

**Springfield College Tampa Bay
10117 Princess Palm Ave, Suite 200
Tampa, FL 33610 -8302
813/626-3831 or 1/800/724-2778**

ENROLLMENT AGREEMENT

Student's name _____ ID# _____ Phone Number _____

Program _____ Term _____ Start Date: _____ End Date: _____

This agreement is a legally binding instrument when signed by the student and accepted by the School. The student's signature on this agreement acknowledges that he/she has been given reasonable time to read and understand it and that he/she has been given: (a) a written statement of the refund policy and (b) a catalog including a description of the course or educational service including all material facts concerning the School and the program or course of instruction that are likely to affect the student's decision to enroll. Upon signing this agreement, the student will be given a copy of it to retain.

The agreement is for BSHS/MSHS/MBA courses totaling _____ credit hours @ \$434.00 [BSHS] or \$589.00 [MSHS/MBA] per credit hour.

Course Number	Section	Course Name	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BUYER'S RIGHT TO CANCEL. A computer-generated printout of the student's schedule is attached and incorporated herein. The student has a right to cancel this enrollment agreement and obtain a full refund of all charges less the amount of the Application Fee (see following Tuition and Fees Schedule) if he/she provides a written request by the 15th of the second month of each term. If the student wishes to withdraw totally from the program, he/she may cancel this enrollment agreement by completing a withdrawal form. The student may alter the enrollment agreement to add or drop a course(s) by completing the Change of Schedule Form in consultation with the Academic Advisor and Assistant Director of Administration. Monthly billings will reflect any change in enrollment status and consequent tuition balance. The student may drop all courses for this term by completing a Change of Schedule Form. If the student plans to return to the School, he/she will also need to complete a Leave of Absence Form. All schedule changes and leave of absence requests are sent to Assistant Director for Administration, Springfield College Tampa Bay, 10117 Princess Palm Avenue, Suite 200, Tampa, FL 33610-8302.

REFUND INFORMATION. The refund policy for students provides that if a student's written request to drop courses is received by the 15th of the second month of each term, the student will receive a 100% tuition refund.

- **The deadlines for 100% credit are:** October 15 for the September Term, February 15 for the January Term, June 15 for the May Term

If a student's written request to withdrawal from c courses is received from the 16th of the second month until the last day of the second month in each term, the student will receive a 50% tuition refund.

- **The deadlines for 50% credit are:** October 31 for the September Term, February 28 for the January Term, June 30 for the May Term

If a student's written request to withdrawal from courses is received after the last day of the second month, the student will be held responsible for the total amount of tuition whether or not the student attended classes. Administrative changes to dropping/withdrawal a student from all scheduled courses by college administrators will be processed according to the same refund policy above.

Changes in a student's enrollment may change his/her financial aid eligibility.

FEES AND CHARGES. The student must complete a partial payment plan as part of their on line registration each term. Students are responsible for the following fees and charges:

TUITION AND FEES SCHEDULE

a.	Tuition charges (May Term 2015 through January Term 2016)		
	Bachelor of Science in Human Services	(Full time status) 12 credit hours @ \$434.00 per credit hour	\$5208.00
	Master of Science in Human Services	(Full time status) 9 credit hours @ \$589.00 per credit hour	\$5301.00
	Master of Business Administration	(Full time status) 9 credit hours @ \$589.00 per credit hour	\$5301.00

b.	Non-refundable:		Refundable:	
	Application Fee BSHS Program	\$10	Graduation Fee	\$50
	Application Fee MSHS Program	\$40	Portfolio Fee*	\$500
	Payment Plan Fee (per semester)	\$25	Human Services Training Assessment **	\$250
	Replacement ID Card Fee	\$35		
	Late Payment Fee	\$75	*Assessment fee charged to students enrolled in the <i>Human Services and Portfolio Development</i> course.	
	Stop payment / reissue fee	\$35		
	Returned Check Charge	\$35		
	Transcript Fee	\$6	** Required only for students who receive credits through experiential learning.	

The Career Services Center will assist students and alumni with career services, but does not guarantee placement.

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 have been clearly explained to me.

Signature of Student or Parent/Guardian if under 18 years old _____

Date _____

This agreement is accepted by: _____

Signature/Title of School official _____

Date _____

