

**[1] Student Information:**

Student \_\_\_\_\_

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

**[2] Educational Program:**

Program:	Merchandising and Design	Number of Trimesters:	4 [Consecutive]
Degree upon Graduation:	Bachelor of Arts degree in Merchandising and Design	Trimester Starting Date:	February 9, 2012

**[3] Institutional Charges:**

A one-time \$25.00 application fee is due with the submission of the *Application for Admission*. The following reflects current educational costs; such costs, other than tuition, may change. For current educational costs, please refer to the up-to-date college catalog found on the Wade College website – [www.wadecollege.edu](http://www.wadecollege.edu).

<u>Program Costs [60 Credit Hours]</u>	
Tuition (assumes full-time student, no transfer credit)	\$ 22,600.00
Textbooks and Supplies (estimated cost only)*	\$ 3,470.00
Course Fees (estimated cost only)*	\$ 900.00
Technology Use Fee**	\$ 400.00
Student Services Fee**	\$ 320.00
Library Use Fee	\$ 600.00
Graduation Fee (assessed in last trimester)**	\$ 175.00
Per Course (part-time students only or course overload)**	\$ 1,305.00
Withdrawal Fee (assessed if student withdraws)	\$ 100.00

\*Costs may vary by trimester, by class load, by course selection, etc. Actual costs could be below or exceed this estimate. \*\*Reflects costs at the time of publication; please refer to the current college catalog for any changes or revisions. Regarding Tuition cost, this *Tuition and Enrollment Agreement* is for 2 academic years only [4 trimesters].

**[4] General Terms and Conditions:**

- a) Students not using financial aid must make full payment for the trimester cost of tuition, textbooks, supplies, fees, and residency (if applicable) 10 days prior to the start of each trimester. For each late payment, the student's account may be assessed \$25. Please contact the Office of the President for option to pay by installment.
- b) Students using any financial aid will be provided a *Student Financial Plan* after financial aid eligibility has been determined. Payments made through financial aid funds will be disbursed in accordance with federal regulations. Estimated installment payments on amounts not paid by financial aid will be shown on the *Student Financial Plan*, which is furnished separately.
- c) Students are not financially obligated beyond the trimester they are currently attending. A student may not attend any classes for any academic trimester of study unless all tuition and fees that are due have been paid, or unless the student has made arrangements with the Business Office for an approved alternative payment plan.
- 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. The student (or parent, if assuming responsibility) is responsible for ensuring that payments are made on time. For each late payment, the student's account may be assessed \$25.
- e) Costs for items other than tuition are estimates. Adjustments based on the actual costs for textbooks, supplies and course fees will be made within 30 days of the beginning of the trimester. Textbooks and supplies are available through the college as a convenience to the student. Students have the option of purchasing these items from other sources. Wade College does not distribute or repurchase used textbooks and supplies. Students may be required to obtain additional textbooks and supplies neither furnished by the college nor included in the institutional charges.
- f) The college reserves the right to dismiss any student from registered classes for nonpayment of institutional charges by the published due dates. A student who is in arrears to any department of the college may not receive reports of grades, academic transcripts, or degrees.
- 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, absences, 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. This agreement, if entered, shall be performed in Dallas County, Texas. Jurisdiction and venue of all actions against the college shall lie solely in that county. This agreement and college catalog, together with other published college policies, procedures, student conduct codes, and college-sponsored housing policies, if any, shall constitute the entire agreement between the student and Wade College and supersedes any prior or contemporaneous oral or written agreements or statements.
- 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. Furthermore, the college reserves the right to make any additions, changes, deletions, or revisions to policies and procedures it deems necessary.
- 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) Bachelor of Arts degree program classes are offered during various times Monday through Thursday from 5:30 p.m. to 10:35 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. Although Wade College offers classes throughout the evening and weekend, some course times may require you to attend class other than at times you prefer. Student schedules are not created on an individual basis. If a student has a request for an individualized schedule, that student should see the Office of the President for details.
- 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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wade College. The Southern Association of Colleges and Schools is a regional accrediting agency recognized by the United States Department of Education.

**[5] Cancellation Policy:**

A FULL REFUND WILL BE MADE TO ANY STUDENT WHO CANCELS THE ENROLLMENT AGREEMENT WITHIN 120 HOURS (UNTIL MIDNIGHT OF THE THIRD DAY EXCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS) AFTER THE AGREEMENT IS SIGNED BY THE STUDENT. FURTHERMORE, THIS TUITION AND ENROLLMENT AGREEMENT IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S [STUDENT'S] RIGHT TO CANCEL.

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 RECEIVED THE COLLEGE CATALOG AND STUDENT HANDBOOK (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]
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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 120 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 increasing 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. An applicant for interior design registration by examination who begins his or her education after September 1, 2006, must graduate from a program accredited by the Foundation for Interior Design Education Research (FIDER, which is changing its name to the Council for Interior Design Accreditation). Wade College is neither currently accredited nor seeking accreditation by FIDER. Rather, the purposes of Wade College's interior concentration is: [1] to prepare its students for potential careers for which registration as an Interior Designer would not be necessary; and/or [2] to continue and complete a formal education in a four-year, FIDER-accredited institution. For further information or advising on the NCIDQ, please see the Office of the President.

## 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 Bachelor of Arts degree in Merchandising and Design is granted to students who have completed the following requirements:

1. Completion of a minimum of 123 credit hours with a passing grade or credit.
2. Completion of all required core curriculum and general education courses.
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 in order 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. The Academic Competitiveness Grant (ACG)
6. Federal Supplement Educational Opportunity Grant
7. Other Title IV Aid
8. 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 and/or application fee) will be refunded when requested in writing by the student.
3. Prepaid tuition, fees, and college-sponsored housing charges 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, college-sponsored housing fee, student services fee, technology use fee, college-sponsored housing charges, graduation fee, application fee, and textbooks and supplies 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 and course fees 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	80%
Second week of class	70%
Third week of class	50%
Fourth week of class	25%
After the fourth week of class	None

## Federal "Return of Title IV Aid" Policy

This policy applies to students who withdraw (official, 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 the college catalog. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

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 college is required to notify the student if he or she owes a repayment via written notice. The college must advise the student or parent that he or she has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted timeframe or the student declines the funds, the college will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

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 school 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. Please see the *Wade College Catalog* for more information regarding the *Return of Title IV Aid Policy*.