

SOUTHERN STATES UNIVERSITY

**SOUTHERN STATES UNIVERSITY  
ENROLLMENT AGREEMENT (Degree-California)**

|  |  |                       |
|--|--|-----------------------|
| <b>San Diego - Fashion Valley Campus</b> | 123 Camino de la Reina, Suite 100 East San Diego, CA 92108 | Phone: (619) 298-1829 |
| <b>San Diego - La Jolla Campus</b>       | 3252 Holiday Court, Suite 116, La Jolla, CA 92037          | Phone: (858) 453-8185 |
| <b>San Diego - Pacific Beach Campus</b>  | 919 Garnet Avenue, Suite 216, San Diego, CA 92109          | Phone: (858) 581-3969 |
| <b>Newport Beach Campus</b>              | 1601 Dove Street, Suite 105, Newport Beach, CA 92660       | Phone: (949) 883-8868 |
| <b>Las Vegas Campus</b>                  | 3100 W. Sahara, Suite 108, Las Vegas, NV 89102             | Phone: (702) 982-0914 |

School Website: [www.ssu.edu](http://www.ssu.edu)  
School Email: [info@ssu.edu](mailto:info@ssu.edu)

**PLEASE PRINT**

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Name as it Appears on Passport or State Issued ID \_\_\_\_\_ Date of Application (MM/DD/YYYY) \_\_\_\_\_

Current U.S. Street Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Place of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

E-mail Address (Required) \_\_\_\_\_

Please Check All That Apply:

- I am a United States citizen or permanent resident.
  - I am not a United States citizen or permanent resident.
  - I am studying under an F-1 Visa.
- SEVIS ID Number \_\_\_\_\_

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Home Country Address \_\_\_\_\_ Home Country Telephone Number (Include Country Code) \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

**HOW DID YOU HEAR ABOUT SSU?**

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- Referral    Advertisement    Walk-In    Website    Facebook    Other

If other please fill in your response \_\_\_\_\_

Name of Referrer \_\_\_\_\_

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## CAMPUS I WANT TO ATTEND:

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Please Check One:

- San Diego-Fashion Valley Campus: 123 Camino de la Reina, Suite 100 East San Diego, CA 92108
- Newport Beach Campus: 1601 Dove Street, Suite 105, Newport Beach, CA 92660
- 100% Online (MBA only)

## Program:

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Please Check One:

- Associate of Business Administration
- Bachelor of Business Administration
- Master of Business Administration
- Master of Science in Information Technology
- Undergraduate Certificate- Business
  - Certificate in Business Analysis
  - Certificate in Business Communication
  - Certificate in Finance
  - Certificate in Management Studies
  - Certificate in Marketing
- Graduate Certificate- Business
  - Certificate in Business Administration
  - Certificate in Strategic Management
- Graduate Certificate- Information Technology
- Professional Program
  - Business Law
  - Entrepreneurship
  - Marketing
  - Operations Management
  - Public Speaking
  - Strategic Management

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## IMPORTANT DATES

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Program Start Date: \_\_\_\_\_  
(MM/DD/YYYY)

Scheduled Completion Date: \_\_\_\_\_  
(MM/DD/YYYY)

Date to Cancel or Withdraw: \_\_\_\_\_  
(MM/DD/YYYY)

This enrollment agreement covers\*: \_\_\_\_\_ to \_\_\_\_\_  
(Contract Start Date) (Contract End Date)

\*The maximum timeframe this enrollment agreement will cover is equal to 1.5x the program length in accordance with Satisfactory Academic Progress requirements.

### Basic Program Information:

#### Associate of Business Administration

**Credit Hours:** 90 Credit Hours

**Program Length:** 2 years

#### Bachelor of Business Administration

**Credit Hours:** 180 Credit Hours

**Program Length:** 4 years

#### Master of Business Administration

**Credit Hours:** 65 Credit Hours

**Program Length:** 2 years

#### Master of Information Science and Technology

**Credit Hours:** 56 Credit Hours

**Program Length:** 2 years

#### Undergraduate Certificates

**Credit Hours:** 40.5 Credit Hours

**Program Length:** 1 year

#### Graduate Certificates- Business

**Credit Hours:** 27 Credit Hours

**Program Length:** 1 year

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| Graduate Certificates- Information Science and Technology |                 |
|---|-----------------|
| <b>Credit Hours:</b>                                      | 26 Credit Hours |
| <b>Program Length:</b>                                    | 1 year          |

| Professional Programs  |                |
|------------------------|----------------|
| <b>Clock Hours:</b>    | 72 Clock Hours |
| <b>Program Length:</b> | 4 Weeks        |

## TUITION AND FEES ASSOCIATED WITH PROGRAMS

| Administrative Fees Associated With Each Program |
|--|
|--|

|   | Associate of Business Admin. | Bachelor of Business Admin. | Master of Business Admin. | Master of Information Science and Technology | Undergraduate Certificates | Graduate Certificates-Business | Graduate Certificates-Information Science and Technology | Professional Programs |
|---|------------------------------|-----------------------------|---------------------------|--|----------------------------|--------------------------------|--|-----------------------|
| <b>Application Fee: (Non-Refundable)</b>                    | \$100.00                     | \$100.00                    | \$100.00                  | \$100.00                                     | \$100.00                   | \$100.00                       | \$100.00   | \$100.00              |
| <b>International Registration Fee (Non-Refundable)</b>      | \$150.00                     | \$150.00                    | \$150.00                  | \$150.00                                     | \$150.00                   | \$150.00                       | \$150.00   | \$150.00              |
| <b>International Enrollment Fee</b>                         | \$250.00                     | \$250.00                    | \$250.00                  | \$250.00                                     | \$250.00                   | \$250.00                       | \$250.00   | \$250.00              |
| <b>Domestic Courier Fee</b>                                 | \$25.00                      | \$25.00                     | \$25.00                   | \$25.00                                      | \$25.00                    | \$25.00                        | \$25.00  | \$25.00               |
| <b>International Courier Fee</b>                            | \$85.00                      | \$85.00                     | \$85.00                   | \$85.00                                      | \$85.00                    | \$85.00                        | \$85.00  | \$85.00               |
| <b>Library and Technology Fee (per quarter)</b>             | \$75.00                      | \$75.00                     | \$75.00                   | \$75.00                                      | \$75.00                    | \$75.00                        | \$75.00  | \$0.00                |
| <b>Student ID Card</b>                                      | \$20.00                      | \$20.00                     | \$20.00                   | \$20.00                                      | \$20.00                    | \$20.00                        | \$20.00  | \$0.00                |
| <b>Student ID Card Replacement</b>                          | \$20.00                      | \$20.00                     | \$20.00                   | \$20.00                                      | \$20.00                    | \$20.00                        | \$20.00  | \$0.00                |
| <b>Orientation Fee</b>                                      | \$75.00                      | \$75.00                     | \$75.00                   | \$75.00                                      | \$75.00                    | \$75.00                        | \$75.00  | \$0.00                |
| <b>Student Tuition Recovery Fee Fund** (Non-Refundable)</b> | \$0.00*                      | \$0.00*                     | \$0.00*                   | \$0.00*                                      | \$0.00*                    | \$0.00*                        | \$0.00*  | \$0.00*               |
| <b>Evaluation/Critique of Final Project</b>                 | \$0.00                       | \$0.00                      | \$500.00                  | \$500.00                                     | \$0.00                     | \$0.00                         | \$0.00   | \$0.00                |
| <b>Add/Drop class fee (following deadline)</b>              | \$40.00                      | \$40.00                     | \$40.00                   | \$40.00                                      | \$40.00                    | \$40.00                        | \$40.00  | \$0.00                |
| <b>Transcript Fee</b>                                       | \$25.00                      | \$25.00                     | \$25.00                   | \$25.00                                      | \$25.00                    | \$25.00                        | \$25.00  | \$0.00                |
| <b>Certificate or Diploma Reprint Fee</b>                   | \$100.00                     | \$100.00                    | \$100.00                  | \$100.00                                     | \$100.00                   | \$100.00                       | \$100.00   | \$0.00                |
| <b>CPT/OPT Assistance Fee</b>                               | \$100.00                     | \$100.00                    | \$100.00                  | \$100.00                                     | \$100.00                   | \$100.00                       | \$100.00   | \$0.00                |
| <b>I-20 Replacement Fee</b>                                 | \$30.00                      | \$30.00                     | \$30.00                   | \$30.00                                      | \$30.00                    | \$30.00                        | \$30.00  | \$0.00                |
| <b>Payment Plan Change Fee</b>                              | \$25.00                      | \$25.00                     | \$25.00                   | \$25.00                                      | \$25.00                    | \$25.00                        | \$25.00  | \$0.00                |
| <b>Returned Check Fee</b>                                   | \$35.00                      | \$35.00                     | \$35.00                   | \$35.00                                      | \$35.00                    | \$35.00                        | \$35.00  | \$35.00               |
| <b>Bank Wire Fee</b>  | \$30.00                      | \$30.00                     | \$30.00                   | \$30.00                                      | \$30.00                    | \$30.00                        | \$30.00  | \$30.00               |
| <b>Late Fee</b>   | 10% of the amount of         | 10% of the amount of        | 10% of the amount of      | 10% of the amount of                         | 10% of the amount of       | 10% of the amount of           | 10% of the amount of                                     | 10% of the amount of  |

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|   | payment due  | payment due  | payment due  | payment due  | payment due  | payment due  | payment due  | payment due  |
|---|--|--|--|--|--|--|--|--|
| <b>Late Fee past 4 days</b>   | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full | \$5.00 per day starting on the 5 <sup>th</sup> day until payment in full |
| <b>Course Materials Fees (Varies by course, Professional Program Only)</b>  | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$50-\$300   |
| <b>Document Reprint Fee ( Professional Program Only)</b>                    | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$30.00  |
| <b>Airport Transfer (Professional Program Only)</b>                         | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$50.00  |
| <b>Accommodation Placement Fee(Professional Program Only)</b>               | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$150.00   |
| <b>American Homestay Fees(Upon availability, Professional Program Only)</b> | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$650-\$875  |
| <b>Payment Processing Fee</b>   | \$40.00  | \$40.00  | \$40.00  | \$40.00  | \$40.00  | \$40.00  | \$40.00  | \$20.00 on all payments more than \$100                                  |
| <b>Graduation Fee</b>   | \$150.00   | \$150.00   | \$150.00   | \$150.00   | \$150.00   | \$150.00   | \$150.00   | \$0.00   |
| <b>Estimated Total for Entire Program-minimum</b>                           | \$12,120.00  | \$23,895.00  | \$11,520.00  | \$19,570.00  | \$5,632.50   | \$4,755.00   | \$9,020.00   | \$1,350.00   |
| <b>Estimated Total for Entire Program-maximum</b>                           | \$14,035.00  | \$28,070.00  | \$14,082.25  | \$21,580.00  | \$7162.50  | \$6,285.00   | \$10,650.00  | \$3,300.00   |

\*Student Tuition Recover Fee Fund

**5 CCR §76215(a)** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

**5 CCR §76215(b):** The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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## **DISTANCE EDUCATION**

SSU offers a distance educational program where the instruction is not offered in real time. SSU shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission. (5 CCR §71716(a)) Additionally, approximate seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11))

## **STUDENT LOANS**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. **Ed. Code §94911 (f)**

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. **Ed. Code §94911 (g)(1)(2)**

**NOTICE:** YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

For any amount not covered by loans, SSU provides payment plan options to students as detailed below.

## **Tuition Payment Plans**

### ***Associate of Business Administration***

|                          | <b>Payment</b>     | <b>Estimated # of months per Quarter</b> | <b>Estimated Total Tuition</b> | <b>Estimated Total to be Paid*</b> | <b>What is included</b>                         |
|--------------------------|--------------------|--|--------------------------------|------------------------------------|---|
| <input type="checkbox"/> | Payment in Full    | N/A                                      | <b>\$11,775.00</b>             | <b>\$11,775.00</b>                 | For 7 Quarters                                  |
| <input type="checkbox"/> | \$350 Payment plan | 26                                       | \$11,775.00                    | \$13,277.50                        | Tuition +Lib&Tech fee + P Fee + 3% Interest fee |
| <input type="checkbox"/> | Installments       | 3  | \$11,775.00                    | \$12,615.00                        | Tuition +Lib&Tech fee + P Fee                   |
| <input type="checkbox"/> | Quarterly          | N/A                                      | \$11,775.00                    | \$12,055.00                        | Tuition +Lib&Tech fee + P Fee                   |

\* The following fees are not included in the estimated total to be paid above:

Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75.

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### **Bachelor of Business Administration**

|                          | Payment            | Estimated # of months per Quarter | Estimated Total Tuition | Estimated Total to be Paid* | What is included                                |
|--------------------------|--------------------|-----------------------------------|-------------------------|-----------------------------|---|
| <input type="checkbox"/> | Payment in Full    | N/A                               | \$23,550.00             | \$23,550.00                 | For 14 Quarters                                 |
| <input type="checkbox"/> | \$350 Payment plan | 52                                | \$23,550.00             | \$26,555.00                 | Tuition +Lib&Tech fee + P Fee + 3% Interest fee |
| <input type="checkbox"/> | Installments       | 3                                 | \$23,550.00             | \$25,230.00                 | Tuition +Lib&Tech fee + P Fee                   |
| <input type="checkbox"/> | Quarterly          | N/A                               | \$23,550.00             | \$24,110.00                 | Tuition +Lib&Tech fee + P Fee                   |

\* The following fees are not included in the estimated total to be paid above:  
Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75.

### **Master of Business Administration**

|                          | Payment            | Estimated # of months | Estimated Total Tuition | Estimated Total to be Paid* | What is included                                |
|--------------------------|--------------------|-----------------------|-------------------------|-----------------------------|---|
| <input type="checkbox"/> | Payment in Full    | N/A                   | \$10,675.00             | \$10,675.00                 | For 8 quarters                                  |
| <input type="checkbox"/> | \$350 Payment plan | 26                    | \$10,675.00             | \$12,067.25                 | Tuition +Lib&Tech fee + P Fee + 3% Interest fee |
| <input type="checkbox"/> | Installments       | 3                     | \$10,675.00             | \$11,635.00                 | Tuition + Library & Technology Fee + P. Fee     |
| <input type="checkbox"/> | Quarterly          | N/A                   | \$10,675.00             | \$10,995.00                 | Tuition + Library & Technology Fee + P. Fee     |

\* The following fees are not included in the estimated total to be paid above:  
Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75, Evaluation/Critique of Final Project fee \$500(MBA and MSIT only).

### **Master of Science and Information Technology**

|                          | Payment         | Estimated # of months | Estimated Total Tuition | Estimated Total to be Paid* | What is included                            |
|--------------------------|-----------------|-----------------------|-------------------------|-----------------------------|---|
| <input type="checkbox"/> | Payment in Full | N/A                   | \$18,725                | \$18,725                    | For 7 quarters                              |
| <input type="checkbox"/> | Installments    | 3                     | \$18,725                | \$19,565                    | Tuition + Library & Technology Fee + P. Fee |
| <input type="checkbox"/> | Quarterly       | N/A                   | \$18,725                | \$19,005                    | Tuition + Library & Technology Fee + P. Fee |

\* The following fees are not included in the estimated total to be paid above:  
Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75, Evaluation/Critique of Final Project fee \$500(MBA and MSIT only).

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### Undergraduate Certificates

|                          | Monthly Payment | Estimated # of months per Quarter | Estimated Total Tuition | Estimated Total to be Paid* | What is included              |
|--------------------------|-----------------|-----------------------------------|-------------------------|-----------------------------|-------------------------------|
| <input type="checkbox"/> | Payment in Full | N/A                               | \$5,287.50              | \$5,287.50                  | For 3 Quarters                |
| <input type="checkbox"/> | Installments    | 3                                 | \$5,287.50              | \$5,647.50                  | Tuition +Lib&Tech fee + P Fee |
| <input type="checkbox"/> | Quarterly       | N/A                               | \$5,287.50              | \$5,407.50                  | Tuition +Lib&Tech fee + P Fee |

\* The following fees are not included in the estimated total to be paid above:  
Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75.

### Graduate Level-Business Certificates

|                          | Monthly Payment | Estimated # of months per Quarter | Estimated Total Tuition | Estimated Total to be Paid* | What is included              |
|--------------------------|-----------------|-----------------------------------|-------------------------|-----------------------------|-------------------------------|
| <input type="checkbox"/> | Payment in Full | N/A                               | \$4,410                 | \$4,410                     | For 3 Quarters                |
| <input type="checkbox"/> | Installments    | 3                                 | \$4,410                 | \$4,770                     | Tuition +Lib&Tech fee + P Fee |
| <input type="checkbox"/> | Quarterly       | N/A                               | \$4,410                 | \$4,530                     | Tuition +Lib&Tech fee + P Fee |

\* The following fees are not included in the estimated total to be paid above:  
Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75.

### Graduate Level-Information Science and Technology Certificates

|                          | Monthly Payment | Estimated # of months per Quarter | Estimated Total Tuition | Estimated Total to be Paid* | What is included              |
|--------------------------|-----------------|-----------------------------------|-------------------------|-----------------------------|-------------------------------|
| <input type="checkbox"/> | Payment in Full | N/A                               | \$8,675                 | \$8,675                     | For 3 Quarters                |
| <input type="checkbox"/> | Installments    | 3                                 | \$8,675                 | \$9,035                     | Tuition +Lib&Tech fee + P Fee |
| <input type="checkbox"/> | Quarterly       | N/A                               | \$8,675                 | \$8,795                     | Tuition +Lib&Tech fee + P Fee |

\* The following fees are not included in the estimated total to be paid above:  
Application fee \$100, Graduation fee\$150, ID card fee \$20, Orientation fee \$75.

### Professional Program

|                          | Monthly Payment | Estimated # of months per Quarter | Estimated Total Tuition | Estimated Total to be Paid* | What is included |
|--------------------------|-----------------|-----------------------------------|-------------------------|-----------------------------|------------------|
| <input type="checkbox"/> | Payment in Full | N/A                               | \$1,200                 | \$1,200                     | 1 course         |

\* The following fees are not included in the estimated total to be paid above: Application fee \$100, course materials fee (\$50-\$300).



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## **STUDENT'S RIGHT TO CANCEL**

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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 written notice to the Office of the Registrar. If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for nonrefundable fees, and for any equipment not returned in good condition; within thirty days after his/her Notice of Cancellation is received.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. SSU does not currently participate in federal aid programs.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of Registrar, Southern States University, by mail at 123 Camino de la Reina, Suite 100 East, San Diego, CA, 92108, or by email at [LMartin@ssu.edu](mailto:LMartin@ssu.edu)

## **STUDENT'S REFUND POLICY**

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Withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who withdraw before 60% of a quarter is completed are eligible to receive a partial refund of tuition and fees paid. Students have a right to cancel their enrollment agreement and obtain a refund by submitting a *Withdrawal Form* to the Registrar's Office prior to the withdrawal deadline. Only when the completed *Withdrawal Form* has been submitted to the Registrar's Office does the withdrawal become official. The effective date used to determine a refund of fees will be based and computed from the last possible date of class attendance (regardless of whether the student attended).

Refunds will be made within 30 days of official withdrawal, or within 30 days of the date of the last possible day of the student's attendance. The refund distribution will be handled as prescribed by federal and state law, as well as according to accrediting body regulations. The refund procedure is uniformly applied to all students, regardless of the form of their tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. A student may receive a refund check only when the refund amount exceeds the balance that he/she owes to the University. The basis for refunds is as follows:

Students who cancel their registration and withdraw from the University on or before the first day of a term are eligible for a full refund of all fees paid for that term (and any future terms that have been prepaid) less the nonrefundable fees. For an example please see below:

$$\text{Refund Amount} = \text{All prepaid amounts} - (\text{non-refundable fees})$$

Students who withdraw from the University after the first day of the term, but prior to completion of greater than 60% of the term currently enrolled in, are entitled to a refund on a prorated basis, less the non-refundable fees. Please see the example below:

$$\text{Refund Amount} = [(\text{all prepaid tuition for the courses being withdrawn from}) \times (\text{weeks left to be completed} / \text{total number of weeks in quarter})] - (\text{non-refundable fees})$$

If the (weeks left to be completed / total number of weeks in quarter) is less than 40%, then no refund is due to the student.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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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 coursework you earn in \_\_\_\_\_ 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

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institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of 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 coursework will transfer.

## **STUDENT TUITION RECOVERY FUND**

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The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1-800-370-7589.

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**Student Initials**

# SOUTHERN STATES UNIVERSITY

## PAYMENT METHODS

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### Credit Card:



Name on Card \_\_\_\_\_

(Note: There is a \$20 processing fee if the payment is over \$100.00.)

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

### Check/Money Order:

Please make check payable to Southern States University, 123 Camino de la Reina, Suite 100 East, San Diego, CA 92108; Phone: (619) 298-1829 Fax: (619) 704-0175. (Note: Any check returned unpaid by the bank will incur a \$30.00 fee)

### E check

### 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  
123 Camino De La Reina Suite 100 East  
San Diego, CA 92108

(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

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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.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (916) 431-6959, fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

\_\_\_\_\_  
Student Initials

I certify that I have received the Catalog, School Performance Fact Sheet, information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

## SOUTHERN STATES UNIVERSITY

I am aware that the SSU General Catalog is located on SSU's website, [www.ssu.edu](http://www.ssu.edu), and is readily accessible to all students and the general public.

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:** \$ \_\_\_\_\_

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \$ \_\_\_\_\_

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 Student Handbook and the SSU Course 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](http://www.ssu.edu).

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.

Upon acceptance, a copy of this agreement shall be sent to you for your records.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
SSU Representatives Name (Print)

\_\_\_\_\_  
SSU Representatives Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)