



**FLORIDA CHRISTIAN  
UNIVERSITY**

# ENROLLMENT AGREEMENT

Florida Christian University, Inc.  
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## GENERAL INFORMATION

TITLE Rev Dr Mr Ms Mrs

FIRST NAME

MIDDLE NAME

LAST NAME

GENDER

☐ MALE

☐ FEMALE

ADDRESS Number, Street, Apartment

CITY

STATE

ZIP CODE

COUNTRY

HOME PHONE

WORK PHONE

MOBILE PHONE

E-MAIL ADDRESS

PREFERRED LANGUAGE

☐ ENGLISH

☐ PORTUGUESE

☐ SPANISH

## PERSONAL INFORMATION

DATE OF BIRTH

STATE OF BIRTH

COUNTRY OF BIRTH

SOCIAL SECURITY NUMBER

RACE

☐ AMERICAN  
INDIAN

☐ BLACK OR  
AFRICAN

☐ HISPANIC  
OR LATINO

☐ WHITE OR  
CAUCASIAN

☐ ASIAN OR  
OTHER

COUNTRY OF CITIZENSHIP

NEAREST RELATIVE OR FRIEND

RELATIONSHIP

PHONE NUMBER

SPOKEN LANGUAGES

☐ ENGLISH

☐ PORTUGUESE

☐ SPANISH

☐ OTHER

## MINISTERIAL INFORMATION

ARE YOU A MINISTER?

☐ YES

☐ NO

SINCE

DESCRIBE:

## HIGH SCHOOL INFORMATION

NAME OF HIGH SCHOOL

ADDRESS Number, Street, Apartment

CITY

STATE

COUNTRY

DATE OF GRADUATION

SPECIALIZATION

## UNIVERSITY, COLLEGE, SEMINARY INFORMATION

### DEGREE I

NAME OF UNIVERSITY, COLLEGE OR SEMINARY

ADDRESS Number, Street, Apartment

CITY

STATE

COUNTRY

DATE OF GRADUATION

DEGREE EARNED

### DEGREE II

NAME OF UNIVERSITY, COLLEGE OR SEMINARY

ADDRESS Number, Street, Apartment

CITY

STATE

COUNTRY

DATE OF GRADUATION

DEGREE EARNED

### DEGREE III

NAME OF UNIVERSITY, COLLEGE OR SEMINARY

ADDRESS Number, Street, Apartment

CITY

STATE

COUNTRY

DATE OF GRADUATION

DEGREE EARNED

## EDUCATIONAL GOAL

### ASSOCIATE DEGREE PROGRAMS

- ☐ ASSOCIATE OF ARTS IN COUNSELING
- ☐ ASSOCIATE OF ARTS IN COACHING
- ☐ ASSOCIATE OF SCIENCE IN EDUCATION
- ☐ ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION
- ☐ ASSOCIATE OF SCIENCE IN BUS. ADMIN. IN AUTOMOTIVE MANAGEMENT
- ☐ ASSOCIATE OF ARTS IN THEOLOGY

### BACHELOR DEGREE PROGRAMS

- ☐ BACHELOR OF ARTS IN COUNSELING
- ☐ BACHELOR OF ARTS IN COACHING
- ☐ BACHELOR OF SCIENCE IN EDUCATION
- ☐ BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
- ☐ BACHELOR OF SCIENCE IN BUS. ADMIN. IN AUTOMOTIVE MANAGEMENT
- ☐ BACHELOR OF ARTS IN THEOLOGY

### MASTER DEGREE PROGRAMS

- ☐ MASTER OF ARTS IN CLINICAL COUNSELING
- ☐ MASTER OF ARTS IN COACHING
- ☐ MASTER OF SCIENCE IN EDUCATION
- ☐ MASTER OF ARTS IN PRINCIPLED EDUCATION
- ☐ MASTER OF ARTS IN THEOLOGY
- ☐ MASTER OF ARTS IN MARRIAGE & FAMILY THERAPY
- ☐ MASTER OF SCIENCE IN BUSINESS ADMINISTRATION
- ☐ MASTER OF SCIENCE IN BUS. ADMIN. IN COGNITIVE NEUROSCIENCE
- ☐ MASTER OF SCIENCE IN BUS. ADMIN. IN NEUROMARKETING
- ☐ MASTER OF SCIENCE IN BUS. ADMIN. IN FINANCIAL EDUCATION
- ☐ MASTER OF SCIENCE IN BUS. ADMIN. IN HEALTH CARE SERVICES
- ☐ MASTER OF SCIENCE IN BUS. ADMIN. IN AUTOMOTIVE MANAGEMENT

### DOCTORAL DEGREE PROGRAMS (OFFERED IN PERSON ONLY)

- ☐ DOCTOR OF PHILOSOPHY IN CLINICAL COUNSELING
- ☐ DOCTOR OF PHILOSOPHY IN COACHING
- ☐ DOCTOR OF PHILOSOPHY IN EDUCATION
- ☐ DOCTOR OF PHILOSOPHY IN THEOLOGY
- ☐ DOCTOR OF PHILOSOPHY IN BUSINESS ADMINISTRATION
- ☐ DOCTOR OF PHILOSOPHY IN BUS. ADMIN. IN NEUROMARKETING
- ☐ DOCTOR OF PHILOSOPHY IN BUS. ADMIN. IN FINANCIAL EDUCATION
- ☐ DOCTOR OF PHILOSOPHY IN BUS. ADMIN. IN HEALTH CARE SERVICES

### POST DOCTORAL DEGREE PROGRAMS

- ☐ POST DOCTOR IN EDUCATION
- ☐ POST DOCTOR IN BUSINESS ADMINISTRATION

### NON-DEGREE DIPLOMAS

- ☐ COACHING FUNDAMENTALS
- ☐ BUSINESS ADMINISTRATION FUNDAMENTALS

## AGREEMENT

### ENROLLMENT FEES

The enrollment fee is the same for all programs and includes the following three fees:

Application for Admission (Non-Refundable)	Evaluation Fee (Refundable)	Registration and Processing Fee (Non-Refundable)
40.00	110.00	110.00

## MONTHLY TUITION & FEES (PER 3 CREDIT HOURS)

NON-DEGREE DIPLOMA		ASSOCIATE	BACHELOR	MASTER			DOCTOR		POST DOCTOR
(NO CREDITS)	(18 CREDITS)	(60 CREDITS)	(126 CREDITS)	(40 CREDITS)	(60 CREDITS)	(90 CREDITS)	(60 CREDITS)	(90 CREDITS)	(48 CREDITS)
6x	6x	20x	42x	13x	20x	30x	20x	30x	16x
82.67	249.33	289.50	280.85	382.31	364.50	359.00	424.50	419.00	458.63

- Each course is equivalent to 3 credits.
- Each credit is equivalent to 15 hours.
- Each 3 credit hour course is equivalent to 45 clock hours.

## DESCRIPTION OF TUITION AND FEES (PER CREDIT)

TUITION AND FEES	NON-DEGREE DIPLOMA		ASSOCIATE	BACHELOR	MASTER			DOCTOR		POST DOCTOR
	(NO CREDITS)	(18 CREDITS)	(60 CREDITS)	(126 CREDITS)	(40 CREDITS)	(60 CREDITS)	(90 CREDITS)	(60 CREDITS)	(90 CREDITS)	(48 CREDITS)
TUITION	27.56	83.11	85.00	85.00	110.00	110.00	110.00	130.00	130.00	140.00
TECHNOLOGY	N/A	N/A	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
GRADUATION FEE	N/A	N/A	3.00	1.43	4.50	3.00	2.00	3.00	2.00	3.75
CAPITAL IMPROVEMENT	N/A	N/A	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
DISTANCE EDUCATION	N/A	N/A	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
DIPLOMA NOTARIZATION	N/A	N/A	2.50	1.19	3.75	2.50	1.67	2.50	1.67	3.13
TOTAL FEES (PER CREDIT)	27.56	83.11	96.50	93.62	124.25	121.50	119.67	141.50	139.67	152.88

## OTHER FEES

Transcriptions (Non-Refundable)	Extra Apostille (Non-Refundable)	Replacement of Diploma (Non-Refundable)	Late Fee (Non-Refundable)
30.00	50.00	200.00	10%

## PAYMENT OPTIONS

- ☐ Full payment at the time of signing the Enrollment Agreement.
- ☐ Registration fee at the time of signing the Enrollment Agreement with balance paid prior to graduation by a payment plan.

## METHODS OF PAYMENT

- Payment can be made in cash, personal check, PayPal, money order or by authorizing the debit in your major credit/debit card. These payments can be made in person at our Headquarters in Orlando Florida, or by mail using a debit authorization form.
- Checks and money orders must be payable in the United States, in US dollars, to Florida Christian University.
- For payments made using Debit Cards, Credit Cards or through Paypal, the following convenience fees apply:

Credit Card	3.0%	PayPal	4.5%
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## DEBIT AUTHORIZATION

☐ ENROLLMENT FEES ONLY
 ☐ MONTHLY PAYMENTS ONLY
 ☐ ENROLLMENT FEES AND MONTHLY PAYMENTS

☐ VISA
 ☐ MASTER CARD
 ☐ AMERICAN EXPRESS
 ☐ DISCOVER

CREDIT CARD NUMBER  CCV

EXPIRATION DATE MM/DD/YYYY  ENROLLMENT FEES  USD MONTHLY PAYMENT AMOUNT  USD

NAME ON CREDIT CARD  ZIP CODE

APPLICANT SIGNATURE

## STATEMENT

I, as the applicant, hereby indicate by my initials on each page and my signature that:

- I have answered all questions accurately and have informed the truth to the best of my ability in this Enrollment Application;
- I agree to the release of my transcripts and test scores to this institution;
- I understand that all applicable fees for enrollment into the University must be paid at the time of the application (Application and Processing, Evaluation Fee, and Registration and Processing Fee).
- I understand that the validation process of a degree in a foreign country is not a responsibility of Florida Christian University;
- I understand that any consulate matter is not a responsibility of Florida Christian University, and consulates in some countries do not recognize documentation of institutions that are not fully accredited.
- I am aware that FCU does not release student records or transcripts to a third party without a written authorization;
- I understand that FCU's commitment to be a global-reach University provides students with the opportunity to take classes through a combination of face-to-face, online, and blended classroom settings. As such, students may begin their classes online anytime upon Enrollment, and attend face-to-face classes that are regularly scheduled by the Academic Department three months in advance.
- All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this agreement, including but not limited to breach thereof, shall be referred to mediation before resorting to arbitration. This agreement shall be governed by and construed in accordance with the internal laws of the State of Florida, U.S.A., without regard to conflict of law provisions.
- I agree that by entering into this Agreement, FCU and I are each waiving the right to a trial by jury, to participate in a class action, or to have claims brought by or against either of us joined or consolidated with claims brought by or against another person.
- I acknowledge that I have received, read, and understand the Institution's Academic Catalogue and Student's Manual. I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time. I understand that FCU will periodically review its policies and procedures in order to serve the Student, the University and to respond to mandates of the state and federal governments, and other regulatory and accrediting agencies.
- I understand that FCU does not give any guarantee of employment placement or remuneration upon graduation.

## TUITION AND FEES REFUND POLICY

Students who want to withdraw from the University may be eligible to receive a refund of tuition and fees upon submission of the "Cancellation Request Form" from the Student Service's Office. All refunds will be made according to the following refund schedule:

- The Application for Admission Fee (\$40) and the Registration and Processing Fee (\$110) are non-refundable after submission of the Application.
- Refunds for students who withdraw after tuition has been paid, but during the drop/add period, which is one week from the day student submit their Agreement, will receive a 100% of refund of the Tuition and the Evaluation Fee (\$110). Thereafter, the Tuition and Evaluation Fee will be refunded based on the following sliding scale.

<b>Second Week After Enrollment:</b>	80%
<b>Third Week After Enrollment:</b>	60%
<b>Fourth Week After Enrollment:</b>	40%
<b>Fifth Week After Enrollment:</b>	20%
<b>Sixth Week After Enrollment:</b>	0%

- Cancellation after the fifth (5th) business day, and before the end of the second week after enrollment, will result in a refund of 80% of tuition and evaluation fees.
- Cancellation after the second week and before the end of the third week after enrollment, will result in a refund of 60% of tuition and evaluation fees.
- Cancellation after the third week and before the end of the fourth week after enrollment will result in a refund of 40% of tuition and evaluation fees.
- Cancellation after the fourth week and before the end of the fifth week after enrollment will result in a refund of 20% of tuition and evaluation fees.
- Any cancellation after the beginning of the sixth week will result in no refund.
- Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

## ACKNOWLEDGEMENT

- I understand that only upon submission of this Enrollment Agreement, payment of the applicable fees, and acceptance by the Institution, I will officially be enrolled as a student at Florida Christian University, thereby constituting a binding agreement between the parties and enabling me to start my classes. All terms, provisions and agreements set forth in the Financial Agreement are hereby incorporated herein by reference with the same force and effect as though fully set forth herein. The terms of this Agreement shall control over any conflicting terms in any referenced agreement or document.
- The Enrollment Agreement and Financial Agreement set forth and constitute the entire agreement and understanding of the parties with respect to the subject matter hereof. This agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this agreement.

## GRADUATION REQUIREMENTS

- Complete the credits required for the corresponding level of study.
- Achieve a cumulative GPA of at least "C" - 2.0 or better (on a 4.0 scale) on all course work.
- Satisfy all financial obligations to the university and be in good standing with the university.
- Fill out and sign the Prospective Graduation Student Form.
- Confirm participation in Graduation and commencement exercises by published deadline.

## NOTICE TO PROSPECTIVE STUDENTS

- Do not sign this Enrollment Application before you have read it or if it contains any blank spaces

## SIGNATURE OF APPLICANT (WITH HIS/ HER INITIALS PLACED ON OTHER PAGES)

I have read, understood, and agreed to the terms set forth herewith and to the rules and policies stated in FCU's Catalogue

DATE MM/DD/YYYY

APPLICANT'S SIGNATURE

## REQUIREMENT FOR STUDENT UNDER AGE OF 18

If this student is under the age of 18, a parent or guardian must sign below.

DATE MM/DD/YYYY

SIGNATURE OF PARENT OR GUARDIAN

## DO NOT WRITE BELOW THIS LINE (FOR UNIVERSITY USE ONLY)

### PAYMENT OF ENROLLMENT FEES

AMOUNT PAID USD

- ☐ CASH      ☐ DEPOSIT      ☐ MONEY ORDER      ☐ WIRE TRANSFER  
☐ CHECK      ☐ CREDIT CARD      ☐ PAYPAL

DATE MM/DD/YYYY

TITLE

SIGNATURE OF FLORIDA CHRISTIAN UNIVERSITY OFFICIAL

