



HIS UNIVERSITY STUDENT ENROLLMENT AGREEMENT

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☐ **IN-PERSON EDUCATION (IPE)** **OR** ☐ **DISTANCE EDUCATION (DE)**

Enrolling in: ☐ Fall Semester 20____ ☐ Spring Semester 20____ ☐ Special Seminar _____
 ☐ Winter Intensive Seminar ☐ Summer Intensive Seminar ☐ Other _____

ENROLLMENT CONTRACT PERIOD: Beginning Date ____/____/20____ Completion Date ____/____/20____

Name of Student: _____	Student ID # _____
Mailing Address: _____	Phone # _____
_____	Email: _____
_____	SSN: _____

1. AGREEMENT FOR EDUCATIONAL SERVICE (HIS University offers In-Person and Distance Education.)

This is an agreement for educational services provided by HIS University to the student named on page 5 of this Student Enrollment Agreement. HIS University is not a public institution. The name and address of the institution where instructions will be provided, is as above. Once this document is signed by the student and approved by HIS University, it legally obligates both HIS University and the student.

- (a) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) located 1747 North Market Street, Suite 225, Sacramento, CA 95804, www.bppe.ca.gov, toll-free telephone number 888-370-7589 or by fax 916-263-1897.
- (b) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

2. AGREEMENT FOR EDUCATIONAL SERVICE

Students who have obtained or are applying for a scholarship(s), for the purpose of paying tuition, must provide the following information.

Scholarship Name: _____ Amount \$ _____ Organization/Donor: _____

3. EDUCATIONAL PROGRAMS - Program Options and Tuition

Check One	Degree Focus	Clock Hours	Total Units*	Tuition Per Unit		Total Program Cost (US\$)	
				Local	F1	Local	F1
	Ph.D. in Family Ministry 가정사역전공 철학박사	750	60	\$650	\$800	\$39,000	\$48,000
	Ed.D. in Christian Education & Counseling 교육학상담전공 교육학박사	750	60	\$650	\$800	\$39,000	\$48,000
	MA in Marriage & Family Therapy 결혼가족치료학석사	838	67	\$600	\$750	\$40,200	\$46,900
	MA in Christian Counseling 기독교상담학석사	600	48	\$450	\$550	\$21,600	\$26,400
	MA in Christian Education 기독교교육학석사	600	48	\$450	\$550	\$21,600	\$26,400
	BA in Counseling 상담학학사	750	120	\$400	\$500	\$48,000	\$60,000
	Associate Degree in Counseling 전문대상담학사	750	60	\$400	\$500	\$24,000	\$30,000
	Peer Counseling Diploma 상담자 디플로마	300	24	\$400	\$500	\$9,600	\$12,000

*One Unit is equivalent to 12.5 clock hours.

TOTAL TUITION FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____ (# of units x tuition charge per unit)

Program Beginning Date: ____/____/20____ Scheduled Completion Date: ____/____/20

4. ITEMIZATION OF TOTAL FEES

Item	Fee	Item	Fee
Application Fee (non-refundable)	\$ 200.00	Doctoral Dissertation or Project Fee	\$1,000.00
Registration Fee (each semester; non-refundable)	\$ 25.00	Doctoral Continuation Fee (each semester)	\$2,000.00
Late Registration Fee (each unit; non-refundable)	\$ 25.00	Matriculation Fee	\$ 5.00
Student Counsel Fee (once per degree; non-refundable)	\$ 100.00	Add or Drop (each request)	\$ 100.00
Library Fee (each semester; non-refundable)	\$ 20.00	Transcript Copy Fee	\$ 10.00
Transfer Unit Fee (per unit transferred)	\$ 25.00	Degree Replacement Fee	\$ 5.00
Degree Change/Upgrade Fee: Determined by degree	\$ 100.00	Reinstatement Fee (After one semester of absence)	\$ 100.00
Graduation Fee- Certificate and Diploma	\$ 400.00	International Student I-20 (non-refundable)*	\$ 500.00
Graduation Fee – Associate's and Bachelor's Degree	\$ 400.00	Student Tuition Recovery Fund Fee (non-refundable) **	\$
Graduation Fee- Master's Degree	\$ 600.00	Counseling Practicum (If applicable)***	\$
Graduation Fee- Doctoral Degree	\$ 800.00	Textbooks, Learning Labs/Media Fees, Equipment (each semester) ✕	\$
Doctoral Comprehensive Exam	\$ 600.00	Resident Housing and Tutoring) ✕✕	\$

* I-20 - International Students pay the US Government \$500.00 for their I-20. HIS University assists the student with the process of paying the I-20 fee. This is not a fee controlled by HIS University nor the State of California. Although this fee is paid upon enrollment, the federal government, deems it non-refundable. Thus, it is not included in the State of California's Right-to-Cancel period.

**STRF - All newly enrolled students who are California residents will be assessed a STRF fee of \$2.50 per \$1,000 charged for their program upon enrollment as required by California statute. This includes students from out-of-state and international students if they live in California while attending HIS University. However, effective April 1, 2024 the STRF assessment rate changed from \$2.50 per \$1,000 if institutional charges to \$0 per \$1,000 until further notice.

***The Counseling Practicum – This fee is determined by and paid directly to the Therapist or Agency where the student does their practicum. Fees vary according to these individuals and agencies.

*These fees vary with each student's course choices. The total will be determined for each student, each semester and included in the total charges included in the Enrollment Agreement.

*x HIS University does not offer housing and does not provide and translators or tutors. However, translators, hired by students, are allowed to sit with the student in classes at no charge to facilitate the student's participation. Translators may not participate personally in class activities, nor engage in personal communication other than in their role as a translator.

5. NON-REFUNDABLE FEES, CHARGES & DEPOSITS

Certain fees, charges and deposits are non-refundable after the Right to Cancel period and noted in the Fee Schedule above. Even if the student cancels this contract, as permitted by law, the student will not receive a refund of the Application fee (not to exceed \$250), the International Student I-20 fee, nor any California State STRF fees.

6. STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the Enrollment Agreement and obtain a refund. If written notice of cancellation is made, the student has the right to cancel through attendance at the first-class session, or the seventh day after enrollment, whichever is later, and receive a refund of charges paid less the Registration fees not to exceed two hundred and fifty dollars (\$250). Cancellation shall occur when the student gives dated, written notice of cancellation at the address of HIS University shown on the cover of this Enrollment Agreement. The written notice of cancellation, if sent by mail, is effective as of the postmark date, properly addressed with postage prepaid and need not take any particular form. The student should request and keep Proof of Delivery from the post office until their refund is received. Refunds are paid within 30 days from receipt of written notice. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. Final Cancellation date is ____/____/____.

7. STUDENT'S RIGHT TO WITHDRAW AND RECEIVE A REFUND

Unless the student has completed more than 60 percent of a course of instruction, the student has the right to withdraw and receive a refund of the unused portion of tuition and other refundable charges. If the student withdraws from the program after the expiration of the time for canceling this agreement, the student is obligated to pay only for educational services rendered, plus non-refundable fees including a non-refundable Application Fee of not more than \$250. For an explanation of the kinds of expenses included in the refund, the student should read the explanation entitled "Refund Policy", Item 12 of this Enrollment Agreement.

8. STUDENT TUITION RECOVERY FUND DISCLOSURES (STRF NON-REFUNDABLE)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

9. IMPORTANT INFORMATION REGARDING STUDENT LOANS

If the student obtains a loan to pay for the universities 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 state or federal 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.
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.

10. OBLIGATION OF STUDENT AND SCHOOL

The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (Item 6 above) and withdraw from the course (Item 7 above). The student will demonstrate reasonable progress toward completion of their program. The school respects student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation, will supply an official transcript.

11. STUDENT INTEGRITY AND ACADEMIC HONESTY

Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.

12. REFUND POLICY

The student may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition paid and other refundable charges. The refund is based on tuition paid and costs derived from the current HIS Catalog. The refund is calculated as outlined by the State Educational Code. Tuition paid by a third party is refunded to that party as described in Item 6 above. If HIS University cancels or discontinues a course(s) or educational program, the school will make a full refund of all charges unless a course or comparable program is substituted. If the student has received federal student aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Refunds will be paid within 30 days of written Notification of Withdrawal.

A pro rata refund pursuant to the State Education Code shall be no less than the total amount owed by the student for the portion of the educational course(s) provided subtracted from the amount paid by the student. The amount owed equals the daily charge for each course [total institutional charge, divided by the number of days in the course], multiplied by the number of days a student was scheduled to attend, prior to withdrawal.

13. NOTICE CONCERNING ACCREDITATION

HIS University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 224551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category IV* institution by the TRACS Accreditation Commission on April 28, 2035. This status is effective as of July 1, 2025, and is good through June 30, 2035. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

14. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at HIS 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 _____ (insert name of educational program) is also at the complete discretion of the institution to which you seek to transfer. If the ☐ credits ☐ 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 HIS University to determine if your ☐ credits ☐ degree, ☐ diploma or ☐ certificate will transfer.

15. TRANSFER CREDIT

Do you have any courses you wish to be considered for transfer credit (\$25 per unit transferred)? YES _____ No _____
If yes, please provide the course or courses you would like to transfer with this agreement.

All transfer units are assessed by the Academic Affairs Office for compatibility. Units may be accepted if fully comparable and documented. Maximum Transfer Units allowed are as follows:

- The Ed.D. and Ph.D. programs allow a maximum transfer of twelve (12) semester units.
- The M.A. in the MFT program allow a maximum transfer of twelve (12) semester units.
- All other M.A. programs allow a maximum transfer of nine (9) semester units.
- The B.A. program allows a maximum transfer of eighty (80) semester units.
- The A.A. program allows a maximum transfer of twelve (12) semester units.
- PCC diploma program allows zero (0) transfer of semester units.
- While there is a transfer of credit fee, there is no fee for assessment of transfer of credits compatibility.

16. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to

the Bureau for Private Postsecondary Education located at 1747 North Market Street, Suite 225, Sacramento, CA 95804. Also, P. O. Box 980818, West Sacramento, CA 95798-0818. Telephone #: (916) 574-8900 or (888) 370-7589. Fax (916) 263-1897. Website Address: www.bppe.ca.gov.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

17. CHECKLIST OF PRE-ENROLLMENT DISCLOSURES (Please initial)

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, and salaries or wages, and the most recent 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, and salary or wage information and the most recent three-year cohort default rate, 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 FOR THE CURRENT PERIOD OF ATTENDANCE	\$	Office Use Only (Copy document for the student)
*ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$	
*TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON 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 institution's cancellation and refund policies have been clearly explained to me. The enrollment agreement is legally binding when signed by the student and accepted by the institution. This enrollment agreement will remain effective from the date to be filled in below up until my graduation from the institution or formal withdrawal from the institution.

Student Name (Printed)

HIS University Representative's Name (Printed)

Student's Signature

Date

HIS University Representative's Signature

Date

(Updated 05-11-2024)