

**STATEMENT OF RIGHTS,
REFUNDS AND RESPONSIBILITIES**



WILLIAM JESSUP UNIVERSITY

EFFECTIVE JULY 1, 2009

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 School of Professional Studies 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)

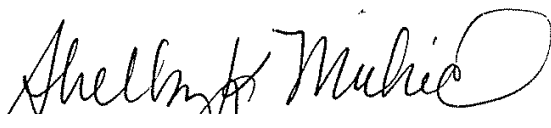
Students who file a Petition to Drop with the School of Professional Studies (SPS) Office will have their tuition refunded according to the following scale. The date of withdrawal for refund purposes is determined by the date the School of Professional Studies Office receives the completed drop card. 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 SPS 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 from his first class within a semester. Joe submits his Petition to Drop form to the SPS 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 two weeks to file the Official Withdrawal form (after the second class session), he would receive only a 40% 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.*



Associate Director, School of Professional Studies

Signed as of revision

Student

Date