



# Anaheim University

## January 1 - December 31, 2022

### Student Enrollment Agreement

#### Doctor of Business Administration Program

Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA  
 Tel: 714-772-3330 Fax: 714-772-3331  
 E-mail: registrar@anaheim.edu Website: http://www.anaheim.edu

FOR EDUCATIONAL SERVICE SUBJECT TO ARTICLE 6 BUT NOT ARTICLE 7 OF THE PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION REFORM ACT.

#### 1 Agreement for Educational Services

This is an agreement for educational services provided by Anaheim University to the student named on page 4 of this Student Enrollment Agreement. Anaheim University is not a public institution. Once this document is signed by the student and approved by Anaheim University, it legally obligates both Anaheim University and the student.

#### 2 Program Description : Doctor of Business Administration

##### Title of Program: Doctor of Business Administration (DBA)

**Description of Program:** The Doctor of Business Administration degree is intended to develop the technical and professional knowledge and research skills that are needed to assume leadership positions in the field of business. Students completing the DBA will be equipped to work as senior managers in business, as consultants either independently or within an organization, or in a university teaching or research position.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements: Total number of required units: 60 units**

##### Method of Instruction:

*Online-learning:* reading of textbooks and submission of assignments, two 90 minute real-time online classes per course and daily interaction through an online discussion forum with professor and students.

**Start Date:** \_\_\_\_\_ Please see enclosed schedule of courses offered.

**Scheduled Completion Date:** \_\_\_\_\_ The entire DBA program will be completed in no fewer than three years and no more than five years from date of matriculation. Students may be granted an extension to their program at the discretion of the Director of the DBA program. Under no circumstances may the DBA program be completed in less than two years from the date of initial enrollment or more than ten years from the date of initial enrollment.. Each course is equivalent to 135 hours of study over a 6-week period. New courses begin every 6 weeks .

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study. Note: Anaheim University reserves the right to change course titles, content and requirements at any time during a student's term of study.

#### 3a Student Loans

For students who have obtained or are applying for the following guaranteed or insured loan for the purpose of paying tuition.

Name of Lender	Address of Lender	Proceeds to School

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

#### 3b Student Scholarships.

For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.

Name of Scholarship	Organization Offered Through	Amount of Scholarship

#### 4 Non-Refundable Fees, Charges and Deposits

Certain fees, charges and deposits are non-refundable. Even if the student cancels this contract as permitted by law, the student may not receive a refund of the application fee and \$100 registration fee, unless cancellation is made within the 7-day Cancellation Period. The STRF fee is also non-refundable. The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges.

#### 5. Student Cancellation, Withdrawal, and Refund Rights

##### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid, less the STRF fee, which is currently two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs)." The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

#### 6 Obligations of Student and School.

The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (paragraph 5) and withdraw from the course (paragraph 6). The student will demonstrate reasonable progress toward completion of the program. The school respects the student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation and completion of an end-of-program survey, will supply an official transcript.


#### 7 Student Integrity and Academic Honesty.

Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.



## Publicity Release and Personal Data

I authorize Anaheim University to use my name, statements and likeness, without charge, for promotional purposes in Anaheim University publications, video webpages, or in other formats.

Signature of student:  \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_

First Name	Last Name	<b>OFFICE USE ONLY</b> Copy given to student: _____
------------	-----------	--

Street Address:	Date: _____ (Month / Day / Year)
-----------------	-------------------------------------

City	State / Province / Prefecture	Zip / Postal Code	Country
------	-------------------------------	-------------------	---------

**Please select the DBA area of concentration you wish to study:**

Management    
  International Business    
  Sustainable Management    
  Entrepreneurship

### Anaheim University and Accessibility Accommodations

Anaheim University will make reasonable provision for students with learning or other disabilities. Do you have a disability that you would like the University to accommodate?

Please check  YES  NO

If yes, please provide documentation and detail on how your disability can best be accommodated.


### Notice Concerning State Approval

Anaheim University is approved to operate by the California Bureau for Private Post-Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

### Notice Concerning Transferability of Units and Degrees Earned at our University

Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state, professional organizations and government agencies when licensing and/or credentials are the eventual objective of the prospective student. It is entirely up to the discretion of the college, university or institution for which a student is seeking admission, to decide on the acceptance of the said student into a given degree program and the transferability of units and degrees to other institutions is not guaranteed. It is recommended that if transfer of credit or degree is the eventual goal of the prospective student, that the student contact all institutions in which the student is potentially interested in seeking enrollment. The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Doctor of Business Administration degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or the DBA degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Anaheim University to determine if your credits or degree will transfer.

"My signature below indicates that I have read and understand the information above."

 \_\_\_\_\_

Signature of student	Date (Month / Day / Year)	Signature of Anaheim University Representative	Date (Month / Day / Year)
----------------------	---------------------------	--	---------------------------

## Attachment A to Student Enrollment Agreement


"Checklist of Pre-Enrollment Disclosures" (please initial below)

Date of Application \_\_\_\_\_


The school represents and the school acknowledges that before the student signed the enrollment agreement, the school provided each of the following materials to the student, and gave the student a sufficient opportunity to read and review each of the materials before obtaining the student's signature to the agreement. The initials of the school's representative and the student signify that the materials were provided to the student at the time and in the manner required.

I have received all of the materials in the following checklist of Pre-Enrollment Disclosures, which I acknowledge by initialing them:


**Enrollment agreement** - upon signing the enrollment agreement, the student received a copy of this agreement, including all applicable information, the title of the program, and an itemization and total of all charges:

School	AU	Student	STUDENT INITIALS	(Please initial)
				


**Catalog [or brochure]** - before signing the enrollment agreement, the student received a copy of the school's catalog [or brochure], including a description of the program of instruction:

School	AU	Student	STUDENT INITIALS	(Please initial)
				

**Explanation of withdrawal and refund rights (Attachment B of this enrollment agreement)** - before signing the enrollment agreement, the student received a written statement of the refund policy that applies if the student withdraws after the cancellation period, including examples of how the policy applies:

School	AU	Student	STUDENT INITIALS	(Please initial)
				

**Performance Fact Sheet (Attachment C of this enrollment agreement)** - Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and ate the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

School	AU	Student	STUDENT INITIALS	(Please initial)
				

## Attachment B to Student Enrollment Agreement

### Explanation of Program Withdrawal and Refund Rights

#### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid, less the STRF fee, which is currently two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

For the purposes of determining the student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

- The student notifies the school of the withdrawal.
- The school terminates the student's enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.
- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months.

Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed

For Courses Lasting up to 6 Weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$1,700 tuition for a 6-week course
Week 1 (days 0 - 7)	100% of tuition refunded	Refund: \$1,700 (100% of \$1,700)
Week 2 (days 8 - 14)	70% of tuition refunded	Refund: \$1,190 (70% of \$1,700)
Week 3 (days 15 - 21)	40% of tuition refunded	Refund: \$680 (40% of \$1,700)
Week 4 (days 22 - 28)	20% of tuition refunded	Refund: \$340 (20% of \$1700)
Weeks 5 - 6	0% of tuition refunded	Refund: \$0

If any portion of the student's tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will then be paid to the student. If there is a balance due, the student will be responsible in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If the student paid for his/her entire program at the time of enrollment and received the 10% tuition discount for payment in full, the regular course tuition will be used in the calculation of the refund since the discount will no longer apply. All monies due the student will be refunded within 30 days of the notice of cancellation

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE), P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (888) 370-7589. FAX: (916) 263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov). A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

**NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.**