

PREVIOUS COLLEGE STUDIES

List the universities where you have studied. (Begin with the most recent)

College or University	Date (Start)	Date (End)	Credits	Degree Earned

WORK EXPERIENCE

List the companies where you have worked. (Begin with the most recent)

Employer's Name	Date (Start)	Date (End)	Position

CREDIT VALUE

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences consist of hours of instruction and individual or group activities as indicated in the course module under the guidance of a qualified instructor. Each course consists of three (3) credit hours.

TUITION

UNITED STATES RESIDENTS

Cost per Credit Hour: \$ 480.00

PUERTO RICO RESIDENTS AND INTERNATIONAL STUDENTS

Cost per Credit Hour: \$ 260.00

FEES

UNITED STATES RESIDENTS

	Amount	Frequency
Technology Fee	\$ <u>85.00</u>	Per semester
Technology Fee	\$ <u>42.50</u>	Summer Term

PUERTO RICO RESIDENTS AND INTERNATIONAL STUDENTS

	Amount	Frequency
Technology Fee	\$ <u>85.00</u>	Per semester
Technology Fee	\$ <u>42.50</u>	Summer Term

BOOK & SUPPLIES

	Amount	Frequency
Books	\$ <u>250</u>	Per semester

All learning resources, textbooks and teaching materials are provided through the virtual library and Blackboard platform. In some cases, faculty will recommend textbooks, which students will acquire through the suppliers of your choice.

OTHER COSTS

	<u>Amount</u>
Transcript	\$ 6.00
Graduation Fee	\$ 110.00
Diploma Duplicate	\$ 10.00
Degree Certification (Duplicate)	\$ 5.00
Graduation or Administrative Graduation Certification	\$ 35.00

REFUND FORMULA

Any student who requests a total withdrawal of courses on or prior to 60% of the part of term registered will be reimbursed according to the following formula:

$$\frac{\text{TOTAL DAYS ELAPSED}}{\text{TOTAL PART OF TERM DAYS}} = \% \text{ OF TOTAL COST}$$

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.

Partial withdrawal: Course Drop/Add Period

Students may cancel a course before the first day or during the first week of the part of term (PT) without costs or charges.

PAYMENT METHODS

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made by checks and credit cards (Visa or Master Card). Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. The Bursar's Office will not accept claims without receipts.

TUITION CHANGES

All tuition, general fees and service charges are subject to change. The University agrees to provide reasonable advanced notice of any increases. All increases will only apply to subsequent terms, not the one in which the student is currently enrolled.

CANCELLATION POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by Certified Mail or by termination.
2. No charge will be made for submitting an application for admission. If the student is admitted and enrolled and the student cancels within three (3) business days after signing the student enrollment agreement and making initial payment all funds will be refunded.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all funds paid.
4. If cancellation occurs prior to completion of the first week (drop/add period) of the part of term of the semester, the school will refund 100% of the tuition for the semester.
5. Once the drop/add period is over, there will be tuition adjustment no greater than 25% of tuition cost of classes in progress even if the student did not attend the class past the drop/add period.
6. Termination Date: In calculating the refund due to a student, the last date of participation in class by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

GROUNDS FOR TERMINATION

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

GRADUATION REQUIREMENT

I understand that to graduate from my selected program and to receive a degree, I must successfully complete the required number of credits hours as specified in the catalog an on my Enrollment Agreement, comply with all written, practicum, internship and course work required by the program I selected and satisfy all financial obligations to the University.

EMPLOYMENT ASSISTANCE

I understand that the University has not made and will not make any guarantees of employment or salary upon my graduation. The University will provide me with placement assistance, which will consist of identifying employment opportunities and advising in the attempt to obtain the opportunities.

FALSE INFORMATION

Any candidate who submits false information to attain admission to the Institution will be immediately disqualified for admission.

If, after admission, it is discovered that a student furnished false information, he or she will be subject to the appropriate disciplinary measures, including canceling his or her enrollment and losing the credits completed satisfactorily.

NON-DISCRIMINATION STATEMENT

The Ana G. Méndez University System does not exclude participation, or deny benefits or discriminate against any person because of age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political affiliation, political ideas or religious or being a victim or be perceived as a victim of domestic violence, sexual or stalking aggression or being military, ex-military, serve or have served in the Armed Forces of the United States or hold veteran status or any other category protected by law.

ACKNOWLEDGEMENT

This enrollment application and the institutional catalog contains the entire agreement between the University and myself, and no further modification or representation except as herein expressed in writing will be recognized.

NOTICE TO PROSPECTIVE STUDENTS

DO NOT SIGN THIS ENROLLMENT AGREEMENT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED A COPY OF THE ENROLLMENT APPLICATION DOCUMENTS AND CAN ACCESS THE CATALOG AT: <http://agmonline.suagm.edu/catalogos>

Applicant Signature

Date (mm/dd/yyyy)

Parent/ Guardian (if student is under the age of 18)

Date (mm/dd/yyyy)