



AIHC
School of Biblical Studies
1519 South Lauderdale St., Memphis, TN 38106

Enrollment Agreement Form

Date: _____

Student ID #: _____

SS# (last 4 digits only): _____

Print Student Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Telephone Number: _____ **Mobile Number:** _____

Email Address: _____

PROGRAM INFORMATION

Date of Admission: ____ / ____ / ____
MO. DAY YR.

Certificate Program Title: Certificate of Completion in Biblical Studies

Program Start Date: _____ Anticipated End Date: _____

Full-time: _____ Part-time: _____ Day: _____ Evening: _____

Days/Evenings Class Meets: (circle) M T W TH F SAT SUN

Time of Day/Evening Class Begins: _____ Time of Day/Evening Class Ends: _____

*The format and structure of the certificate program allows for students to complete in 3 terms, which constitutes 11 months.

TUITION AND FEES

Tuition Fee per year	\$1000.00
Administration Fee	\$30.00
Other Fees	
Est. Books & Supplies	\$50.00
Est. Graduation Attire Fee	\$50.00
Total Cost (excluding application fee)	\$1130.00

GUARANTEE OF TOTAL COST OF PROGRAMS

The total cost of program indicated in the charts above is guaranteed for one calendar year from the time of enrollment for full time students.

CANCELLATION AND REFUND POLICY

The refund policy applies to the enrollment period for which the student was charged.

- a) If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00).
- b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student; and
- c) In addition to b, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five (25%) percent the student owes the institution, less administrative fee of one hundred dollars (\$100.00);
- d) In addition to b, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-

five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or

- e) In addition to b, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
- f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

The amount of refund due depends on the last day of attendance for the student. The last day of attendance shall be determined by one of the following:

- The date on the expulsion notice if a student is expelled from the institution;
- The date the institution receives a written notice of withdrawal from a student;
- When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
- The date the student fails to return from an approved leave of absence.

WITHDRAWAL

Students who wish to discontinue the program must submit a letter detailing their reasons for withdrawing from the college and notify the Dean. The notice must include the expected last date of attendance, signature, and date. Failure to notify the college of withdrawal may result in the student forfeiting any refunds due.

CAREER PLACEMENT

AIHC School of Biblical Studies does not offer career placement services, and by signing I acknowledge that no representative of AIHC School of Biblical Studies has guaranteed me placement upon graduation.

GRIEVANCES

Students have the right to appeal any decision or action of the college. Grievances should be put in written form and presented to the Trustee Board of the college on the school's campus located at 1519 South Lauderdale St.- Memphis, Tennessee 38106. The school's telephone number is (901) 239-2442.

Grievances not settled through this procedure may be reported to the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, Tennessee 37243-0830, telephone (615) 741-5293.

TRANSFERABILITY OF CREDIT

Students should be aware that the transfer of credit is always the responsibility of the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. By signing, I acknowledge that I have read and understand the *Transferability of Credit Disclosure*.

STATE AUTHORIZATION

AIHC School of Biblical Studies is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

NOTICE TO APPLICANT:

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. All pages of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and AIHC School of Biblical Studies.
5. The total cost of program outlined in this agreement is guaranteed for one calendar year from the time of enrollment.
6. AIHC School of Biblical Studies does not guarantee job placement to graduates upon program completion or upon graduation.
7. AIHC School of Biblical Studies reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. AIHC School of Biblical Studies 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.
9. AIHC School of Biblical Studies will NOT release any final grades and/or transcripts until balances are paid in full.

CONTRACT ACCEPTANCE

By signing this agreement, I acknowledge that I read thoroughly and understand this agreement, have received my copy, and agree to be bound by it. I agree to abide by the rules and regulations described in AIHC School of Biblical Studies' General Course Catalog, Student Handbook, and Code of Student Rights and Responsibilities. I have read and understand this agreement and acknowledge receipt of a copy.

Signature of Student

Date

Signature of School Official

Date