

Enrollment Agreement

Student Information

Student Name (Last, First Middle)

____/____/_____
Student Date of Birth

Student Current Address (Street, City, State/Country, Postal Code)

Student Permanent Address (Street, City, State/Country, Postal Code) – IF DIFFERENT FROM ABOVE

Email Address

Phone Number (Area Code+Number)

Emergency Contact (Spouse/Partner if Applicable) and Phone Number

Student Social Security / ID Number

Program Information

Program Name: **Master of Architecture (M.Arch)**

Program Start Date: ____/____/____

Program Length: **96/Credit Hours | 3600/Clock Hours**

Estimated Program End: ____/____/____

Tuition and Fees

	Per Academic Year	Full Program	Non-Refundable Fees
Tuition:	\$37,950	\$113,850	\$1000.00 (1 st Year Tuition)
Room & Board Fee:	\$8,400	\$25,500	N/A
Insurance & Activity Fee:	\$950	\$2,850	\$950.00 (Per Academic Year)
Total Program Cost:	\$47,300	\$142,200	

Tuition Payments

The following payments are due per the schedule below:

1. A payment of **\$1,000.00** (Non-Refundable) is due upon signature of the enrollment agreement.
2. A Payment of **\$950.00** (Non-Refundable) is due prior to the start of each academic year.
3. Tuition Payments and Room & Board are due prior to the start of each Semester unless payment arrangements have been made with the Business Office.

Payment Options

Payment may be made by cash, check, money order, wire transfer, or credit/debit card. Third party payers and financial aid accepted. For credit card payments, please contact the business office or complete a 'Payment Authorization Form' located in the student resources section of www.taliesin.edu. Tuition and fees are billed on a semester basis totaling 6 charges throughout the program.

Students accessing educational loans must have all loans certified no later than 30 days prior to start of their date of entry. Federal Title IV recipients must complete all required documentation by the tuition due date. Credits posted from federal financial aid are made according to the Federal Title IV disbursement guidelines. Monthly payment plans are available interest free from the Finance Office.

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Cancellation and Refunds

Three-Day Cancellation: An applicant who provides written notice of cancellation to the Director of Admissions and Student Services within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all refundable monies paid. No later than 30 days from receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to commencement of class and/or school year, is entitled to a refund of all monies paid, minus nonrefundable fees.

Refund after the Commencement of Classes:

1. Procedure for withdrawal/withdrawal date:
 - a. A student choosing to withdraw from the school after classes commence is to provide written notice the Director of Admissions and Student Services. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - b. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the LOA and failed to do so.
 - c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
 - d. All refunds will be issued within 30 days of determination of the withdraw date.
2. Tuition charges/refunds:
 - a. Before classes begin, the student is entitled to a refund of 100% of the tuition, minus nonrefundable fees.
 - b. After classes begin, the tuition refund amount, minus nonrefundable fees, shall be determined as follows:

Time Period	Tuition Refund Amount
Up to the matriculation or continuation date	100%
Within the first academic semester	75%
Thereafter	Prorate minus 10%

Nonrefundable fees are: application fee, enrollment fee (year-one tuition deposit), student accident insurance fee and facility fee.

Refunds will be issued within 30 days of the date the school determines the students refund eligibility or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Recipients of federal financial aid who officially withdraw are subject to Federal Title IV guidelines. Students who are expelled, administratively withdrawn or suspended from the school are responsible for all financial obligations (see Student Handbook for more information).

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Continuous Enrollment

Students must remain continuously enrolled once they matriculate. "Continuous enrollment" is defined as being in attendance full time at either campus or being on an approved leave of absence. A student who fails to re-enroll in the next term, or fails to request and receive an approved leave of absence, or fails to re-enroll at the completion of an approved leave of absence, will be withdrawn from the school and must apply for readmission. Students who participate in an exchange program, internship or study abroad assignment do not have to apply for leaves of absence.

Leave of Absence (LOA)

Students wishing to take a break from their studies may request a leave of absence (LOA). A student requesting a LOA is to provide written, signed notice to the Director of Admissions and Student Services prior to the start of the next term. The notice is to indicate the expected last date of attendance before the LOA begins. Students requesting an LOA after the term in which they are currently enrolled, but before the term has ended, will be withdrawn for the term. The effective date of LOA/term withdrawal will determine whether or not a student is entitled to a refund. (See: Cancellation and Refund Policy; see also: Financial Aid for possible impact on aid.) Forms for Leave of Absence/Withdrawal can be found in the Student Handbook.

Withdrawal from School

Students wishing to withdraw from the school must submit a written notification to the Director of Admissions and Student Services; the effective date of the withdrawal is the date that the written notice is received by the Director of Admissions and Student Services. The effective date of withdrawal will determine whether or not a student is entitled to a refund. A student will be determined to be withdrawn if he/she has not been continuously enrolled (see Continuous Enrollment Policy). New students have until the end of the second week of their first enrollment period to give written notice of their intent to withdraw. Application, deposit, student accident insurance and facility fees will not be refunded. Financial aid recipients who stop attending must officially withdraw. A student's financial aid will be evaluated to determine the amount of aid the student has earned and how much needs to be returned to lenders or federal programs. The refund of tuition/fees will first be applied toward federal programs. Forms may be acquired from the Director of Admissions and Student Services.

Holder In Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller or goods or services obtained pursuant hereto or with the proceeds, hereof recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/76).

The Student Understands

The act of registration is regarded as a commitment to comply with all regulations of the School. It is the student's responsibility to read the Student Handbook and enrollment agreement and understand all regulations. Students who do not officially withdraw from the school will be responsible for any tuition or fees incurred. In the event the student defaults

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on his/her bill the account may be sent to collections and the student will be liable for any collection charges and/or legal fees incurred on his/her account. No diploma or transcript will be issued by the School until all financial obligations are met. All damaged property must be paid in full prior to receipt of diploma or transcripts. The school does not guarantee job placement upon graduation.

Student Acknowledgements – Please Initial that you have read and understand the following:

_____ I understand that the School may terminate my enrollment if I fail to comply with attendance, academic or financial requirements, or if I disrupt the normal activities of the School.

_____ While enrolled, I understand that I must maintain Satisfactory Academic Progress as described in the Student Handbook and that my financial obligation to the School must be paid in full before a degree or transcript may be awarded.

_____ I acknowledge the Student Handbook and Catalog is accessible on the school website and that it contains information describing the Learning Program, Core Curriculum Offerings, and the Design Studio System of Architectural Education leading to the M. Arch degree. Because the nature of architectural practice is ever-evolving, requirements are subject to change throughout your program. <http://taliesin.edu/resources>

_____ *Joy-list duties* are an expectation of the program and as a student I understand I am obligated to fulfill duties as assigned.

_____ I agree to abide by all parking regulations including the use of a parking tag/placard.

_____ I understand that all damaged property must be paid in full prior to receipt of diploma or transcripts.

_____ I understand that this school does not guarantee job placement upon graduation.

Agreement Acceptance

I, the undersigned, have read and understand this agreement and acknowledge my right to request and receive a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and a School official. I also understand that if I default upon this agreement I will be liable for any incurred charges and responsible for payment of any unpaid tuition, fees, collection costs or attorney fees incurred by the School on my behalf. The catalog dated _____ is incorporated as part of this enrollment agreement.

My signature below signifies that I have read and understand all aspects of this agreement, recognize my legal responsibilities in regard to this contract, and understands this is a legally binding agreement.

Student Signature

Print Name

Date

School Official Signature

Print Name

Date