

**Springfield College
School of Human Services
225 W. Busch Blvd.
Tampa, FL 33612 -7945**

ENROLLMENT AGREEMENT

Term _____ **Program** _____ **Student's name** _____ **ID#** _____

This agreement is a legally binding instrument when signed by the student and accepted by the school. 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 refund policy and (b) a catalog including a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

The agreement is for BSHS/MSHS courses totaling _____ credit hours @ \$350.00 [BSHS] or \$475.00 [MSHS] per credit hours.

Course Dept. and Number

Course Name

BUYER'S RIGHT TO CANCEL. A computer-generated printout of your schedule is attached and incorporated herein. The student has a right to cancel this enrollment agreement and obtain a refund. If you wish to withdraw totally from the program, you may cancel this enrollment agreement by completing the six-part complete withdrawal form. You may alter the enrollment agreement to add or drop a course(s) by completing the Change-of-Schedule Form, in consultation with your Academic Advisor. Monthly billings will reflect any change in enrollment status and consequent tuition balance. You may drop all courses for a particular semester and complete a Change-of-Schedule Form and a Leave-of-Absence Form if you plan to return to the school. All withdrawals, add/drops and leave of absence requests should be sent to Assistant Director for Administration, Springfield College School of Human Services, 225 W. Busch Blvd., Tampa, FL 33612-7945.

REFUND INFORMATION. The student has a right to a full refund of all charges less the amount of the Application Fee (see following Tuition and Fees Schedule) if he/she cancels this agreement within three working days. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the portion of tuition and other refundable charges if the following conditions are met:

If a student's written request is received by the 15th of the second month of each semester, the student will receive a 100% tuition refund. The deadlines for 100% credit are: October 15th for Fall Semester; February 15th for Spring Semester; and June 15th for Summer Semester.

If a student's written request is received from the 16th of the second month until the last day of the second month in each semester, the student will receive a 50% tuition refund. The deadlines for 50% credit are: Oct. 16 - Oct. 31 for Fall Semester; Feb. 16 - Feb. 28 for Spring Semester; and June 16 - June 30 for Summer Semester.

If a student's written request is received after the last day of the second month, the student will be held responsible for the total amount of tuition whether or not the student attended classes. If the school cancels or discontinues a course of educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

FEES AND CHARGES. The student must complete a Partial Payment Plan Agreement/Registration Receipt form as part of this enrollment agreement. The student shall receive a copy of this agreement for each term registered. The student is responsible for the following fees and charges:

TUITION AND FEES SCHEDULE

a. Tuition charges (May 2008 semester through January 2009 semester)			
Bachelor of Science in Human Services	(Full time status) 12 credit hours @ \$350.00 per credit hour		\$4,200.00
Master of Science in Human Services	(Full time status) 9 credit hours @ \$475.00 per credit hour		\$4,275.00
b.			
Application fee (BSHS) non-refundable	\$ 10.00	Late registration fee	25.00
Application fee (MSHS) non-refundable	40.00	Payment Plan fee	15.00
Commencement fee	50.00	Portfolio fee*	250.00
Commencement re-application fee	15.00	Hum.Svcs. Training Evaluation Fee	100.00
Transcript fee	6.00	Returned check charge	30.00
Late payment fee	50.00	Books and supplies/term	approx. 200.00-400.00

*Assessment fee charged to students enrolled in the *Human Services and Portfolio Development* course.

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.

Signature of Student Date

This agreement is accepted by: _____
Signature of School Official Date