



Wade College • Tuition and Enrollment Agreement [Associate Degree Programs]

1950 N. Stemmons Freeway • Suite 4080 • INFOMART • LB 562 • Dallas, Texas 75207 • 214.637.3530 • www.wadecollege.edu

[1] Student Information:

Student [Name in Full – Please Print] [Address] [City, State, Zip]
[Home Phone] [Business Phone] [Cell Phone] [Email]

[2] Programs and Majors:

- Associate of Arts in Fashion Design and Product Development [CIP 50.0407]
Associate of Arts in Interior Design [CIP 50.0408]
Associate of Science in Merchandise Marketing and Management [CIP 52.1899]
Bachelor of Science in Information Technology [CIP 11.0103]

Trimester Starting Date: Month Day Year

[3] Institutional Charges:

Tuition rates are assessed on a per credit-hour basis, except for college preparation courses which are assessed on a flat-rate tuition basis. Tuition rates include all necessary course materials, which may include, but not limited to, an electronic tablet, textbooks, e-books, supplies, and printing costs necessary to meet minimum course requirements.

Table with 2 columns: Program Costs [60 Credit Hours], Tuition Rate per Credit Hour, Graduation Fee, College Preparation Course, Withdrawal Fee.

*Reflects costs at the time of publication; please refer to the current college catalog for any changes or revisions.

Regarding the tuition rate per credit hour, this Tuition and Enrollment Agreement is for 4 academic years only [8 consecutive trimesters]. Any student taking more than the normal time for degree completion will be charged the current tuition rate for each additional trimester of study.

[4] General Terms and Conditions:

- a) Students not using federal student financial aid must make full payment for the trimester cost of tuition and fees by the start date of each trimester.
b) Students using any federal student financial aid will be provided a Student Financial Plan after federal student financial aid eligibility has been determined.
c) Students are not financially obligated beyond the trimester they are currently attending.
d) All charges are payable in accordance with the payment schedule specified in the Tuition and Enrollment Agreement, the Student Financial Plan, or other billing statements.
e) Costs for items other than tuition are estimates.
f) The college reserves the right to dismiss any student from registered classes for nonpayment of institutional charges by the published due dates.
g) All money paid will be refunded if the college rejects the student's application.
h) The college reserves the right to terminate the student's enrollment (if accepted) immediately and without prior notice, upon failure of the student to comply with the rules and regulations of the college relating to conduct, acceptable level of scholarship, sufficient academic progress, college-sponsored housing rules, and financial obligation.
i) This agreement is not binding until accepted and signed by the student and by a duly authorized official of Wade College in Dallas County, Texas.
j) Attendance at classes is limited to the person whose signature appears hereon as student.
k) The student is enrolled on a continuing trimester-by-trimester basis and agrees to comply with all published college policies and procedures.
l) The college makes no guarantees as to job/career placement for students and graduates, as well as any particular level of compensation while a student or after graduation.
m) Classes are offered during various times Monday through Thursday from 8:00 a.m. to 10:35 p.m., on Friday from 8:00 a.m. to 2:00 p.m., and on Saturday from 9:00 a.m. to 2:00 p.m.
n) Wade College reserves the right to cancel courses and to revise course offerings and requirements, course contents, course titles, and the sequencing of courses within its degree program.
o) Hours of operation for administrative and faculty offices, college library, and classrooms are posted on the college campus.
p) Wade College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees.

[5] Cancellation Policy:

A FULL REFUND WILL BE MADE TO ANY STUDENT WHO CANCELS THE ENROLLMENT AGREEMENT WITHIN 72 HOURS (UNTIL MIDNIGHT OF THE THIRD DAY EXCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS) AFTER THE AGREEMENT IS SIGNED BY THE STUDENT.

DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT IN ITS ENTIRETY. YOU ARE ENTITLED TO AN EXACT COPY OF THE AGREEMENT YOU SIGN. STUDENT ACKNOWLEDGES (1) THAT HE OR SHE HAS REVIEWED THE COLLEGE CATALOG, STUDENT HANDBOOK, AND COLLEGE-SPONSORED HOUSING HANDBOOK, IF APPLICABLE, (SOME TERMS AND CONDITIONS OF WHICH ARE INCORPORATED HEREIN) DESCRIBING THE CURRICULUM, FACILITIES, REQUIREMENTS, POLICIES AND PROCEDURES OF THE COLLEGE AND ACCEPTS THOSE PROVISIONS; (2) THAT HE OR SHE HAS READ BOTH PAGES OF THIS AGREEMENT PRIOR TO SIGNING; (3) THAT THIS AGREEMENT WAS COMPLETED AND ALL APPLICABLE BLANKS FILLED BEFORE SIGNING; (4) THAT STUDENT RECEIVED A COPY OF THIS AGREEMENT AT THE TIME OF SIGNING; AND (5) THAT THIS AGREEMENT WAS SIGNED BY STUDENT AND WADE COLLEGE OFFICIAL ON

Month Day Year Student's Signature
Month Day Year Wade College Official, Title

(If Student is under the age of 18 years, a Co-Signer is required who is the student's parent or legal guardian.) I hereby guarantee student's payment of all amounts due or to become due under this agreement:

Month Day Year Co-Signer's Signature [Address] [City, State, Zip]

PLEASE DO NOT SIGN THIS AGREEMENT UNTIL YOU HAVE READ AND UNDERSTAND BOTH THE FRONT AND BACK SIDES
Both sides of this agreement constitute the entire Tuition and Enrollment Agreement

STUDENT'S RIGHT TO CANCEL

The student may cancel this transaction by signing below and returning this form to Wade College at any time prior to 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the agreement is signed by the student.

Date of this Notice: Last Date to Cancel this Transaction:

I wish to cancel this transaction with Wade College. [Signature]

NOTICE

Any holder of this agreement is subject to all claims and defenses which the student could assert against the college of goods and services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the student shall not exceed amounts paid by the student hereunder. Furthermore, any dispute or civil claim between the student and Wade College or any company that is an affiliate of Wade College or any officer, trustee, employee or agent of Wade College or any such affiliated company (other than disputes or claims regarding non-payment, grades, or other academic evaluations) not resolved with Wade College or regulatory officials shall be submitted to binding arbitration in the City of Dallas, Texas, pursuant to the rules of the American Arbitration Association. Any award entered shall be final and binding on both parties. The student agrees that all information, ideas, or documents disclosed or submitted by the student as part of his/her program at Wade College are disclosed or submitted upon the understanding that the only obligation that the college has with respect to such information, ideas, or documents and any use of the same, is limited solely to claims for infringement of valid patents or failure to comply with copyright laws.

NON-DISCRIMINATION POLICY

Wade College has a history of seeking to preserve an atmosphere of openness and tolerance. This college is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. Wade College possesses and values diversity among the individuals who make up its community. This is one of Wade College's greatest strengths.

With respect to the admission of students; the availability of student loans, grants, scholarships, and job opportunities; the opportunity to participate in student activities sponsored by the college; the provision of student services; and the use of college-sponsored housing, Wade College shall not discriminate either in favor of or against any person because of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law.

In addition to complying with federal and state equal opportunity laws and regulations, the college, through its diversity policy, declares harassment based on individual differences inconsistent with Wade College's mission and goals. Every member of the Wade College community enjoys certain rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member. Students who have concerns or questions should contact the Office of the President.

TRANSFERABILITY OF CREDITS

Although Wade College is a regionally-accredited institution of higher education, the transferability of its credits is solely determined by the receiving institution taking into account such factors as course title, course content, grades, accreditation, and licensing; consequently, Wade College does not imply, promise, or guarantee transferability of its credits to any other institution. If the student is considering transferring to another institution, it is that student's responsibility to determine whether that institution will accept Wade College credits. For further information or advising on the transferability of credits, please see the Office of the President.

NATIONAL COUNCIL FOR INTERIOR DESIGN QUALIFICATION (NCIDQ)

In order to be registered as an Interior Designer with the Texas Board of Architectural Examiners, a person must have an appropriate combination of formal education and practical experience, and must pass an examination administered by the NCIDQ. For detailed information regarding exam and eligibility requirements, the student should visit <http://www.ncidq.org> and <http://www.tbae.state.tx.us/Home/Index>.

GENERAL COURSE INFORMATION

Individual courses of instruction are subject to change or withdrawal at any time and may not be offered each trimester or every year. Any course may be withdrawn from current offerings if the number of registrants is too small to justify conducting the course. Students interested in a particular course during a particular period should inquire in advance and/or consult the Director of Academic and Student Affairs.

GRADUATION REQUIREMENTS

The Associate of Arts in Fashion Design and Product Development or Interior Design or the Associate of Science in Merchandising Marketing and Management or Information Technology is granted to students who have completed the following requirements:

1. Completion of a minimum of 60 credit hours with a passing grade or credit.
2. Completion of all required general education, core curriculum, and major coursework for the applicable program.
3. A cumulative grade point average (CGPA) of 2.0 or above based on a 4.0 scale.
4. Satisfaction of all financial obligations through the Business Office to participate in the graduation ceremony and to receive a degree and/or an official transcript from Wade College.

REFUND AND REPAYMENT POLICIES

A student who withdraws or is administratively withdrawn from Wade College within certain time periods of a trimester may be eligible to receive a refund for a portion of the institutional charges that were paid to Wade College for the trimester. However, if the student received financial aid (Federal grants or loans), all or a portion of the refund will be returned to the financial aid programs as follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Other Title IV Aid
6. Other Aid and/or Scholarships

The college reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.

Student Withdrawal

Any student who desires to officially withdraw from the college must report to the President's Office, and submit an official notification. Following an exit interview with the President's Office, the student will be issued a withdrawal form in order to provide written notice of intent to withdraw. The Business Office will process the withdrawal paperwork and follow the appropriate regulations for terminating the student's Federal financial aid, if any. Within 45 days of the date that official notification was provided, the student will be mailed a *Statement of Account*. In the case of withdrawal or expulsion, the student must remove all personal effects from the college and college-sponsored housing within 24 hours of termination.

Wade College Refund Policy

In the event of enrollment cancellation, withdrawal by the student, or termination by the college, the following policies apply:

1. If a student decides not to enroll within three days of paying the registration fee, all such monies will be refunded when requested in writing by the student.
2. If a student decides not to enroll for his or her matriculation trimester, all monies paid (less registration fee) will be refunded when requested in writing by the student.
3. Prepaid tuition and fees for any period beyond the student's current trimester will be refunded in full.
4. In the event of withdrawal by the student or termination by the college during any trimester of study, the registration fee and graduation fee are nonrefundable and nontransferable.
5. A student who officially withdraws from the college during the first four weeks of the trimester is eligible for a refund of tuition according to the following schedule:

| <u>Time Period</u> | <u>Amount Refunded</u> |
|---------------------------------|------------------------|
| Prior to the first day of class | 100% |
| First week of class | 70% |
| Second week of class | 60% |
| Third week of class | 50% |
| Fourth week of class | 40% |
| After the fourth week of class | None |

Federal "Return of Title IV Aid" Policy

This policy applies to students who withdraw (officially, unofficially, or fail to return from a Leave of Absence) or are dismissed from enrollment at Wade College. It is separate and distinct from the Wade College Refund Policy contained in this catalog. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy is determined according to the following definitions and procedures, as prescribed by regulation:

Though the student's Title IV aid may be posted to his or her account at the start of each period, the student earns the funds as he or she completes the period. If the student withdraws during his or her payment period (the college can define the payment period for the student), the amount of Title IV aid that the student has earned up to that point is determined by a specific formula. If the student received (or the college or the student's parent received on the student's behalf) less assistance than the amount that he or she earned, the student may be able to receive those additional funds. If the student received more assistance than he or she earned, the excess funds must be returned by the college and/or the student.

Wade College has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

A college is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance.

Withdrawal before 60%

The amount of assistance that the student has earned is determined on a pro rata basis. Wade College must perform an R2T4 within 30 days from the date the institution determines that the student withdrew to determine the amount of earned aid up through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Wade College must still determine whether the student is eligible for a post-withdrawal disbursement.

Withdrawals – Official vs. Unofficial

A student who withdraws is one who either officially goes through a withdrawal from Wade College, unofficially withdraws (is administratively withdrawn), is suspended, or officially withdraws and submits it in writing to the Office of the President.

A student's withdrawal date is determined by using one of the following:

- the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or
- the midpoint of the period for a student who leaves without notifying the institution; or
- the student's last date of attendance at a documented academic-related activity.

A student may rescind his or her official notification to withdraw by filing a written statement with the Office of the President that he or she is continuing to participate in academically-related activities and intends to complete the term (payment period) for which payment of Title IV funds were or would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal unless there is acceptable documentation showing a later date of attendance at an academically-related activity and the college chooses to use such date.

Both sides of this agreement constitute the entire *Tuition and Enrollment Agreement*.