

**International University of Leadership**  
**1507 S Hiawassee Rd, Suite 113**  
**Orlando, FL 32835**  
**Tel: 407-801-5140**

**ENROLLMENT AGREEMENT**

**STUDENT INFORMATION**

<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>	..... City: .....State:.....Zipcode:..... Country:.....		
<b>Phone</b>			
<b>ID or Passport#</b>		<b>SSN#</b>	
<b>Date of Birth</b>		<b>Gender</b>	Male      Female
<b>Email</b>			
<b>Program Information</b>	Bachelor of Business Administration Master of Business Administration		
<i>Administration only</i>	Length: Excepted total program cost: \$	Clock Hours: Notes:	

International University of Leadership and the student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the University’s policies as set forth in the University catalog.

**TUITION AND FEES**

<b>Programs</b>	<b>Tuition/Credit</b>
<b>Undergraduate Programs</b>	
In State Students	\$150
Out of State/International Students	\$175
<b>Graduate Program</b>	
In State Students	\$200
Out of State/International Students	\$250
<b>Doctorate Program: Instate, out of state and International Students</b>	<b>\$300</b>

**\*Special International Students:** Students transferring from an Institution holding an articulation agreement with IUL, will pay their tuition according to the instate fees. For a list of the institutions please visit our website at: <https://iulf.education/agreements>.

- Textbook(s) must be purchased by students separately and are not included in course tuition, a reasonable estimate is \$1500-\$1700 for the undergraduate programs and \$900 to \$1200 for the Master's programs.
- Tuition is due at least one week prior to the start of each course or program.
- Tuition can be paid in full by Visa, MasterCard, Bank Wire, Check or PayPal.
- Allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Student continues payment at the above tuition rate until end of program.
- Students must be continuously enrolled in a course or pay the inactive fee every semester to avoid the reinstatement fee.
- No student will receive diploma, official transcript or any official documentation until all financial obligations to the University are satisfied.
- Transfer credits will be placed on your transcript after a successful review
- All scholarships are valid for up to one program at a time.
- Accounts that are past due will be restricted from taking additional courses. Accounts that are past due will be sent to an outside collections' agency. In this event, the student is responsible for any collection fees over and above their past balance on their account.

### Methods of Payment

Full payment at time of signing enrollment agreement.

Registration fee at the time of signing enrollment agreement with balance paid prior to starting date

Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

Students opting for a payment plan agree to pay their tuition according to the schedule below.

IUL does not charge an interest rate on its payment plan, however an administrative fee of \$25 is added.

<b>Number of payments</b>	<b>Amount of each payment</b>	<b>Due Date</b>	<b>Total of Payment</b> <i>The amount you will have paid after you have made all payments as scheduled</i>
\$	\$	Beginning on ___/___/____ And on the same day every month thereafter.	\$

### FEES

Program Registration	\$ 150
Administrative fee for monthly payments	\$25
Inactive Fee/semester	\$ 30
Change-of-Program Fee	\$ 50
Returned Check Fee	\$ 50
Transcript Fee (First Transcript is free)	\$ 25
Graduation Processing Fee	\$ 80
Commencement Fee	\$ 175
Replacement Diploma Fee	\$ 100
Reinstatement fee	\$ 100

Postal charges :	US National	\$20
	International	\$120

*\*All fees above are non-refundable to a maximum of \$150 when combined.*

### **GROUND FOR TERMINATION**

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

### **GRADUATION REQUIREMENTS**

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. The University approves graduations in December and May.

### **EMPLOYMENT ASSISTANCE**

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

### **GRIEVANCES**

Students may submit any grievance in writing directly to student services unless the grievance concerns this department, then they can submit to the academic coordinator. Students should expect a response in a timely manner. In the event the response is not satisfactory they can submit in writing to the President.

In the case of unresolved conflict, contact the Commission for Independent Education, Florida Department of Education, at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll free number (888)224-6684.

### **REFUND POLICY**

If a student is terminated or cancels enrollment for any reason, the following refund policy will apply:

A student may request cancellation in any manner: fax, email, mail or in person methods are preferred.

#### Enrollment Cancellation:

- All monies will be refunded if the school does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the fifth (5<sup>th</sup>) business day, but before the first class, results in a refund of all monies paid, except for the registration fee. IUL provides additional consideration for students that have had extenuating circumstances, such as a student illness or accident, death in family, or other circumstances beyond the student's control.

#### Course Withdrawal:

- A student may withdraw from one or more courses during a term and not be withdrawn from the University if the student is attending at least one course within the term or has registered for a course in a subsequent term within 30 days from the last scheduled date

of the term. A student who withdraws from all of his or her courses in a term will be responsible for any charges that may accrue on their account due to the withdrawal.

- Cancellation after attendance has begun but prior to 40% completion of the course, will result in a pro rata refund computed on the number of weeks completed out of to the total course session.
- Cancellation after completing 40% of the course will result in no refund.
- The refund is calculated based on the postmarked date that a student's cancellation is received by IUL.
- Refund payments will be made within 30 days of termination of students' enrollment or receipt of the refund request.

Sample Refund Calculation

John Doe is from Florida, he registers for 1 course at the Bachelor's program, equivalent to 3 Credit Hours to last 15 weeks at 3 learning hours per week. He pays a registration fee of \$150 and a tuition fee of \$450.

John changes his mind and withdraws from school during week 3, he is entitled to a prorated refund except for the registration fee.

Each week is equivalent to  $\$450/15 = \$30$ , John consumed 3 weeks meaning  $3 * 30 = \$90$ .

Joe will get a refund of  $\$450 - \$90 = \$360$  within the next 30 days.

Other Circumstances:

- If for unseen reasons the University is permanently closed or no longer shall offers instruction, the school, at its option:
  - Provide a full refund of all monies paid.
  - Provide for completion of the course.
- Applicants denied admissions by the University are entitled to a refund of all money paid except for non-refundable registration fees, after the allowable five business days.
- If the student or the University cancels this agreement the rules for cancellation and refund above will apply.
- Students who wish to continue their education at other schools must not assume that credits earned at the University will be accepted by the receiving institution. Transfer of Credits from IUL is at the discretion of the receiving institution.
- Students can use the university placement assistance services as described, but IUL does not guarantee employment upon completion of programs.

**By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.**

**Students Signature \_\_\_\_\_ Date    /    /    **(Month/Day/Year)****

**Parent/Guardian Signature \_\_\_\_\_ Date    /    /    **(Month/Day/Year)****

*(For students less than 18 years)*

**University Representative**

**Date**