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South Baylo University

- Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701
Tel: 714-533-1495 Fax: 714-533-6040
- Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139
Tel: 213-738-0712 Fax: 213-480-1332

NOTICE OF CANCELLATION OF ENROLLMENT AGREEMENT WITH SBU

STUDENT NAME: _____ **ID #** _____
Last First Middle

TODAY'S DATE: / /
mm dd yyyy

ADDRESS: _____
street city state zip

PHONE: _____ **E-MAIL:** _____

You may cancel your Enrollment Agreement with South Baylo University, without penalty of obligation from the date indicated above, **under the following provisions:**

1. Official cancellation of enrollment with SBU is only valid with the submission of a dated Notice of Cancellation of Enrollment Agreement with SBU Form.
2. Any current tuition payment refund shall be in accordance with the SBU Refund of Tuition & Fees Policy and Regulations. Tuition refund will be mailed or returned to you within 10 working days from the receipt of the signed and completed Notice of Cancellation of Enrollment Agreement with SBU Form. Fees paid to SBU are not refundable.
3. You must return any SBU properties (books, tapes, files, equipment, etc.), if any, within five working days of this dated Notice of Cancellation. If you do not return them, SBU may keep an amount from your refund of tuition to cover for their replacement costs. SBU will not accept late return of its properties.
4. This Notice of Cancellation of Enrollment Agreement must be mailed or hand delivered to the Registrar of the Main Campus located at **1126 N. Brookhurst Street, Anaheim, CA 92801-1701**. **SBU does not accept Cancellation of Enrollment Agreement by phone, fax, e-mail or oral notice.** Not attending classes does not imply cancellation of Enrollment Agreement with SBU.

I have read and understood the above and I wish to cancel my Enrollment Agreement with South Baylo University.

Student Signature

Date

If you have any questions, complaints, or problems, which cannot be resolved to your satisfaction, you can contact the Academic Dean or notify the California Bureau for Private Postsecondary Education (BPPE) located at 2535 Capital Oak Drv, Suite 400, Sacramento, CA 95833, Tel: 916-431-6959, Fax: 916-263-1897.

Received by SBU Registrar on _____ **or Stamped here.**