



SOUTHERN STATES UNIVERSITY

LAS VEGAS

CAMPUS

ENROLLMENT AGREEMENT

**GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION
PROGRAM**

ADMINISTRATIVE OFFICES

San Diego – Main Campus

1094 Cudahy Place

Suite 120

San Diego, CA 92110

Phone: (619) 298-1829 - Fax: (619) 704-0175

Las Vegas

2000 South Jones Boulevard

Suite 120

Las Vegas, NV 89146

Phone: (702) 786-3788 - Fax: (619) 704-1002

www.ssu.edu - info@ssu.edu

OVERVIEW

Southern States University (SSU) is an accredited American University, providing quality education since its inception in Southern California in 1983. **SSU** provides quality instruction, while offering excellent prices, which is evident when comparing **SSU** to other U.S. universities.

MISSION STATEMENT

Southern States University empowers a diverse community of students to expand their career opportunities with acquired skills and knowledge, lead fulfilling internal and external lives, and become contributing, edifying members of global communities. Our student-centric approach to education is formulated based on collaborative learning that focuses on promoting critical thinking skills. We expand access to education by creating high-quality, affordable, and innovative pathways that meet the unique needs of each student. Our success is defined by our learners' success.

VISION STATEMENT

The University will bring together a diverse community of students to study in a modern collaborative learning environment to promote critical thinking, ethical academic and business behavior, information literacy, technological proficiency, communication skills, and intercultural engagement with a global perspective. Within a 5-year time horizon (by 2026), SSU will achieve full institutional accreditation at the level of regional accreditation.

SSU is:

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).
- Granted "Eligibility" status by the WASC Senior College and University Commission (WSCUC).

SSU offers the following programs in Nevada:

- Master of Business Administration (MBA)
- Master of Science in Information Technology (MSIT)
- Graduate Certificate in Business Administration
- Graduate Certificate in Information Technology

SSU has several campuses, in California's most beautiful and glamorous cities, San Diego and Irvine, and one campus in Las Vegas, Nevada. These cities boast large student populations and are ideal places to live and study.

The Las Vegas campus is conveniently located just minutes from the world-famous Las Vegas Strip. A bus stop is easily accessible in front of the school to connect students with Las Vegas' main source of public transportation.

SSU ACADEMIC PROGRAM IN NEVADA

Graduate Certificate in Business Administration (GCBA)

- 7 Courses
- 27 credits total
- Provides a unique curriculum for all college graduates who aspire to run companies or to become senior executives in companies.
- Ideal for experienced business managers and company executives who must address the complex global and integrative issues facing small businesses, health care, government, and non-profit organizations.
- Delivers the latest management concepts and business applications within both an academic and experiential framework, by combining theory and case studies with real-life business settings.

HEALTH INSURANCE

Health Insurance is mandatory for all F-1 Students. Medical care in the United States can be quite expensive. All full-time students are required to show proof that s/he has medical insurance for issuing their I-20 form.

It is the student's responsibility to provide SSU with evidence of insurance by the start date of their program.

For information purposes, here are three possible sources for insurance. Their inclusion here is not meant as a recommendation, and students may select any insurer they choose.

IMG Global - www.imglobal.com/international-student-health-insurance

Blue Shield of California - www.blueshieldca.com

EHealthInsurance - www.ehealthinsurance.com

ISO International Student Health Insurance - www.isoa.org

APPLICATION FOR ADMISSION – LAS VEGAS

Student Information

Last Name	First Name	Middle	Male / Female
Date of Birth (MM/DD/YY)	Country of Birth	Email Address (required)	
I-94 Number	Passport Number	Expiration Date	Visa Expiration Date
SEVIS Number			

Student's Permanent Address in his/her native country

Street	City	State/Province	Zip
Country		Telephone number	

Student's Permanent Address in the US

Street	City	State/Province	Zip
Telephone number (the US)		Social Security Number (if you have one)	

How did you hear about Southern States University? _____

Student Educational History:

High School:

School name: _____
School address: _____
School city, state, zip: _____ Number of years completed: _____
Degree / diploma earned: _____

College / University:

School name: _____
School address: _____
School city, state, zip: _____ Number of years completed: _____
Degree / diploma earned: _____

Vocational School:

Name: _____
Address: _____
Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

If you are transferring to SSU from another institution, please fill out the information below:

Name of the Institution you are transferring from: _____

Address of the Institution: _____
Street City State Zip Code

Reason for transfer: _____

PROGRAM INFORMATION/ CATALOG ACKNOWLEDGMENT

Start Date of Program Selected: _____

Expected End Date of Program Selected: _____

Effective Catalog Date: _____

Check academic calendar for program dates:

URL: <http://www.ssu.edu/academics/academic-calendar/>

Catalog Signature:

I, _____ have received a copy of the aforementioned version of the catalog that I will be bound to and understand it is a part of the enrollment agreement.

By signing below, I hereby acknowledge that I have reviewed the SSU general Catalog.

Signature

Date

DISCLAIMER: While programs are designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the School cannot guarantee or promise that any student will be placed in any job or placed at all. While the School will assist students with job placement, finding a job is the individual responsibility of the student.

I understand that enrollment is conditional, pending receipt of the following: verification of proficiency in English, enrollment agreement, official transcripts, verification of licenses, resume or curriculum vitae, letters of recommendation and autobiography (if applicable).

By signing below, I hereby acknowledge that I have downloaded and reviewed the SSU **General Catalog**.

Signature

Date

Once your application has been approved, you will be notified via electronic mail and asked to complete the remainder of the registration process.

SOUTHERN STATES UNIVERSITY – LAS VEGAS ENROLLMENT AGREEMENT

Last Name _____

First Name _____ Middle Name _____

Social Security Number (if you have one) _____

Home Address (foreign students - this is the address where your I-20 will be mailed)

City _____ State _____ Zip _____

Daytime Phone _____ Work Phone _____

E-Mail _____

Fax Number _____

This agreement is a legally binding instrument when signed by the student and accepted by the University. 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 chance to review the *SSU General Catalog*, including a description of the program of study and all material facts concerning the school which are likely to affect your decision to enroll. The SSU Catalog can be found on SSU's home page at www.ssu.edu. Upon acceptance, a copy of this agreement shall be sent to you for your records.

Southern States University has met the disclosure requirements of Education Code 94810 of the Private and Postsecondary and Vocational Reform Act of January 1, 2002.

TRANSFERABILITY OF COURSEWORK

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or coursework you earn in SSU programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 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 SSU to determine if your credits or degree will transfer.

Degree and certificate students may request transfer credit under the school's transfer credit policy as stated in the Catalog. For any transfer credit that is awarded at SSU for previous training or experience, the student will not be asked to pay for the tuition cost of units of the awarded credit.

Student Initials

NEVADA STUDENTS: Student Refund Policy (State of Nevada Code: NRS 394.449)

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. A refund will be calculated pursuant to State of Nevada regulation NRS 394.449

The refund policy according to the State of Nevada regulation NRS 394.449 is:

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment.
 - (b) Date of termination by the institution of the enrollment of a student.
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid for attendance through the first-class session or the seventh day after enrollment, whichever is later. To cancel enrollment and/or obtain a refund, the student must provide a written notice to the Office of the Registrar. If the student cancels the Enrollment Agreement, the School will refund any money that s/he has paid, less any deduction for non-refundable fees, and for any equipment not returned in good condition, within fifteen (15) days after the student's Notice of Cancellation is received.

Effective October 1, 2021: If the University substantially fails to furnish a course or program as agreed upon in the enrollment agreement, SSU shall refund to a student all the money the student has paid.

Nevada Students - Account for Student Indemnification

The Commission on Postsecondary Education maintains a tuition indemnification fund that may be used to refund students in the event of a school's closure. In order to file a complaint, please contact:

Nevada Commission on Postsecondary Education
2800 E. St. Louis
Las Vegas, Nevada 89104
Telephone: (702) 486-7330
Fax (702) 486-7340

NRS 394.553 Account for Student Indemnification.

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

Student Initials

Program Information - GCBA

Duration: 3 quarters

Total credits: 27 x \$196.07= \$5,293.89

Price per credit: \$196.07

General Library Fee: \$75.00 per quarter

Processing Fee: \$40.00 per payment

Account for Student Indemnification Fee: \$4.00 per new student enrollment (NV students only)

A normal academic course load for GCBA students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,683.56. Additional quarterly fees include the \$75.00 General Library Fee and the \$40.00 Processing Fee (on the Quarterly Payment Plan). Students in Nevada must also pay the quarterly \$4.00 Account for Student Indemnification Fee.

Total minimum quarterly payment for GCBA = \$1,683.56

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION PAYMENT OPTIONS

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^#	1 per program	\$5,293.89	\$5,558.89	Tuition = 27credits x \$196.07 = \$5,293.89 General Library Fee = 3 qtrs. x \$75.00= \$225.00 Processing Fee = \$40.00 Total = \$5,558.89
<input type="checkbox"/>	Quarterly ^#	1 per quarter	\$5,293.89	\$5,638.89	Tuition = 27credits x \$196.07 = \$5,293.89 General Library Fee = 3 qtrs. x \$75.00= \$225.00 Processing Fee = 3 qtrs. x \$40.00 = \$120.00 Total = \$5,638.89 <i>Ex: 8 credits + Fees= \$1,683.56 quarter</i>
<input type="checkbox"/>	Installments ^#	3 per quarter	\$5,293.89	\$5,878.89	Tuition = 27credits x \$196.07 = \$5,293.89 General Library Fee = 3 qtrs. x \$75.00= \$225.00 Processing Fee = 3 qtrs. x 3 installments x \$40.00= \$360.00 Total = \$5,878.89 <i>Ex: 8 credits + Fees=\$587.85/installment</i>
^ Any outstanding balance with SSU must be paid in full to Petition for Graduation. ^^ General Library Fee =3 qtrs. x \$75.00= \$225.00 - to be paid at the beginning of each quarter ^^ Processing Fee = 9 payments x \$40.00 = \$360.00 NOTE: All other fees must be paid at the time of service.					

Note: Students wishing to change their GCBA program enrollment from on-site to online (or vice versa), must contact the Registrar to complete a new enrollment agreement. [All Fees Schedule](#)

PAYMENT METHODS

Credit Card:



Name on Card _____

Card Number _____

Expiration Date _____ CVV Number _____

Billing Address of the Card _____

Phone Number of Cardholder _____

Check/Money Order:

E check

Please make check payable to Southern States University, 1094 Cudahy Pl, Suite 120 San Diego, CA 92110; Phone: (619) 298-1829; Fax: (619) 704-0175. (Note: Any check returned unpaid by the bank will incur a \$30.00 fee)

Bank Wire Transfer:

The following is the information requested concerning your wire transfer:

Bank Name: Wells Fargo Bank
Branch: San Diego - CA

Account Number: 7655659501
Routing Number: 121000248
SWIFT Code: WFBIUS6S

Wire Beneficiary: Southern States University
1094 Cudahy Pl, Suite 120 San Diego, CA 92110

(Note: Wells Fargo Bank charges \$30.00 for the wire transfer fee. Be sure to include this amount to the total fee).

Acceptance of Enrollment Agreement

I acknowledge that I am obligated to pay for the program of instruction selected, and for all other services and materials furnished or made available by the school, including any charges made by the school for books and supplies, and any other fees and expenses that I incur upon enrollment. I understand that I will not be able to graduate or receive my diploma prior to full payment of all fees and charges. If the payment plan extends beyond the program completion date, I agree that I am obligated to pay all fees and charges documented on the Fees and Charges page of this agreement, subject to the refund policy which is also documented in this agreement.

A Nevada student who wishes to file a complaint about this institution, may contact the State of Nevada Commission on Postsecondary Education at 2800 E St Louis, Las Vegas, NV 89104; Telephone: (702) 486-7330; Fax (708) 486-7340.

Prior to signing this enrollment agreement, you must be given a catalog or brochure, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution.

I certify that I have received the current Catalog.

I am aware that the current SSU General Catalog is located on the SSU's website, www.ssu.edu, and is readily accessible to all students and the general public and that the information contained in the current catalog is part of this enrollment agreement. Furthermore, I acknowledge that the current catalog is subject to change throughout my program of study and any changes will apply to my program.

Student Initials



**SOUTHERN STATES
UNIVERSITY**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE
EDUCATIONAL PROGRAM**

**TOTAL CHARGES 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.

I, _____, declare the information I have disclosed herein is both true and accurate.

Signature of Student: _____ Date: _____

Signature of Director of Admissions: _____ Date: _____

Location of Instruction

Las Vegas: 2000 South Jones Boulevard
Suite 120
Las Vegas, NV 89146
Phone: (702) 786-3788
Fax: (619) 704-1002
Email: lvadmissions@ssu.edu

Student Initials