaluation Report. Verify that the course(s) you wish to register are open for enrollment. You may verify this at www.columbiasouthern.edu/bookstore or by calling CSU. Once you have verified the course(s) are available, indicate the course(s) you wish to register and begin in the spaces provided below. The CSU Book Grant is automatically awarded to students enrolled through the Per-Course Enrollment System (Covers cost of new/used text & domestic shipping). See 2nd page of form for Book Grant terms/conditions. Per-Course Tuition Rate: \$295.00 per-credit hour (Note: Some courses are less than 3 credit hours.)</p>			
Course #	Course Name	Credit Hours	Per-Course Tuition
DBA 7000	Doctoral Student Orientation	1	295.00
DBA 7035	Business, Government and Society	3	885.00
		Library Fee	50.00
Total Tuition & Fees Due			1230.00
FINANCIAL INFORMATION			
Select a payment option below:			
<input type="checkbox"/> Full Payment	<input type="checkbox"/> Credit Card (complete credit card information below) <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Money Order Enclosed		
<input type="checkbox"/> Payment Plan	Tuition split over two payments and automatically charged to the credit card listed below. ½ tuition charged to credit card upon enrollment, ½ tuition charged to credit card <i>in four weeks</i>		
Credit Card Information	<input type="checkbox"/> Visa/Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
	Card Number	Exp. Date	
	Name on Card		
<input type="checkbox"/> Corporate Direct Billing	Approved company or government tuition voucher or purchase order must accompany this agreement. Employer must pay for each course at time of invoicing and not wait for course completion.		
<p>By signing below, I certify that I have read, understood, and agreed to all terms and conditions as outlined on both sides of this Enrollment Agreement and that the time based cancellation and refund policy detailed on the 2nd page of this agreement is completely understood by me. I attest that the assignments I prepare for the university will be my own work. I further understand that it will be necessary for me to have access to the Internet and an e-mail account to complete my program at CSU.</p>			
Student's Signature:		Date:	

SUBSEQUENT ENROLLMENTS: This agreement outlines University policies in which the student must agree in order to enroll in courses at Columbia Southern University (CSU). However, if and when an existing student does enroll/register for CSU courses over the phone with a CSU staff member, the student is agreeing to the below policies, any new/revised policies, fees, and tuition rates in affect at the time of course registration. Policies, fees, and tuition rates are published at the CSU website and catalog.

TUITION: Tuition covers the cost of individual curriculum design, online study guides, examinations, faculty, and administrative counseling. Tuition is payable in US funds, by check from a US bank, by money order in US funds, by major credit card (Visa, MasterCard, American Express), or by federal financial aid. Tuition must be paid in full before the final course grade will be released or the student will not be allowed to continue to the next course/enrollment. Columbia Southern University reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary.

BOOK GRANT/LOAN-A-BOOK PROGRAM: Textbooks are provided at no cost through the Columbia Southern University Book Grant or Loan-A-Book Program. Columbia Southern University determines whether the Book Grant or Loan-A-Book program is used for each course. Books may be new or used.

Loan-A-Book: If the Loan-A-Book program is used for a course, instructions for returning the text will be provided. All books provided through this program must be returned to Columbia Southern University. Students will be charged for textbooks not returned.

Book Grant: Textbooks are provided at no cost through CSU Book Grant as long as the student successfully completes the course. When a student drops, withdraws, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text within 30 days to have the charge reversed. Alternatively, the student may re-enroll in the same course and indicate on the Course Retake Form that the previously provided text will be used. As long as the Enrollment Agreement is submitted within 30 days of the drop/withdrawal or failure, the text charge will be reversed. Upon submission of the Drop/Withdrawal Form at the CSU Student Center, a Textbook Return Form will be provided for printing and enclosing with the returned text. Students who return textbooks without proper paper work to identify themselves will not receive credit for the return. Students who do not return text and do not pay the text charge may not be allowed to enroll in future courses.

STUDENT FEES: Fees are charged when services are rendered, and are non-refundable. Graduation Audit Fee \$75; **OPTIONAL FEES:** Priority Evaluation Fee \$25; Additional Transcript Fee \$10; Change of Degree Program Fee \$75, Re-Evaluation of current degree fee \$25.00; Re-Enrollment Evaluation Fee \$25.00; Change of Concentration Fee \$75; 30-Day Course Extension Fee \$50 (maximum of 2 allowed per course); Extra Credit Assignment Fee \$50; Return Check Fee \$25; Textbook(s) are shipped UPS Ground at no charge.

TRANSCRIPTS: Students who wish to begin enrolling in courses immediately after submitting their application may do so under "Temporary" Admissions Status and while "Temporary," may complete up to 12 undergraduate semester hours or 7 graduate semester hours. Once all official transcripts are received and evaluated, an Application Evaluation Report will be issued and the student's status changed. If the evaluation has been completed using copies of transcripts, "Conditional" status will be granted. Once all official transcripts are received, the status will be changed to "Accepted."

A CSU transcript cannot be issued while a student is on "Temporary" status. A CSU transcript may be issued for students on "Conditional" status but will not list transfer credit. A CSU transcript may be issued for students on "Accepted" status listing all institutional credit.

INTERNATIONAL STUDENTS: International students will assume responsibility for payment of customs duties, differences in exchange rates, and additional postage or shipping and handling cost. Overseas shipments are sent to international students via air. Shipping charges vary depending on carrier used, weight, and shipping method. CSU reserves the right to charge additional mailing/shipping fees to international students as necessary for the mailing of any documents.

TUITION REFUND POLICY: If CSU is notified of cancellation no later than the second day of the course (one day after the course start date) or within five calendar days of submitting/signing the enrollment agreement, whichever is later, a full refund of tuition will be issued (also see CSU Book Grant policy above). All students withdrawing after the second day of the course enrollment will be charged a 20% Registration Fee (maximum of \$200). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

1 st Week	80%
2 nd Week	60%
3 rd Week	40%
4 th Week	20%
5 th Week	0%

Students are not permitted to withdraw from a course after the original end date.

ENROLLMENT PERIOD: The enrollment period for the course is 10-weeks. After the 10-week period expires, no refund of the tuition & fees will be issued.

COURSE COMPLETION REQUIREMENTS: A course must be completed within ten-weeks (70 days) from the course start date.

COURSE EXTENSION: If circumstances prevent a student from completing his/her course in the ten week time frame allotted, the student will have the option to request an extension from the university. The student must submit the online Course Extension Request form to the University before the original course end date. The extension will provide an additional 30 days in which the student will be allowed to complete the course. For each course that a thirty day extension is requested there will be \$50 fee. A maximum of two thirty day extensions are allowed for each course. When the extension period ends, all course assignments not completed and submitted will be assigned a grade of zero. The student's grade will then be calculated on the weighted scores earned on all course assignments.

INACTIVE STATUS: Students are made Inactive after one year of inactivity past their last course completion date. Any tuition being held by the University will be forfeited. Students wishing to return to their studies must be re-evaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of re-enrollment. The student will be assessed the Re-Enrollment Evaluation Fee.

HONOR PLEDGE: By my signature on this Agreement, I attest that the assignments that I prepare for the university will be my own work and that I will cite any sources from which I use data, ideas, or words, either quoted directly or paraphrased. I also acknowledge that failure to adhere to this pledge is grounds for termination of my enrollment.

TRANSFER CREDIT: Almost all institutions of higher learning, including CSU, restrict the acceptance of credits from other colleges and universities. This is also true of many agencies, companies, and organizations. It is, therefore, recommended that you to seek prior approval of your CSU credits if you want to transfer them at a later date, or if you anticipate utilizing your CSU credits for credentialing, re-imburement, or similar reasons.

DISCLOSURE AUTHORIZATION: I authorize the University to discuss with me over the phone my student record. The University is prohibited from making any comment pertaining to my student record to outside parties without my expressed written permission. It is further understood that it is my assigned student I.D. or social security number that will enable me to access my student records. If I am unable to verify one of these numbers to the University, the University will not discuss my records with me.