



Wade College • Tuition and Enrollment Agreement

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

[1] Student Information:

[Name in Full – Please Print]

[Address]

[City, State, Zip]

[Home Phone]

[Business Phone]

[Cell Phone]

[Email]

[2] Programs and Majors:

- o Associate of Arts in Fashion Design and Product Development [CIP 50.0407]
- o Associate of Arts in Interior Design [CIP 50.0408]
- o Associate of Science in Marketing Management, Concentration in Wholesale and Retail Management [CIP 52.1899]
- o Associate of Science in Marketing Management, Concentration in Marketing and Visual Communications [CIP 50.0409]
- o Associate of Science in Information Technology, Concentration in Cyber Security [CIP 11.0103], beginning Spring 2024
- o Bachelor of Arts in Fashion Design and Product Development [CIP 50.0407]
- o Bachelor of Arts in Interior Design [CIP 50.0408]
- o Bachelor of Science in Marketing Management, Concentration in Wholesale and Retail Management [CIP 52.1899]
- o Bachelor of Science in Marketing Management, Concentration in Marketing and Visual Communications [CIP 50.0409]
- o Bachelor of Science in Information Technology, Concentration in Cyber Security [CIP 11.0103], beginning Spring 2024

Trimester Matriculation Date: June 5, 2023

[3] Institutional Charges:

Tuition rates are assessed on a per credit-hour basis. **All necessary course materials, which may include, but not limited to, textbooks, e-books, course-specific software, consumable classroom supplies, and printing costs necessary to meet minimum course requirements, which include portfolio production, are included at no additional cost to the student. Tuition rates do not include: the costs of the application and graduation fees; costs for fees required for participating in optional extracurricular activities, such as student organizations and activities; or costs for laptops, desktops, sewing machines, drafting tables, furniture and fixtures, and other long-lived tangible assets.** A one-time, non-refundable \$25.00 application fee is due with the submission of each *Associate Degree Program Application for Admission*; *Post-Associate Baccalaureate Degree Program Application for Admission*; and/or *Direct-Entry Baccalaureate Degree Program Application for Admission*. The following reflects current educational costs; such costs, other than tuition (see **Guaranteed Tuition Rate** in the *Wade College Catalog*), may change. For current educational costs, please refer to the up-to-date college catalog found on the Wade College website – www.wadecollege.edu.

Associate Degree Program Costs [60 Credit Hours]

Tuition Rate per Credit Hour	\$ 680.00
College Preparation Course (only if standardized exam indicates need)*	\$ 550.00
Withdrawal Fee (assessed if student withdraws)*	\$ 125.00

Post-Associate Baccalaureate Degree Program Costs [60 Credit Hours]

Tuition Rate per Credit Hour	\$ 750.00
Withdrawal Fee (assessed if student withdraws)*	\$ 125.00

Direct-Entry Baccalaureate Degree Program Costs [120 Credit Hours]

Tuition Rate per Credit Hour	\$ 710.00
College Preparation Course (only if standardized exam indicates need)*	\$ 550.00
Withdrawal Fee (assessed if student withdraws)*	\$ 125.00

*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 2 and one-half academic years only [5 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. If a student withdraws and is later readmitted or takes an official leave of absence and returns after the leave of absence expires, the current tuition rate will be assessed for each remaining trimester; however, a student enrolled in a Direct-Entry Baccalaureate Degree Program is allowed to take up to one official leave of absence without incurring an increase in tuition, if applicable. **Unless an official leave of absence is granted, a student who fails to attend consecutive trimesters is administratively withdrawn from the college.**

[4] General Terms and Conditions:

- a) Students not using any federal student financial aid must make full payment for the trimester cost of tuition and fees by the start date of each trimester to avoid any additional fees. Any student who requires monthly invoicing, whether receiving federal student financial aid or not, will incur a \$50.00 convenience fee in each trimester he/she is placed on a monthly billing plan. For each late payment, the student's account may be assessed \$25.00.
- b) Students using any federal student financial aid will be provided a *Student Financial Plan* after federal student financial aid eligibility has been determined. Payments made through federal student financial aid funds will be disbursed in accordance with federal regulations. Estimated installment payments on amounts not paid by federal student 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 \$25.00.
- 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. 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, acceptable level of scholarship, sufficient academic progress, 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, and student conduct codes policies 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) 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 1:00 p.m., and on Saturday from 9:00 a.m. to 1:00 p.m. Although Wade College offers classes throughout the day, 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 Southern Association of Colleges and Schools Commission on Colleges 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 Commission on Colleges is a regional accrediting agency recognized by the United States Department of Education.
- q) The interior design program leading to the Bachelor of Arts in Interior Design is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014. The CIDA-accredited program prepares students for entry-level interior design practice, for advanced study, and to apply for membership in professional interior design organizations. The Bachelor of Arts in Interior Design granted by Wade College meets the educational requirement for eligibility to sit for the National Council for Interior Design Qualification Examination (NCIDQ Exam). For more information about NCIDQ Exam eligibility visit <https://www.cidq.org/eligibility-requirements>.
- r) A student who requests his/her trimester course books and supplies to be shipped to him/her MUST pay a \$40.00 shipping and handling fee PRIOR to the item being shipped. There will be a 48-hour period between payment posting and package shipping.
- s) In each trimester, for a student to receive his/her all-inclusive materials (course books and supplies), he/she MUST be clear of any academic and/or financial hold on or before the end of trimester add/drop deadline; failure to remove the hold within this timeframe will result in the student having to incur the additional costs of acquiring the necessary materials on his/her own. Wade College returns all materials to the respective vendors at the expiration of the add/drop period and will not procure such materials for the student after the expiration of the add/drop period.

[5] Cancellation Policy:

A FULL REFUND (LESS THE APPLICATION FEE) WILL BE MADE TO ANY STUDENT WHO CANCELS THE ENROLLMENT AGREEMENT BY MIDNIGHT OF THE FIRST DAY OF THE TERM. 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.



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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; and the provision of student services, 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.ncido.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 Dean of Academic and Student Affairs.

GRADUATION REQUIREMENTS

Upon successful completion of the stated requirements below, students are awarded an associate degree and/or a baccalaureate degree. A student must complete all academic requirements and resolve all financial obligations with the college before either degree is awarded.

Graduation Requirements – Associate Degree Programs

The Associate of Arts in Fashion Design and Product Development and Interior Design, or the Associate of Science in Marketing and Management and 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; and (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.

Graduation Requirements – Direct-Entry and Post-Associate Baccalaureate Degree Programs

The Bachelor of Arts in Fashion Design and Product Development and Interior Design, or the Bachelor of Science in Marketing and Management and Information Technology is granted to students who have completed the following requirements: (1) Completion of a minimum of 120 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; and (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) Federal Supplemental Educational Opportunity Grant; (6) Other Title IV Aid; (7) 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 Office of the President and submit an official notification. Following an exit interview with the Office of the President, 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 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 for his or her matriculation trimester, all monies paid (less application fee) will be refunded when requested in writing by the student.
2. Prepaid tuition and fees (less application fee) for any period beyond the student's current trimester will be refunded in full.
3. In the event of withdrawal by the student or termination by the college during any trimester of study, the application fee and graduation fee are nonrefundable and nontransferable.
4. 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>
By midnight of the first day of the term	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.



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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, ANNUAL SECURITY REPORT AND SAFETY PLAN, 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]

PLEASE DO NOT SIGN THIS AGREEMENT UNTIL YOU HAVE READ AND UNDERSTAND THE ENTIRE TUITION AND ENROLLMENT AGREEMENT

All three pages 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 by midnight of the first day of the term.

Date of this Notice: _____

Last Date to Cancel this Transaction: See: Trimester Matriculation Date, above.

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