



SOUTH BAYLO UNIVERSITY

SCHOOL OF ORIENTAL MEDICINE

Anaheim Main Campus:
1126 N. Brookhurst St, Anaheim, CA 92801
TEL: 714-533-1495 FAX: 714-533-6040

Los Angeles Campus:
4055 Wilshire Blvd. #500, Los Angeles, CA 90010
TEL: 213-738-0712 FAX: 213-480-1332

www.southbaylo.edu

STUDENT ENROLLMENT AGREEMENT

This Agreement shall automatically renew for successive quarters until the student graduates or withdraws from SBU.

Period of Enrollment Agreement Covered: Start date: ____/____/____ End date: ____/____/____

Program: Start date: ____/____/____ Scheduled completion date: ____/____/____

Last Date to Cancel Enrollment Agreement: ____/____/____

Program: Master of Science in Acupuncture and Herbal Medicine (MAcHM) 3140 Hours / 260 Units

- ☐ **Anaheim Campus**
☐ **Los Angeles Campus**

Name : _____
Last (family name) First (given name) Middle ☐ Mr. ☐ Ms.

Student ID Number : _____ Email Address : _____ ☐ F/A

Address : _____
Street number City State Zip Code

Phone Number : Home _____ - _____ Work or Cell _____ - _____

LOCATION, CLASS HOURS AND TIMES

All class sessions will be held at the following locations:

1126 N. Brookhurst Street, Anaheim, CA 92810 and 4055 Wilshire Blvd. Suite#500, Los Angeles, CA 90010.

Classes are scheduled from 8 am to 10 pm, Monday through Saturday for a quarter term of 10 weeks.

Courses are delivered in person, online, or in a hybrid format, depending on the nature of each course, and the clinical internship is conducted in person, at both campus locations.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation may occur when the student provides a written notice of cancellation at the following address: South Baylo University, 1126 North Brookhurst St., Anaheim, CA 92801. This can be done by mail or by hand delivery. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the student has received Federal Student Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid programs. The school will refund any money that the student paid within fifteen (15) working days after the school receives the notice of cancellation.

REFUND POLICY

The student has the right to withdraw from a course of instruction at any time after the cancellation period (described above) and receive a pro rata refund for the current term if the student has completed less than 60 percent of the scheduled class days through the last day of attendance in that term. The refund will be the amount of tuition paid multiplied by a fraction, with the numerator as the number of class hours the student has not attended but paid for, and the denominator as the total number of class hours for which the student has paid. The refund does not apply to fees identified "non-refundable", and it will be issued within ten (10) working days of withdrawal.

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

1. The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in excess of the maximum set forth by the school, and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the school's attendance records.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received Federal Student Financial Aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. The School will refund any money that the student paid within fifteen (15) working days after the school receives the notice of cancellation

FEDERAL FINANCIAL AID / LOANS POLICIES

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:

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUT INSTITUTION

The transferability of credits you earn at South Baylo University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Credits you earn in the MACHM program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 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 SBU to determine if your credits or degree, diploma or certificate will transfer.

STUDENT TUITION RECOVERY FUND (STRF) POLICY

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.

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) 431-6959 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 noncollection 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.

TUITION AND FEES

Application Fee, One-Time (Non-Refundable)	\$100
Student ID, One-Time (Non-Refundable)	\$10
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$110

Student Initial: _____

Tuition for First Term, Based on Minimum Academic Load: 12 units @\$165 per unit	\$1,980
Registration Fee @ \$55/quarter (Non-Refundable)	\$55
TOTAL CHARGES FOR A PERIOD OF ATTENDANCE	\$2,035

Student Initial: _____

Tuition, Total Didactic Units Required: 212 @\$165 per unit	\$34,980
Tuition, Total Internship Hours: 960 @\$13 per hour	\$12,480
Registration Fee, Based on 12 Quarter Terms @55 per quarter (Non-Refundable)	\$660
Estimated Cost of Books (Books are not sold by the school. The purchase and/or acquisition of the books are the student's sole responsibility.)	\$1,500
Malpractice Insurance, based on 6 Quarter Terms (Non-Refundable)	\$300
Equipment	0
Lab Supplies or Kits	0
Other Learning Media	0
Uniforms or Other Special Protective Clothing – Not Required	0
Housing Accommodation Fee (Housing not offered)	0
Tutoring	0
Assessment Fees for Transfer of Credits	0
Fees to Transfer Credits	0
Student Tuition Recovery Fund, One-Time (Non-Refundable), \$0.50 per \$1,000 of tuition fee	\$115. ⁵⁰
Graduation Fee (Non-Refundable)	\$350
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$50,387.⁵⁰

Student Initial: _____

OTHER CHARGES

Foreign Transcript Evaluation, One-Time, if applicable (Non-Refundable)	\$200
Readmission Fee, On-Time, if applicable (Non-Refundable)	\$100
Late Registration Fee per quarter, if applicable (Non-Refundable)	\$150
Late Add Fee per course, if applicable (Non-Refundable)	\$15
Late Drop Fee per course, if applicable (Non-Refundable)	\$20
Make-Up Examination Fee per exam, if applicable (Non-Refundable)	\$50
Challenge Examination per exam, if applicable (Non-Refundable)	50% of course tuition fee
Additional TC Evaluation Fee	\$50
CPR Transfer Credit Fee	\$30
Catalog Fee per extra hardcopy print, if applicable (Non-Refundable)	\$10
CCE Retake Examination per exam, if applicable (Non-Refundable)	\$50
Lab Fee per course, if applicable, (Non-Refundable)	\$50
Transcript Fee per copy, if applicable (Non-Refundable)	\$10 for current, \$20 for all other
Parking Permit per quarter, if applicable (Non-Refundable)	\$10
Returned Checks Fee per check, if applicable (Non-Refundable)	\$30
Issuance of I-20 for extension or reissue, if applicable (Non-Refundable)	\$20

Student Initial: _____

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE**\$2,035****ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM****\$50,387.⁵⁰****TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT****\$110**

Charges subject to change after enrollment depending on transfer credits.

I agree that in the event I fail to make payments related to my tuition and/or fees, South Baylo University is authorized to pursue any and all unpaid payments under its debt collection procedures, including referring to private debt collection agencies. **Student Initial:** _____

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, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. **Student Initial:** _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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. **Student Initial:** _____

The enrollment agreement is legally binding when signed by the student and accepted by the institution.

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.

Student Signature: _____

Date: _____

Accepted by: (Authorized Representative) _____

Date: _____

If students have any complaints or questions that the institution has not resolved to their satisfaction, they may contact the Bureau for Private Postsecondary Education (BPPE) at:

Mailing Address:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Physical Address:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834

Phone: (888) 370-7589 (Toll-Free) or (916) 574-8900

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Web site: www.bppe.ca.gov

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