

# American University of Leadership

Where leaders are born!

## Enrollment Agreement

7380 Sand Lake Road, Suite 500

Orlando, FL 32819

Ph: 407-248-1490

www.aulm.us

Hours of Operation: Weekdays 9:00 am to 5:00 pm Eastern Time

## STUDENT INFORMATION

Student Name	
Address	
Phone	
ID or Passport #	
Date of Birth	
Email	
Name of program	

American University of Leadership and the student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the University's rules and regulations as set forth in the University catalog.

<i>This section is to be filled out by Admission Officer</i>	
Student Start Date :	Student Expected Graduation Date:
Name of Credential to be awarded:	

## FINANCIAL POLICIES: TUITION AND FEES

Program	Undergraduate	Graduate	Doctorate
<b>Tuition</b>	\$150 per credit	\$200 per credit	\$300 per credit

- Tuition is due at least one week prior to the start of each course.
- Tuition can be paid in full with a Visa, MasterCard, Bank Wire, Check or PayPal.
- Allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Tuition can be paid monthly with a \$25 processing fee each month.
- AUL provides the student with necessary eBooks and e-materials for learning at no charge after enrollment.
- Students must be continuously enrolled in a course or pay the inactive fee every semester to avoid the reinstatement fee.

- No student will receive diploma, official transcript or any official documentation until all financial obligations to the University are satisfied.
- Transfer credits will be placed on your transcript after a successful review
- All scholarships are valid for up to one program at a time.
- Accounts that are past due will be restricted from taking additional courses. Accounts that are past due will be sent to an outside collections agency. In this event, the student is responsible for any collection fees over and above their past balance on their account.

### Fees\*

Annual Registration		\$ 200
Inactive Fee/24 weeks or 1 semester		\$ 20
Change-of-Program Fee		\$ 25
Returned Check Fee		\$ 30
Transcript Fee (First Transcript is free)		\$ 25
Graduation Processing Fee		\$ 80
Commencement Fee		\$ 175
Replacement Diploma Fee		\$ 100
Reinstatement fee		\$ 60
e-Library Fee/course		\$ 15
Postal charges :	US National	\$10
	International	\$80

*\*All fees above are non-refundable to a maximum of \$150 when combined.*

### EXPAND THE FAMILY-FRIEND DISCOUNT

Each student who brings a new person to the University will receive a one time \$100 credit towards his or her own tuition when the student registers for their first course. Alumni will receive a \$100 scholarship to be given in their name for each referral they send. The discount applies after verification of relationship to the referee and reception of student records and signed application form.

### ALUMNI

The annual donation to the AULG network is \$25. Additional monies are contributed to the scholarship fund. The suggested donation for assisting alumni with processing letters or correspondence for employment verification or evaluation agencies is a \$100 donation to the scholarship fund. Transcripts are \$15 for AULG Network members.

### GRIEVANCES

Students may submit any grievance in writing directly to student services unless the grievance concerns this department, then they can submit to the academic coordinator. Students should expect a response in a timely manner. In the event the response is not satisfactory they can submit in writing to the President.

In the case of unresolved conflict, contact the Commission for Independent Education, Florida Department of Education, at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll free number (888)224-6684.

## REFUND POLICY

1. A student may request cancellation by fax, email, or mail. The refund is calculated based on the postmarked date that a student's cancellation is mailed or the date that an email, fax or mail request is received by AUL. Students also may submit cancellation requests in person at AUL's administrative offices.
2. **Cancellation within Three Days:** A student may cancel a course enrollment within three calendar days after midnight of the day on which the registration form is signed or submitted electronically and receive a full refund.
3. **Cancellation after Three Days:** If a student requests cancellation after the above three days, the University will retain the application fee and shall refund on a pro rata basis for up to 40% of the course taken.
4. Refund Payment: Refund payment will be made within 30 days from the cancellation date.
5. If for unseen reasons the University is permanently closed or no longer offers instruction, the school shall, at its option:
  - a. Provide a full refund of all monies paid.
  - b. Provide for completion of the course.
6. Applicants denied admissions by the University are entitled to a refund of all money paid except for non-refundable registration fees.
7. If the student or the University cancels this agreement the rules for cancellation and refund above will apply.
8. Although career guidance is provided, the school cannot guarantee a job to any student or graduate.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

**Students Signature**

**Date**

**Parent/Guardian Signature** (For students less than 18 yrs)

**Date**