Enrollment Agreement

Congratulations, you have met the admissions requirements to enroll into the program that you have selected. To finalize your enrollment, please provide the information requested below, sign and date the agreement on the last page and submit to the Abraham Lincoln University Admissions Department.

**Student ID**:  
**Name**:  
**Address**:  
**City, State and Zip**:  
**E-mail**:  
**Phone**:  
*All fields are required.

**DEGREE OR PROGRAM SELECTED**  
Diploma in Criminal Justice (DCJ)

The Diploma is a one-year, 30 semester credit hour program. The method of instruction and delivery of student services is through online distance learning.

**ENROLLMENT PERIOD**  
Courses are designed for eight (8) weeks of study with fixed start and end dates. Enrollments are processed for Monday start dates for a total of 52 starts per year.

**Start Date**: 5/27/2013  
**End Date**: 7/21/2013

**COURSE NUMBER, TITLE, SEMESTER CREDIT HOURS AND TUITION FOR THIS ENROLLMENT**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Semester Credit Hours</th>
<th>Tuition Credit Per Hour</th>
<th>Tuition Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS110 Introduction to Criminal Justice</td>
<td>3</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td>CJS223 Criminal Evidence</td>
<td>3</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>6</strong></td>
<td><strong>250</strong></td>
<td><strong>1,500</strong></td>
</tr>
</tbody>
</table>

**TUITION AND FEES**  
Tuition for students is $250 per semester hour. Total tuition for the program is $7,500. Up to 75% of semester units required for graduation may be transferred in for associate and bachelor’s degrees and 20% for master’s. Total tuition for the program will be reduced by the number of units transferred in.

**Registration Charge**  
A one-time, non-refundable 20% of total tuition not to exceed $200 for the program is charged to students, including Military Tuition Assistance students, who withdraw from the University after the course scheduled start date.

Students must provide their own computer with printer, Internet access, operating system, Microsoft® Office, and other related functionality.
Military Tuition Assistance Program
Textbooks are provided by ALU at no additional cost to students using Department of Defense Tuition Assistance through an internal grant program.

Fees, other than the registration charge for students who cancel or withdraw, are waived for students enrolling through the Department of Defense Tuition Assistance program. All other applicants and students are subject to pay the following fees and charges:

Fees and Charges: Diploma, Associate, Bachelor's and Master's Programs

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Resources (per year) *</td>
<td>$50</td>
</tr>
<tr>
<td>Application/Transfer Credit Evaluation</td>
<td>$50</td>
</tr>
<tr>
<td>Change of Program</td>
<td>$50</td>
</tr>
<tr>
<td>Course Extension or Repeat</td>
<td>$50</td>
</tr>
<tr>
<td>Duplicate Diploma</td>
<td>$50</td>
</tr>
<tr>
<td>Graduation</td>
<td>$50</td>
</tr>
<tr>
<td>Late Monthly Payment Charges</td>
<td>$20</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>$25</td>
</tr>
<tr>
<td>Registration (per program) (nonrefundable)</td>
<td>One-time 20% of total tuition up to $200</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>$25</td>
</tr>
<tr>
<td>Returned Checks/Credit Card Charge Back</td>
<td>$20</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund (nonrefundable)</td>
<td>.0025 x tuition charge rounded to nearest 1000</td>
</tr>
<tr>
<td>Transcript, Official or Unofficial</td>
<td>$10</td>
</tr>
</tbody>
</table>

*Only applicable to paralegal and legal studies undergraduate programs.

Best Estimate Cost of Textbook and Study Materials

Tuition and fees does not include cost for books and study materials. Books and study materials for courses are the responsibility of the student. The best effort estimate cost of textbooks and other materials per course is $144. The best effort estimate cost of books for different programs, based on the number of courses in each program’s degree plan, are as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Textbooks Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>$1,440</td>
</tr>
<tr>
<td>Associate</td>
<td>$2,880</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>$5,760</td>
</tr>
<tr>
<td>Master's</td>
<td>$1,728</td>
</tr>
</tbody>
</table>
PAYMENT TERMS FOR TUITION AND FEES
Student agrees to pay Abraham Lincoln University the total amount for tuition and fees stated in this Enrollment Agreement.

Pay Tuition In-Full [ ] Attach Check or Credit Card Information

Military Tuition Assistance Voucher [ ] Attach

Direct Pay Plan/Installment Payment Plan
Student agrees to pay:
• Monthly payment is due on the 1st day of each month following the first month of study.
• The annual percentage rate (APR) for interest is zero (0) percent.
• Students who fail to make payments may forfeit their rights and privileges as ALU students.
• To enroll into subsequent courses, the tuition account must be paid-in-full.

Charge to: [ ] Discover [ ] MasterCard [ ] VISA [ ]
Credit Card Number: 
Expire Date: (MM/YY)
Security Code:
Authorized Cardholder Signature: Date:

1 The CVV2 three-digit value is printed just above the signature panel in reverse italics on the back of your card. Usually it is preceded by your card number. Click for illustrations showing the location of this code on a MasterCard and on a Visa.

Educational Materials and Online Access
Since Abraham Lincoln University offers a distance educational program where the instruction is not offered in real time, ALU will transmit the first lesson and any materials, other than the commercially available textbooks, to you within seven days after the ALU accepts you for admission. You will also receive online access to the ALU Student Learning Center (campus.alu.edu) within seven days after the ALU accepts you for admission.

If you are receiving military Tuition Assistance, ALU will also arrange for delivery of the required textbooks, including books in electronic formats, within seven days after the ALU accepts you for admission.

Additional Abraham Lincoln University Obligations:
(1) ALU shall transmit all of the 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, request in writing that all of the material be sent.
(2) If ALU transmits the balance of the material as the student requests, ALU 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 of the lessons and material are transmitted.
CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT’S RIGHT TO CANCEL
The latest day for you to exercise your right to cancel or withdraw is [6/3/2013].

A student may cancel an Enrollment Agreement or withdraw from the University at any time. A student who intends to cancel or withdraw must notify the University in writing following the directions outlined in the University catalog. Any money due the student will be refunded within 30 days. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The student has a right to a full (100%) refund of all tuition paid less the non-refundable fees if the student cancels during this time period.

A student, who cancels or withdraws later than attendance at the first class session, or the seventh day after enrollment, will be subject to a one-time, non-refundable 20% of total tuition up to a maximum of $200 for related courses.

A student may withdraw from a course or program and receive a refund by providing a written notice to the Registrar at the ALU postal mailing address (3530 Wilshire Blvd. Suite 1430, Los Angeles, CA 90010) or via email to registrar@alu.edu.

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. 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 materials.

The student will receive a full refund for paid courses that were not started at the time of withdrawal. If the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial program funds. If you are a California resident, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents.

The remaining tuition will be refunded based on the following table(s):

| Length of Course | Refundable Tuition Due After Completing:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks</td>
<td>1st week 90%</td>
</tr>
<tr>
<td></td>
<td>2nd week 75%</td>
</tr>
<tr>
<td></td>
<td>3rd week 65%</td>
</tr>
<tr>
<td></td>
<td>4th week 50%</td>
</tr>
<tr>
<td></td>
<td>5th week 0%</td>
</tr>
</tbody>
</table>

If a 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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
Enrollment Agreement

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; or

2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

All instruction at Abraham Lincoln University is conducted in English. If English is not your primary language, and you are unable to understand the terms and conditions of the enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language. Please contact the Admissions department for this service: 213-252-5100 or admissions@alu.edu.

Student Formal Grievance Procedures

The School of Law grievance policy addresses issues requiring resolution and promotes honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators and faculty of ALU.

A grievance may involve a complaint that includes administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, or library services.

ALU will review all grievances in a timely, fair, and equitable manner. If the complaint concerns a faculty member or administrator, ALU will consult with the faculty member regarding the complaint.

ALU notifies students and other interested parties regarding how to make complaints to state agencies and accrediting agencies by providing contact information in the Accreditation and Regulation section of the JD catalog. The website of the Bureau for Private Postsecondary Education is [www.bppe.ca.gov](http://www.bppe.ca.gov) and the website for the Distance Education and Training Council is [www.detc.org](http://www.detc.org).

**Step 1.** If a grievance has not been satisfactorily resolved by informal procedures, the student or interested party may file written grievance with the Dean of School of Law within 60 days of the act or event which is the subject of the grievance, by submitting the Formal Grievance Petition, available on the ALU website. Within five working days of receiving the grievance, the Dean shall conduct any necessary investigation and meet or call with the student or interested party in an effort to resolve the grievance. The Dean shall present all concerned parties with a written answer to the grievance within ten working days after the meeting or calls.

**Step 2.** If a grievance has not been satisfactorily resolved at step 1, the student or interested party may file the written grievance with the Academic Standards Committee within ten working days of receiving the answer at step 1. All information presented at step 1 shall be included with the grievance, and the Dean shall submit to the Academic Standards Committee a report describing attempts to resolve the grievance at step 1.

Within ten working days of receiving the grievance, the Academic Standards Committee shall conduct any necessary investigation and meet with the student or interested party in an effort to resolve the grievance. The Academic Standards Committee shall present all concerned parties with a written answer to the grievance within ten working days after the meeting.
Enrollment Agreement

Step 3. If a grievance has not been satisfactorily resolved at step 2, the student may file a written appeal to the President of Abraham Lincoln University within five working days of receiving the answer at step 2. All information presented at steps 1 and 2 shall be included with the appeal, and the Academic Standards Committee shall submit to the President a report describing attempts to resolve the grievance at step 2.

The President shall make a decision within 30 days of the written appeal and shall mail the decision to all concerned parties. The President's decision shall be final.

THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Notice Concerning State Approval
The programs offered by Abraham Lincoln University have been reviewed, evaluated and approved by the Bureau for Private Post-Secondary Education (BPPE) for the State of California. The University has been granted institutional approval. Approval to operate means that the BPPE has determined that an institution meets minimum standards established by the BPPE for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students’ achievement prior to, during, and at the end of the program.

Questions or Concerns Related to This Institution
Any questions a student may have regarding this catalog 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
P.O. Box 980818 West Sacramento, CA 95798-0818
Web site address: www.bppe.ca.gov

Telephone and fax #’s: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site.

Toll-free telephone #: (888) 370-7589
Web site address: www.bppe.ca.gov
Notice Concerning Transferability of Credits and Credentials Earned at ALU

The transferability of credits you earn at Abraham Lincoln University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or 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 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 Abraham Lincoln University to determine if your credits or degree, diploma or certificate will transfer.

Student Tuition Recovery Fund (STRF)

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 programs attending certain schools regulated by the Bureau for Private Post-Secondary 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. 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.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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.
Receipt of Documents
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, salary or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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.

*Student Signature:  
Date:

TOTAL CHARGES
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE ARE: $1,500.
TOTAL CHARGES FOR THIS ENTIRE DEGREE ARE $7,500.
TOTAL CHARGES FOR THIS ENTIRE DEGREE, INCLUDING TRANSFER CREDITS, ARE $6,750.
TOTAL CHARGES OF DOWN PAYMENT DUE UPON STARTING ENROLLMENT IS $350 or a TA voucher.

Legally Binding Contract
This agreement is a legally binding instrument when signed by the student and accepted by the University. 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 University’s cancellation, withdrawal and refund policy; (b) a University catalog that includes a description of the educational services, including all material facts concerning the University and the program, which are likely to affect your decision to enroll. Abraham Lincoln University reserves the right at its discretion to change course titles, content and requirements during a student’s term of enrollment.

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 University’s cancellation, and refund policies have been clearly explained to me. I understand that I am financially responsible for any and all charges incurred no matter which payment option I have chosen.

*Student Signature:  
*Date:

This Agreement Is Accepted by:  
Date:

Title of University Official: Registrar