

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

**Springfield College**  
School of Human Services  
744 N. 4<sup>th</sup> Street, 3rd Floor  
Milwaukee, WI. 53203

**Enrollment Agreement Term** \_\_\_\_\_ **Program** \_\_\_\_\_

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy (b) a catalog including a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

This agreement is for BSHS/MSHS courses totaling \_\_\_\_\_ credits hours @ **\$380.00 [BSHS] or \$515.00 [MSHS] per credit hour.**

<i>Credit Hours</i>	<i>Course Number</i>	<i>Description</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BUYER'S RIGHT TO CANCEL.** The student has a right to cancel this enrollment agreement and obtain a refund. If you wish to withdraw totally from the program, you may cancel this enrollment agreement by completing the withdrawal form. You may alter the enrollment agreement to add or drop a course(s) by completing the Change-of-Schedule Form, in consultation with your Academic Advisor. Monthly billings will reflect any change in enrollment status and consequent tuition balance. You may drop all courses for a particular semester and complete a Change-of-Schedule Form and a Leave-of-Absence Form if you plan to return to the school. All withdrawals, add/drops and leave- of-absence requests should be sent to Campus Director, Springfield College School of Human Services, 744 N. 4<sup>th</sup> Street, 3rd Floor, Milwaukee, WI 53203.

**REFUND INFORMATION.** The student has a right to a full refund of all charges less the amount of the Application Fee (see following Tuition and Fees Schedule) if he/she cancels this agreement within three working days. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the portion of the tuition and other refundable charges if the following conditions are met:

For students attending Springfield College for the FIRST time:	
Course(s) dropped prior to the first class	100%
Course(s) dropped prior to the second class	75%
Course(s) dropped prior to the third class	50%
Course(s) dropped after the third class	0%

For returning students: If a student's written request is received by the 15th of the second month of each semester, the student will receive a 100% tuition refund. The deadlines for 100% credit are:

- \* October 15 for Fall Semester
- \* February 15 for Spring Semester
- \* June 15 for Summer Semester

If a student's written request is received from the 16th of the second month until the last day of the second month in each semester, the student will receive a 50% tuition refund. The deadlines for 50% credit are:

- \*October 16 - October 31 for Fall Semester
- \*February 16 - February 28 for Spring Semester
- \*June 16 - June 30 for Summer Semester

If a student's written request is received after the last day of the second month, the student will be held responsible for the total amount of tuition whether or not the student attended classes. 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.

**FEES AND CHARGES.** The student must complete the Partial Payment Plan Agreement/Registration Receipt Form as part of this enrollment agreement. The student shall receive a copy of this agreement for each term registered. The student is responsible for the following fees and charges:

#### TUITION AND FEES SCHEDULE

a. Tuition charges (May 2010 semester through January 2011 semester)

Bachelor of Science in Human Services **\$4650.00**  
(Full time status) **12** credit hours @ **\$380.00** per credit hour

Master of Science in Human Services **\$4635.00**  
(Full time status) **9** credit hours @ **\$515.00** per credit hour

- b.
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|--|---------------|
| Application fee (BSHS) <b>non-refundable</b> | \$ 10.00      |
| Application fee (MSHS) <b>non-refundable</b> | \$ 40.00      |
| Commencement fee                             | 50.00         |
| Late drop/add fee                            | 25.00 - 50.00 |
| Late payment fee                             | 50.00         |
| Late registration fee                        | 25.00         |
| Payment Plan fee                             | 15.00         |
| Portfolio fee*                               | 250.00        |
| Human Services Training fee**                | 100.00        |
| Returned check charge                        | 30.00         |
| Transcript fee                               | 6.00          |

\* Assessment fee charged to students enrolled in the *Human Services and Personal Development* course.

\*\* Assessment fee charged to students awarded credits for human services trainings.

The School of Human Services does not offer employment assistance services.

**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.**

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

This agreement is accepted by \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date