



BRIDGES GRAD SCHOOL

EDUCATING THE EXCEPTIONAL²

ENROLLMENT AGREEMENT:

Covering the period of time from: ____ - ____ - ____ to ____ - ____ - ____
MM - DD - YYYY to MM - DD - YYYY

A. Bridges Graduate School - where Instruction is provided via Distance, Online, Real Time, Learning.
This is a hybrid program where instruction is provided in real time by a professor who is present online via video conferencing tools with the students in possibly remote locations. Additionally each of our three programs requires a summer residency at our campus in California.

3921 Laurel Canyon Blvd.
Studio City, CA 91604
(818) 506-1091 | graduateschool.bridges.edu

Directions for this form. This form may be filled out and submitted online or by hand.

If filled out online follow these directions: An online version of the form is available here:
<https://tinyurl.com/BGSCD-Amended-EA>

1. Download the form into your computer. Save it with your last name.
2. Complete the form online on your computer.
3. Save it as a PDF file when finished.
4. Mail to: **Bridges Graduate School**, 3921 Laurel Canyon Blvd, Studio City, CA 91604 or Email the completed form to: Stephanie.Coxon@Bridges.edu

Legal Name:

(Last, First Name, Middle Name)
Other Names that may appear in your academic record:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Permanent Address: If Different

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Primary Phone #: _____

Other Phone #: _____

Email: _____ Bridges will use this email for almost all communications.

Birthdate:

mm	dd	yyyy

Social Security Account Number:

See "Use of the Social Security Number: " at the bottom of this application.

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- B. This *Enrollment Agreement* is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given a reasonable time to read and understand it. You have been provided two copies of this *Enrollment Agreement*; the second copy is for your records.
- C. This agreement is for the period of time shown on the top of this page and covers the program initialed below. (*Initial the correct program & cross out the other two programs.*)
- a. A one year Certificate Program offered online and at BRIDGES Graduate school. A total of 15 Credits is required to complete the certificate program. **Initials** _____
 - b. A two-year, Master’s program offered to qualified Bachelor’s students. The program is offered online and at The BRIDGES Graduate school. A total of 30 additional approved graduate credits is required to complete the Master of Education (M.Ed.) program. **Initials** _____
 - c. A three + -year, Doctoral program offered to qualified Master’s students. The program is offered online and at The BRIDGES Graduate school. An additional 60 credits of approved Graduate work is required to complete the Doctor of Education(Ed.D.) program. **Initials** _____

Anticipated Start Date: _____ End Date: _____

D. STUDENT’S RIGHT TO CANCEL

- 1) A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you will have the right to

withdraw at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the course. Your cancellation date will be on:

Seven Days after enrollment which is ____ - ____ - _____
MM - DD - Y Y Y Y

Or through the first class session ____ - ____ - _____ Whichever date is later.
MM - DD - Y Y Y Y

- 2) If you are requesting to withdraw from the program after it has started, or a withdrawal is caused by you violating conduct as per the Catalog or Graduate School policies, a refund will be provided in accordance with the Refund Information provided below.
- 3) Cancellation occurs when the student provides a written notice of cancellation to GradSchoolRegistrar@Bridges.edu or to the following address: Bridges Graduate School, 3921 Laurel Canyon Blvd. , Studio City, CA 91604. This can be done by email or by hand delivery.
- 4) The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the proper postage.
- 5) The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

This enrollment agreement will be valid for the length of the program that the student is enrolled, (Certificate Program: 2 years, Master’s Program: 4 years, Doctoral Program: 6 years) and may be extended for no more than 1.5 the required time to complete your program provided that the student has requested and received approval for those extensions.

Any questions a student may have regarding this Enrollment Agreement that have not been satisfactorily addressed by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-8900. The website is www.bppe.ca.gov.

Bridges Graduate School complies with California state education regulations and federal requirements regarding procedures in place for filing complaints and seeking resolution of perceived problems. For additional information, please refer to the graduate school catalog or the graduate school complaint policy.

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 Website, www.bppe.ca.gov.

E. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credit you earn at Bridges Graduate School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate that you earn at Bridges Graduate School is also at the complete discretion of the institution to which you seek to transfer. Enter your program title here:

If the degree or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the 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 Bridges Graduate School to determine if your Certificate in Twice Exceptional Education, the Master in Education (M.Ed.), or the Doctorate in Education (Ed.D.) will transfer.

F. STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STRF Assessment Fee \$2.50 per \$1,000 is paid by Bridges Graduate School and is non-refundable.

- G. 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Date: _____ Catalog/Brochure **Initials** _____

"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

Date: _____ Catalog/Brochure **Initials** _____

You have been provided two copies of this Catalog/Brochure, the second copy is for your records.

H. NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States

Department of Education, with the scope of the accreditation covering at least one degree program.

- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by 2021 , and full accreditation by 2024.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Student Initials: _____

Date: _____ Date: _____”

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

- (1) The institution's catalog where each degree program is described.
- (2) The institution's website where each degree program is described.
- (3) The institution's degree program brochures.

I. REFUND INFORMATION

- 1) If a student cancels their enrollment within five calendar days after signing the agreement, they are entitled to a full refund of all monies paid.
- 2) If a student cancels their enrollment more than five days after signing the agreement and prior to attending class, they are entitled to a full refund of all monies paid minus:
 - The application/transfer fee of \$75
 - one-time registration or administration fee of \$165, and
 - less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.
- 3) The student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if they have completed 60 percent or less of the period of attendance. The amount of that refund is to be “pro-rated” according to the not-completed portion of the program, less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, logon occurred, or is marked or damaged in any way). The refund is to be paid within 30 days of withdrawal.

Schedule of Refunds - Fall and Spring 10-week Terms		
10 Week Class 3 Credits Tuition \$1,500	Percent of Class Completed	Refund Due
Before Class Starts	0%	\$1,500.00
Week 1	10%	\$1,350.00
Week 2	20%	\$1,200.00
Week 3	30%	\$1,050.00
Week 4	40%	\$900.00
Week 5	50%	\$750.00
Week 6	60%	\$600.00
Week 7	70%	\$0.00
Week 8	80%	\$0.00
Week 9	90%	\$0.00
Week 10	100%	\$0.00

Schedule of Refunds - Summer Residency 2 weeks		
2 Week Class 3 Credits Tuition \$1,500	Percent of Class Completed	Refund Due*
Before Class Starts	0%	\$1,500.00
Day 1	7%	\$1,395.00
Day 2	14%	\$1,290.00
Day 3	21%	\$1,180.00
Day 4	29%	\$1,075.00
Day 5	36%	\$965.00
Day 6	43%	\$860.00

Day 7	50%	\$750.00
Day 8	57%	\$645.00
Day 9-14	>60%	\$0.00

*Refund amounts rounded up to the nearest \$5.

For Doctoral Seminars, Capstone Projects, Doctoral Internships, Independent Studies, and other unique courses for which enrollment extends beyond one term, refunds are calculated based on the percentage of the contact hours completed. Students receive a pro-rata refund based on the percentage of contact hours completed, up to 60 percent of the course total.

In all cases above, the Technology and Administrative fees of \$165 for the current course are non-refundable. The above amounts reflect tuition only.

For example, if the student completes.

- 5 weeks of a Fall or Spring 10 week course
- and paid \$1500 tuition, the student would receive a refund of \$750, the computation is as follows:

$$\begin{array}{rcl}
 \text{(Tuition) X (\% of clock hours remaining)} & = & \text{Refund} \\
 (\$1500) \quad \text{X} \quad (.50) & = & \$750
 \end{array}$$

For the purposes of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- a. The student notifies the institution in writing of the student's withdrawal in accordance with the terms of Section D of this *Enrollment Agreement*.
- b. The institution notifies the student in writing of the termination of the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of the maximum set forth by the institution; and/or failure to meet the financial obligations to the school.
- c. The student has failed to attend class for three (3) class weeks without discussion with the institution and agreement of a plan for completing the work missed.
- d. For the purposes of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.
- e. For the purposes of determining when the refund must be paid, the student shall be deemed withdrawn when three (3) class weeks have been missed without contact from the student.
- f. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your

tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

- g. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

J. Loans :

- a. 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. 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:
 - i. 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.
 - ii. 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.
 - iii. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

K. FEES AND CHARGES

The student is responsible for the following fees and charges:

Application Fee	\$75 (one time)
Tuition:	\$ 500 / Credits X 3 Credits / Course = \$1500
Technology Fee	\$ 30 / Credits X 3 Credits / Course = \$90
Administrative Fee	\$25 / Credits X 3 Credits / Course = \$75
	One Credit = \$555
Housing Fee / Room & Board	Charged on a cost recovery as utilized
Graduation Fee	Included
Textbooks (estimated cost)	\$75 / Course Estimated

Bridges Graduate School students are required to submit payment for their upcoming coursework prior to the start of the semester. If payment in full is not possible, students can make arrangements to pay in installments by contacting the Registrar’s Office. Fees are not charged for late payment or for financing (e.g. for paying in installments). If a student does not pay their entire balance for the current semester, they will be disallowed from enrolling in future semesters until their balance is paid in full.

During the world wide pandemic there is a 2022 COVID Exemption to the Bridges Graduate School Summer Residency. If you are unable to attend in person the fee is \$750. This fee will only be charged if you are unable to attend in person.

Charges for Current Period of Attendance (Fall, Spring, Summer /trimester)

Total Credits Enrolled _____	X \$555	= _____
Additional Summer 2022 Residency Fee		= _____
Total Tuition and fees		= _____

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE OR EDUCATIONAL SERVICE IS ESTIMATED TO BE:

