



# ABRAHAM LINCOLN UNIVERSITY

Initial\* \_\_\_\_\_

## 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, initial and date this agreement on all pages requested and submit to the Abraham Lincoln University Admissions Department.

Student ID\*: \_\_\_\_\_

Name\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

City, State and Zip\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_

\* All fields are required.

### DEGREE OR PROGRAM SELECTED

Bachelor of Science in Criminal Justice (BSCJ)

The BSCJ program is a 4 year, 120 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. Three 8-week terms constitute a semester. Two semesters of study comprise one academic year.

**Start Date:** 03/13/2017

**End Date:** 05/17/2017

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

Course Title	Semester Credit Hours	Tuition Credit Per Hour	Tuition Per Course
Introduction to Criminal Justice (CJS 110)	3	\$250	\$750
Ethics in Law Enforcement (CJS 100)	3	\$250	\$750
<b>Totals:</b>	6	\$250	\$1500

### TECHNOLOGY REQUIREMENTS

Students must provide their own computer with printer, Internet access, operating system, Microsoft® Office, and other related functionality. Please see full Technology Requirements in University catalog.



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### TUITION AND FEES

Tuition for students is \$250 per semester hour. Total tuition for the program is \$30,000 . Up to 75% of semester units required for graduation may be transferred in for associate and bachelor's degrees, 20% for master's, and 10% for doctorate degree. Total tuition for the program will be reduced by the number of units transferred in.

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

Fees and non-tuition charges listed below are non-refundable:

Academic Resources (per year)	*\$50
American Psychology Association (APA) <sup>1</sup>	\$100
Application/Transfer Credit Evaluation	\$50
Comprehensive Exam Fee (per Exam) <sup>1</sup>	\$100
Continuing Enrollment Fee per 8 week term <sup>1</sup>	\$445
Course Extension or Repeat	\$10
Dissertation Completion <sup>1</sup>	\$450
Duplicate Diploma	\$125
Graduation	\$250
Late Monthly Payment Charges	\$20
Leave of Absence	\$10
Registration (per program)	\$100
Reinstatement	\$10
Returned Checks/Credit Card Charge Back	\$20
Student Tuition Recovery Fund (.0005 x tuition charge rounded to nearest 1000)	.0005 x Total Institutional Charges =\$0
Transcript, Official / Unofficial	\$10 / \$5

\*Applicable to paralegal and legal studies programs only.

<sup>1</sup> Applicable to the doctorate program only

### MILITARY TUITION ASSISTANCE (TA) AND VETERANS BENEFIT PROGRAM

The following fees are waived for military students enrolling under the U.S. Department of Defense Tuition Assistance (TA) program and all U.S. military veterans (*All other applicants and students are required to pay the above fees when applicable*):

- Application/Transfer Credit Evaluation Fee
- Academic Resources Fee
- Transcript Fee
- Graduation Fee
- Registration (per program) Fee



## Enrollment Agreement

### TEXTBOOK GRANT PROGRAM FOR MILITARY TUITION ASSISTANCE (TA) AND ALL U.S. MILITARY VETERAN STUDENTS

For all military and veteran active ALU students who enrolled **prior to January 9, 2017**, textbooks that are required for course completion are provided at no additional charge to Military Tuition Assistance (TA) students and all U.S. military veteran students through the Abraham Lincoln University Textbook Grant Program enrolling into the diploma, associate, bachelor's, and master's degree programs (*excluding doctorate program*). **Military and veteran students who enroll or restart their program after January 9, 2017 are not eligible for this program.** ALU may provide eBooks, used or new textbooks depending upon publisher's availability and inventory stock.

### 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:

Degree	Textbooks Costs
Diploma	\$1,440
Associate	\$2,880
Bachelor's	\$5,760
Master's	\$1,728
Doctorate	\$2,250

### 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**  Choose Payment Plan below

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.

Per the University Catalog, payment options below are based on number of courses studied. The amounts listed for down payment and monthly payment increase with the number of classes taken. Students may take up to three classes concurrently. Please see tables below for payment breakdown.



### Enrollment Agreement

**Table 1: Diploma, Associate and Bachelor's Programs  
(Master's Program for TA and U.S. military veteran students only)  
Based upon \$250 per Semester Credit**

Tuition	Number of Courses		
	1	2	3
Total Tuition	\$750	\$1500	\$2250
Down Payment	\$350	\$700	\$1050
Balance Due	\$400	\$800	\$1200
Monthly Payment Amount	\$400	\$400	\$400
Number of Monthly Payments	(1)	(2)	(3)

\*To enroll into subsequent courses, the total tuition account must be paid in full. If you accept a monthly payment plan that exceeds the length of your coursework, you will not be able to enroll in courses until all fees have been paid.

**Table 2: Master's Degree Programs  
(Doctorate Program for TA and U.S. military veteran students only)  
Based upon \$350 per Semester Credit**

Tuition	Number of Courses	
	1	2
Total Tuition	1050	2100
Down Payment	550	1100
Balance Due	500	1000
Monthly Payment Amount	500	500
Number of Monthly Payments	(1)	(2)

\*To enroll into subsequent courses, the total tuition account must be paid in full. If you accept a monthly payment plan that exceeds the length of your coursework, you will not be able to enroll in courses until all fees have been paid.

**Table 3: Doctorate Degree Programs  
Based upon \$445 per Semester Credit**

Tuition	Number of Courses		
	1	2	3
Total Tuition	\$1335	\$2670	\$4005
Down Payment	\$685	\$1350	\$1995
Balance Due	\$650	\$1320	\$2010
Monthly Payment Amount	\$650	\$660	\$670
Number of Monthly Payments	(1)	(2)	(3)

\*To enroll into subsequent courses, the total tuition account must be paid in full. If you accept a monthly payment plan that exceeds the length of your coursework, you will not be able to enroll in courses until all fees have been paid.



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## Enrollment Agreement

<b>Charge to:</b>	Discover [ ] MasterCard [ ] VISA [ ]	Expire Date:	(MM/YY)
Credit Card Number:		Security Code <sup>1</sup> :	
Authorized Cardholder Signature:			Date:

<sup>1</sup> 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.

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

### 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.

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

ALU's refund policy, as stated below, is in compliance with California Bureau of Postsecondary Education state requirements. For those students who reside in a state other than California where ALU is authorized to operate, the student will receive an Enrollment Agreement Addendum specific to their state's requirements. If there is a conflict between another state agency's refund policy with the California Bureau for Private Postsecondary Education's guidelines, ALU will follow the policy that is more beneficial to the student. In the absence of such requirements, or a state where ALU has received exemption, ALU will follow the refund policy stated below.



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## Enrollment Agreement

### STUDENT'S RIGHT TO CANCEL

**The latest day for you to exercise your right to cancel is:** Monday, March 20, 2017

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 to the student will be refunded within 30 days. If the student cancels within five (5) calendar days after signing the Enrollment Agreement, the student has the right to a full refund of all monies paid to the institution. After five (5) calendar days upon signing the Enrollment Agreement through attendance at the first class session or seventh day of enrollment, whichever is later, the student has the right to cancel the enrollment agreement and obtain a full (100%) refund of all tuition paid less the non-refundable fees.

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](mailto: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:	
8 weeks	1st week	90%
	2nd week	75%
	3rd week	65%
	4th week	50%
	5th week	0%

An example of the refund policy: A student paid the total price of \$750 for an 8 week course and then withdrew *during* the 5<sup>th</sup> week. Since the student did not complete a full 5<sup>th</sup> week, ALU will refund the tuition based on the completion of the 4<sup>th</sup> week. This student will receive a refund of \$375 ( $\$750 \times 50\%$ ).





## Enrollment Agreement

For service members, reservists, and family members who stop attending due to service obligations, the University will return any unearned benefits administered by the institution to the source of the funds on a pro-rata basis through at least the 60 percent portion of the period for which the funds were provided

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:

- 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](mailto:admissions@alu.edu).

### OUT-OF-STATE STUDENTS

If you do not reside in California, please review the regulations regarding authorization of your specific state and before moving to another state, always check the current list of states where ALU is authorized to offer online or distance education programs to avoid any necessary interruptions to your studies at ALU; this list is available on the University's website at [www.alu.edu](http://www.alu.edu). Rules and regulations vary by state. All students who move must update University records by completing a change of address form.

### STUDENT FORMAL GRIEVANCE PROCEDURES

The ALU grievance policy addresses issues requiring resolution and to promote honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators, faculty or any party who has good reason to believe that the institution is not in compliance with the Distance Education Accreditation Commission, the California Bureau for Private Postsecondary Education, or other entities in policies or procedures.

A grievance on the part of a student, staff or faculty is defined as any decision or action taken by a faculty or staff member in the course of official duty that violates or constitutes arbitrary, capricious or unequal application of written campus policies or procedures. Student complaints are typically about items such as:

- administrative issues
- financial issues
- technical issues
- faculty performance
- grading
- program content and program effectiveness/expectations
- library services



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The university believes that problems can be resolved through cooperation among students, faculty and staff administrators. Fundamental to the process is the principle that all parties have made a good-faith effort to resolve the grievance prior to initiating this process.

The following are steps recommended to resolve grievances at Abraham Lincoln University:

**Step 1:** The student is encouraged to resolve the problem informally with the faculty or staff member involved.

**Step 2:** If Step 1 does not resolve the problem, the student is encouraged to communicate informally with the faculty or staff member's supervisor.

**Step 3:** If Step 2 does not resolve the problem, the student should submit a written letter to Student Affairs, explaining the situation; any supporting documentation must be attached to the letter. This letter must be submitted within one month of the time the grievance occurred. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to Student Affairs.

**Step 4:** After reviewing the grievance, the Dean shall attempt to resolve the situation directly to the mutual satisfaction of all parties.

**Step 5:** If such resolution is unsuccessful, the Academic Standards Committee (ASC) shall conduct a hearing. The Committee shall review the grievance and render a decision in writing no later than 30 days after the letter is submitted.

**Step 6:** The student may appeal, in writing, any decision of the Committee to the president of Abraham Lincoln University. An appeal may also be made to the president in cases of probation, suspension, expulsion, and/or other disciplinary action. The president's decision shall be in writing and shall be final.

**Students or members of the public may also file complaints with the following entities:**

***Distance Education Accrediting Commission***

1101 17th Street NW, Suite 808

Washington, DC 20036

Phone: 202-234-5100

<http://www.deac.org/Discover-DEAC/Contact-Us.aspx>

***California Bureau for Private Postsecondary Education***

Physical address: 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833

Mailing address: P.O. Box 980818, W. Sacramento, CA 95798-0818

Toll-free: (888) 370-7589 / Local: (916) 431-6959 / Fax: (916) 263-1897

Online complaint forms are accessible at [www.bppe.ca.gov](http://www.bppe.ca.gov).





## **Enrollment Agreement**

### **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](http://www.bppe.ca.gov)

Telephone: (888) 370-7589 or (916) 431-6959

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 [www.bppe.ca.gov](http://www.bppe.ca.gov).

Toll-free telephone #: (888) 370-7589

Web site address: [www.bppe.ca.gov](http://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:



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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.



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## Enrollment Agreement

### ENROLLMENT AGREEMENT ACKNOWLEDGEMENT

#### 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 Initial

#### TOTAL CHARGES:

- TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,500
- ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$30,350
- TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$700

#### 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: \_\_\_\_\_