

Statement of Rights, Refunds and Responsibilities

Effective July 1, 2008

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 written statement of the refund policy including examples of how it applies. Your signature also acknowledges that you have been notified that the current University Catalog is provided on the University website: www.jessup.edu. The University Catalog includes 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.

Buyer's Right to Cancel

You have a right to cancel enrollment in any class, or the Program, and obtain a refund. To begin the cancellation process, please contact the Degree Completion Program Office and file a Petition to Drop form. Students withdrawing from courses or the University will receive a refund on the basis of the following refund information.

ANY NOTIFICATION OF WITHDRAWAL OR CANCELLATION MUST BE IN WRITING.

Refund of Tuition (refund information also listed in the University Catalog)

Students who file a Petition to Drop with the Degree Completion Program (DCP) Office will have their tuition refunded according to the following scale. The date of withdrawal for refund purposes is determined by the date the Degree Completion Program Office receives the completed drop card. Refunds indicated are percentages of the total tuition charges per module, not of amounts paid to date of withdrawal.

Refund Policy when drop card received in DCP office according to the below table:

Before the start of class the first day of any course	100%
After the first class session and before start of the second class session	80%
After the second class session and before start of the third class session	40%
After the third class session begins	No refund

Example of how the refund policy might work:

"Joe Student," taking 9 semester units, finds it necessary to withdraw the first day of class. At registration he paid 1/3 down on his registration fee of \$22.00 and \$5,220.00 (example) for tuition, plus the \$40.00 deferred fee (to participate in the optional payment plan).

Joe submits his Petition to Drop form to the DCP Office by fax, prior to the 6pm scheduled start of class. He will then receive a full refund of all of his tuition money for that course. If Joe were to wait three weeks to file the Official Withdrawal form (after the third class session), he would receive no refund for that module, but if he dropped future courses would receive a 100% refund of the tuition paid for the remaining courses. Actual refund may vary in accordance with federal, state, and institutional guidelines.

Signature Becky Homes Date 6/16/08
Degree Completion Program Officer

Signature _____ Date _____
Student