

ENROLLMENT AGREEMENT

EISNER INSTITUTE FOR PROFESSIONAL STUDIES

16133 Ventura Boulevard, No. 700
Encino, CA 91436
Phone: (818) 380-0185, Fax: (818) 788-1847
www.eisnerinstitute.org

PLEASE PRINT OR TYPE	<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry
Student Applicant Legal Name	_____	
Social Security # _____ (First) - _____ (Middle) - _____ (Last)	Date of Birth _____ - _____ - _____ Driver's License / ID No. _____	
Home Telephone: (_____) _____ - _____	Work: (_____) _____ - _____	Cell: (_____) _____ - _____
Address _____	City _____	State _____ Zip _____
E-Mail _____	Fax No. _____	

A. EDUCATIONAL SERVICE Program:

- Master of Arts Area of Interest _____

Total Clock Hours/Total Quarter Credit Hours: **930/9093**

Approximate No. of Weeks: **104**

Enrollment Agreement Period Program - Start Date: _____ Program Scheduled Completion Date: _____

- Doctor of Psychology Degree (Psy.D.) Area of Interest _____

Total Clock Hours/Total Quarter Credit Hours: **900/90**

Approximate No. of Weeks: **104**

Enrollment Agreement Period Program - Start Date: _____ Program Scheduled Completion Date: _____

Enrollment Agreement Period Program - Start Date: _____ Program Scheduled Completion Date: _____

This agreement is for indirect instruction via correspondence or instruction supplement with student-teacher interaction via the Internet. Internet-based instruction will be asynchronous. EIPS does not transfer lessons or materials except on the start date of the term. This enrollment agreement is in effect for 24 months from the program's start date. There are no

extensions for part-time enrollment, a leave of absence, or a withdrawal. New tuition rates, if any, will apply at the end of two years. All programs are only offered in English, and the enrollment agreement is only available in English. Full-time students in both the master's degree and the doctoral degree programs are expected to complete their programs in 8 quarters (2 years) and part-time students, in 16 quarters (4 years). The maximum time for completion is 3 years for full-time students and 6 years for part-time students. Extensions to the maximum time may be granted by requesting a leave of absence, based on mitigating circumstances.

NOTE: Eisner Institute for Professional Studies is approved to accept students who are: (1) California residents, (2) residents of states where EIPS is authorized to enroll students, or (3) residents of any international country.

B. ITEMIZATION & TOTAL TUITION FEES

Registration Fee \$ _____ Non-Refundable

Books \$ _____ Textbook prices fluctuate depending on recent book editions and pricing changes by publishers. *Students are responsible for purchasing their own textbooks.*

Equipment \$ N/A Non-Refundable upon removal from original packaging.

Tuition \$ _____ Prorated upon withdrawal. Refer to refund policy provision within this Agreement.

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES DUE FOR THE ENTIRE EDUCATIONAL PROGRAM; and \$ _____

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ _____

Additional Fees, as applicable:

MISCELLANEOUS FEES (All Programs)	NON-REFUNDABLE (Unless Otherwise Indicated)
Application Fee	\$65
Enrollment Deposit (included in tuition fee)	\$200
Library Fee per Quarter	\$20
Foreign Transcript Evaluation	\$50 (per institution submitting transcripts)
Registration Per Quarter	\$15
Domestic Transfer Credit Evaluation Fee	\$90
Graduation Fee/Oral Defense	\$300
Returned Check Fee	\$35
Wire Transfer	\$35 US/\$65 International
Late Registration Fee	\$90
*Official Transcript	\$15
Change of Status (Withdrawal, Major, etc.)	\$50
Student Tuition Recovery Fund Assessment	\$0 per \$1,000 of tuition
Special Course Request	\$100
**Monthly Installment Payments	\$15 (per monthly payment)
**PayPal Quarterly Payment US/International	\$50 US/\$65 International (each 11-week quarter)
**PayPal Monthly Payment US/International	\$20 US/\$30 International (each month)

International Postage and Shipping	Varies with Each Country
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- * All tuition and fees must be paid in full before an official transcript can be issued.
- ** Initial and continuation of monthly installment payments or monthly or quarterly PayPal payments are at the discretion of EIPS. If a student is more than 10 days late with a monthly installment payment or a monthly or a quarterly PayPal payment, he/she is subject to disenrollment. __

EIPS does not offer tuition discounts nor does the institution award scholarships.

STUDENT AGREES TO PAY ABOVE SPECIFIED FEES AS FOLLOWING:

<input type="checkbox"/> Cash	\$ _____		
<input type="checkbox"/> Credit Card	\$ _____	Credit Card Number: _____	Exp. _____
Date: _____			
<input type="checkbox"/> Sponsor	\$ _____	Sponsor _____	Name: _____
<input type="checkbox"/> Check	\$ _____	Check Number: _____	
<input type="checkbox"/> Student Loan	\$ _____		
<input type="checkbox"/> Corporate	\$ _____	Corporate _____	Name: _____
BALANCE DUE	\$ _____	Payment	Agreement:

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

By signing this agreement, I attest that my home residence is: (1) in California, (2) in a state where EIPS is authorized to enroll students, or (3) in a foreign country.

Signature of Student Date

Signature and Title of School Official Accepting Enrollment (Donald A. Eisner, Ph.D., J.D.) Date

C. REFUND POLICY

Right to Cancel Policy for Correspondence/Online Instruction Students

STUDENT'S RIGHT TO CANCEL: As provided by Regulation #71830 of Title 5 Code of Regulations, the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and initial correspondence materials are received. Students also have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is mailed. The institution shall make the refund within 30 days of cancellation. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the correspondence materials.

Further, this institution shall mail all lessons and other materials to the student if the student (a) has fully paid for the educational program; **and** (b) after having received the first lesson and initial materials, requests in writing that all the materials be sent. If this institution mails the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all the lessons and material are mailed.

Refunds of Tuition Policy for Correspondence/Online Instruction Students

REFUND POLICY: Specifically, the refund policy for correspondence/online instruction programs provides that this institution will calculate a refund of the unused portion of tuition fees and other charges if the student does not register for the period of attendance or withdraws there from at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. No refunds are available after completion of 60 percent of the program.

If a 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. If the student obtains a loan to pay for an educational program, the student will have the *responsibility* to repay the full amount of the loan plus interest, less the amount of any refund. 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.

The refund shall be calculated as follows:

1. Determine the percentage of clock hours completed. (Divide the clock hours of instruction received by the total number of clock hours in the instruction of the program. Move the decimal point two places to the right.)
2. If the percentage of clock hours completed is greater than 60 percent, no refund is owed. If the percentage is 60 percent or less, calculate the refund in the following manner:
 - a) Multiply the amount paid for the program of instruction by the clock hours of instruction paid for but not received.
 - b) Divide by the clock hours of instruction for which the student has paid. The quotient is the refund amount.

This institution has a specified time limit within which a student is required to complete the requirements of a course in its distance-learning program.

Refund Example:

	Explanation
200/600	Clock hours of instruction received divided by clock hours of instruction for which the student has paid. Percentage of Clock Hours Completed = 33.3%
\$9,000	Amount paid for the program of instruction
Times	400 (clock hours of instruction paid for, but not received)
Divided by:	600 (clock hours of instruction for which the student has paid)
Equals:	\$6,000 (refund amount)

The school will also refund money collected and sent to a third party, on the student's behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. The enrollment deposit fee of \$200 is refundable and is part of the calculation should there be a withdrawal/refund. Any such withdrawal should to be in writing.

Financial Aid: Eisner Institute for Professional Studies does not offer state or federal aid.

UNDERSTANDINGS

INITIAL

1. **Catalog:** Information about EISNER INSTITUTE FOR PROFESSIONAL STUDIES (EIPS) is published in a school catalog that contains a description of certain policies including the refund policy, procedures, and other information about the school. EIPS reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or another written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in EIPS, the Student agrees to abide by the terms stated in the catalog and all school policies.

2. **Location:** Distance education coursework is completed at a location determined by the student.

3. I understand that I will be awarded a degree when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.

4. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at EIPS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Arts Degree; the Doctor of Psychology Degree; the Professional Certificate; or the Awareness Center Certificate you earn in the program listed in this enrollment agreement is also at the complete discretion of the institution to which you may seek to transfer. If the Master of Arts Degree; the Doctor of Psychology Degree; the Professional Certificate; or the Awareness Center Certificate 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 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 EIPS to determine if your credits or certificate/degree will transfer.

Name _____ of _____
Program _____

5. **Career Services:** Placement advisement is provided. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

6. **Questions:** 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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

7. **Complaints:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free, writing at the address above, or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

8. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed

to the school listed on this agreement.

9. **Books /Equipment:** All supplies for the program selected will be provided by the student.

10. **Distance Education Equipment Requirements:** Since the programs and courses are asynchronous, a web cam is not mandatory but would be helpful. It is expected that most new computers have an inbuilt camera and auditory capabilities. All courses are accessible via PCs, Macs, I Phones, and Tablets. These requirements may be updated to meet current technology demands.

STUDENT TUITION RECOVERY FUND DISCLOSURE

1. **Student Tuition Recovery Fund:** You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.
7. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
8. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Initial

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 date 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.

QUESTIONS

If you answer “yes” to any of the questions below, please provide details:

- | | | | | |
|--|---------|------|--------|------|
| 1. Have you ever been convicted of a crime in any jurisdiction, in a state or country? | Ye
s | ____ | N
o | ____ |
| 2. Have you ever had any licensing board or professional ethic body find you liable for an ethics code violation or unprofessional conduct? | Ye
s | ____ | N
o | ____ |
| 3. Have you had a DUI in the last 10 years? | Ye
s | ____ | N
o | ____ |
| 4. Are there any ethical complaints or investigations currently pending against you? | Ye
s | ____ | N
o | ____ |
| 5. Are you currently being treated or have you been treated for a serious [physical or mental] health problem that can impair your ability to treat patients or clients? | Ye
s | ____ | N
o | ____ |
| 6. Do you have any health conditions that require accommodating? | Ye
s | ____ | N
o | ____ |

Any changes to your answers above during your attendance at EIPS shall be reported to the Dean’s Office.

Initials _____

I understand that any false or misleading information may be grounds for dismissal from the program.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.