



*Simmons College of Kentucky is an institution of biblical higher education  
dedicated to educating people in the urban context through strong academic  
and agents of change in society.*

and

## **STUDENT ENROLLMENT AGREEMENT**

**SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_**

### **STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE #'S: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

NAME OF CHURCH \_\_\_\_\_ DENOMINATION \_\_\_\_\_

### **PROGRAM INFORMATION**

DATE OF INITIAL APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_ TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM: \_\_\_\_\_

PROGRAM START DATE: \_\_\_\_\_ ANTICIPATED END DATE: \_\_\_\_\_

NEW STUDENT: ( ) YES ( ) NO STATUS: ( ) FULL-TIME ( ) PART-TIME

CLASSIFICATION: ( ) FRESHMAN(0-32 hours) ( ) SOPHOMORE (33-64hours)  
( ) JUNIOR (65-96hours) ( ) SENIOR (more than 96 hours accumulated)

### **Schedule of Charges \***

Application Fee — <b>One Time</b>	\$40.00	Online Course Fee	\$30.00
Tuition Per Credit Hour	\$125.00	Course Change Fee	\$25.00
Registration Fee (non-refundable)	\$75.00	Transcript Fee	\$15.00
Late Registration Fee (non-refundable)	\$45.00	Graduation Fee	\$125.00
Auditing Fee	\$120.00	Promissory Note	\$35.00
Technology Services Fee	\$30.00	International Student Fee	\$250.00

**\*All charges are subject to change**

Registration fee, tuition and any additional fees and/or charges are due and payable at the time of registration. A payment plan is available for students who choose it as an option.

## COURSE REGISTRATION

COURSE CODE	COURSE TITLE	INSTRUCTOR	DAYS	TIMES	ROOM	CREDIT HOURS	RATE	AMOUNT
							<b>\$125</b>	
							<b>\$125</b>	
							<b>\$125</b>	
							<b>\$125</b>	
							<b>\$125</b>	
							<b>\$125</b>	
				<b>TUITION TOTAL</b>				
				<b>REGISTRATION FEE</b>			<b>\$75</b>	
				<b>TECHNOLOGY FEE</b>			<b>\$30</b>	
				<b>LATE REGISTRATION FEE</b>			<b>\$45</b>	
				<b>COURSE CHANGE FEE</b>			<b>\$25</b>	
				<b>PROMISSORY NOTE FEE</b>			<b>\$35</b>	
				<b>APPLICATION FEE</b>			<b>\$40</b>	
				<b>TOTAL TUITION AND FEES</b>				

➔ I understand that ALL fees are NON-refundable except as otherwise provided herein. \_\_\_\_\_ Initials

### **Payment Plan**

For the student who is unable to pay the total cost of registration and tuition at the time of registration, the following payment plan is available. A student may pay one-third of the total fees and divide the remaining charges in three equal payments with the installments being due and payable on or before the fifth (5<sup>th</sup>) of each succeeding month. All student accounts must be kept current and all accounts must be paid before the students will be allowed to take final examinations in a given semester. Any student who fails to remain current on their account will not be allowed to register for classes for the following semester.

### **CANCELLATION REFUND POLICY**

Rejection: An applicant rejected by the college is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding non-refundable fees.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$75, whichever is less.

*Simmons College of Kentucky*

1018 South Seventh Street  
Louisville, KY 40203

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Web: www.simmonscollegeky.edu

Withdrawal Procedure:

- A. A student choosing to withdraw from the college after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to Simmons College of Kentucky from the leave of absence but fails to do so.
- C. A student may be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

**Refunds**

A student may receive a refund on paid tuition by officially withdrawing from a class in which they are currently enrolled according to the following schedule:

If the withdrawal is within:	The Refund % of paid tuition will be:
0 to 5 working days of the close of late registration	90%
6 to 10 working days of the close of late registration	80%
11 to 15 working days of the close of late registration	50%
After the 15 <sup>th</sup> working day of the close of late registration	0%

Return of Title IV Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has completed 60% of the payment period to show that the school determined that the student withdrew.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Clock hour institutions must use clock hours scheduled to be completed as of the withdrawal date divided by the total hours in the payment period.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

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If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the date the institution determined that the student withdrew.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- other Title IV assistance
- other state
- private and institutional aid
- the student

### **Veterans Refund Policy**

Any person receiving educational assistance from the Veterans Administration (VA) shall be entitled to a pro-rated refund of any charges and/or fees. The refund shall equal the pro-rated cost of the incomplete course. (Students receiving VA entitlements should contact their VA representative for further financial assistance.)

### **NOTICE TO BUYER:**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. **This agreement is a legally binding instrument when the agreement is accepted, signed, and dated by the authorized official of the college. Both sides of the contract are binding. Read both sides before signing.**
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the college catalog constitute the entire agreement between the student and the college and supersede any oral statements or representations made by/between college and student.
5. The college does not guarantee job placement to graduates upon program completion or upon graduation.
6. The college reserves the right to cancel or reschedule any course when the number of students registered is too small.
7. The college reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The college does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

### **STUDENT ACKNOWLEDGMENTS:**

1. I hereby acknowledge receipt of the college's catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provides. The college catalog under which I was admitted to the program is included as part of this enrollment agreement, and I acknowledge that I have

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received a copy of this catalog. I understand that the college provides only one paper catalog to each student, but that a current catalog is available to me on the Simmons College of Kentucky website, and hard copies are available for my review in the Simmons Library and other administrative offices.

2. I have carefully read and received an exact copy of this enrollment agreement. \_\_\_\_\_ Student initials

3. I understand that the college may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the college catalog. While enrolled in the college, I understand that I must maintain satisfactory academic progress as described in the college catalog and that my financial obligation to the college must be paid in full before a certificate may be awarded. \_\_\_\_\_ Student initials

4. I understand that the college does not guarantee job placement to graduates upon program completion or upon graduation. \_\_\_\_\_ Student initials

5. I understand that complaints, which can not be resolved by direct negotiation with the college in accordance to its written grievance policy, may be filed with the Kentucky Council on Postsecondary Education at 1024 Capital Center Drive, Suite 320, Frankfort KY 40601. All student complaints must be submitted in writing. \_\_\_\_\_ Student initials

6. I understand that all tuition and fees are subject to change. \_\_\_\_\_ Student initials

**CONTRACT ACCEPTANCE**

I, the undersigned, have read and understand this agreement and acknowledge receipt of 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 the College Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Simmons College of Kentucky.

My signature below signifies that I have read and understand all aspects of this agreement and do recognized my legal responsibilities in regard to this contract.

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

\_\_\_\_\_  
Signature of College Official Date

**REPRESENTATIVE’S CERTIFICATION:**

I hereby certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_  
Signature of College Official Date

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