

## Welcome to



Thank you for choosing University of I. Life (UNI OF IL), to pursue your education! The faculty, staff, and administration at UNI OF IL work hard to provide respected, relevant, accessible, and affordable student-focused online programs to tens of thousands of students just like you. We give you the resources to drive your success, and we are here to support you on your journey. You are the center of the UNI OF IL experience.

What do we mean by “students like you?” The successful UNI OF IL student is:

- Seeking meaningful education
- Ready to boost a resume and a career with a strong degree or certificate
- Self-disciplined and motivated
- Responsible and self-driven, flexible and eager to explore new ways of learning and communicating
- Accepting of others and accepted as a member of a community of learners
- Ready to get started

The navigation bar on the left will guide your progress, and you will be required to acknowledge that you have read and understand all the content on these pages.

## Student Responsibilities

- The student is responsible for maintaining current contact information such as e-mail address(es) and phone number(s) in the student account because this information, along with the student ID, is used as the primary means of identification for communication purposes.
- The student is responsible for safeguarding email account login information and the student password. UNI OF IL shall not be responsible for the misuse of passwords by any person.
- The student is responsible for abiding by the UNI OF IL Honor Code.

## UNI OF IL Student and Faculty Honor Code

Accept responsibility for my actions at all times.

Practice and promote academic integrity at all times.

Uphold unconditionally the University’s policy of academic integrity and accept the consequences of academic dishonesty.

Show consideration for and respect the dignity of all persons.

UNI OF IL is dedicated to delivering respected, relevant, and affordable education. Faculty, staff, and administration of UNI OF IL believe in the value of integrity, transparency and accountability. We hold ourselves to a high standard because our students deserve a quality education and excellence in service.

As a member of the University of I.Life (UNI OF IL) System learning community, I understand and will abide by the University's policy of academic integrity, as described in the Student Handbook and the University catalog. Furthermore, I agree to the provisions of the UNI OF IL Honor Code, and I will not engage in, condone, or assist others in any act of dishonesty or plagiarism. I understand that I will be subject to appropriate disciplinary and/or academic sanctions if I commit any violations of the University's academic integrity policies. Finally, I understand that any violation is subject to and may include immediate suspension or expulsion.

## Attendance and Payment of Tuition

- All students must log into their classrooms and complete the first discussion board assignment (of at least 250 words) by the end of the first week (Sunday at 11:59 p.m. ET) of each course, with the exception of the Classroom Success course.
- Failure to log in during week one and to complete your first discussion board assignment (of at least 250 words) will result in being dropped from the course due to lack of academic engagement. There is no financial penalty for being dropped for a lack of academic engagement during week one, and you will not be charged for courses dropped for lack of academic engagement.
- Tuition is due no later than Thursday of week one for each course, though some financing plans require partial upfront payment of tuition.
- If tuition arrangements and/or payment are not in place by this date, courses will be dropped for non-payment. There is no financial penalty for a non-payment drop, and you will not be charged for courses dropped for non-payment.

## Failing or Withdrawing from All Courses

New students who fail course(s) as a result of not submitting a substantial percentage of the required work will be dismissed from the university at the end of their first semester. This applies to students who fail all or fail and withdraw from all of their initial courses as a result of not submitting work.

Students who are dismissed according to this policy, and who wish to appeal their dismissal from the university, will need to be able to provide third-party documentation to show why they were unable to submit their work. Appeals must be in writing and email. Only appeals with supporting documentation will be considered, and the supporting documentation must cover the complete time period of the course during which work due was not submitted.

## Refunds

### 8-Week Course - Tuition Refund Schedule

Withdrawal Request Date	Tuition Refund %
Before or during Week 1:	100%
During Week 2:	75%
During Weeks 3 and 4:	50%
During Weeks 5 through 8:	No Refund

### 16-Week Course - Tuition Refund Schedule

Withdrawal Request Date	Tuition Refund %
Before or during Weeks 1 and 2:	100%
During Weeks 3 and 4:	75%
During Weeks 5 through 8:	50%
During Weeks 9 through 16:	No Refund

**Note: If you are unable to complete a course, you have the option to withdraw from it, although there are financial consequences to withdrawing from a course after the first week.**

- Refunds may not result in the issue of a check to the student. If payment has not been received by UNI OF IL from the funding source, a financial credit will be issued, reducing the amount of the tuition balance.
- There are no refunds or financial credits for audited courses when the withdrawal occurs after week 1.
- There are no refunds or withdrawals allowed after week 1 of the Classroom Success Course.

### **Know Before You Owe**

University of I.Life (UNI OF IL) knows that paying for education is a big investment for you and your family. We want to ensure you have all the information you need to make critical decisions about paying for school. Our tuition calculator will provide you with a “Financial Aid Shopping Sheet” that outlines the approximate costs for earning your degree at UNI OF IL as well as an estimated potential financial aid award.

The estimate provided using this tuition calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on price of attendance and financial aid provided to students attending full-time in the previous year. Price of attendance and financial aid availability may differ for students pursuing part-time study and may change from year to year.

### **Disclosures by State**

Institutions of higher education are required by some states to provide residents with certain disclosures prior to enrollment. To comply with these regulations we have published these disclosures at

## **Your Student Rights to Privacy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a U.S. federal law that gives students access to their records and protects the privacy of their education records. UNI OF IL may not disclose personally identifiable information about students or allow inspection of their EDUCATION RECORDS without written permission UNLESS such action is covered by certain exceptions permitted by the act.

Once a student has acknowledged their rights and responsibilities at UNI OF IL, all rights provided by FERPA rest with the student even if the student is younger than 17 years old. This applies regardless of country of residence or citizenship.

## **Giving Access to a Third-Party**

You may sign a FERPA Release Student Authorization Form to allow information to be released to a third party.. **The request must come from the email address in your student record and must include your student ID for us to process it.**

## **Help us Maintain your Privacy**

Every effort is made by our university to maintain the privacy of your education record;therefore, UNI OF IL staff will ask you qualifying questions to verify your identity before releasing education record information. It is your responsibility to safeguard your student ID, password, and challenge question information. In addition, you should not share access to your email box because our primary means of communication with students is via email.

## **Pages to Bookmark for Reference:**

- Family Educational Rights and Privacy Act
- UNI OF IL Directory Information
- UNI OF IL Privacy Policy

## **Additional Information for Students**

### **Disability Services**

If you will need any accommodations due to a disability or injury, please contact our Disability Office.

- We do provide reasonable accommodations based on medical documentation submitted by the student.
- It is the student's responsibility to self identify to the DSA office prior to any accommodation being needed.

## **Technology Requirements**

Studying online requires that you use a computer, an Internet connection, and desktop software to complete your degree. To access the full functionality of our ecampus and classrooms, you are expected to meet or exceed the requirements below. Some programs and classes may require additional software.

### **Basic Requirements**

Internet access (high speed preferred)	Monitor capable of 1024 x768 resolution
Email client and an email address	Inkjet or laser jet printer
Windows 7 or higher or Mac OS X 10.6 or higher	2 GB of RAM
Microphone & Speakers or Headset	CD-ROM
Webcam	20 GB of free hard disk space

### **Software Requirements**

As a general rule it is best practice to stay current or within one version of your Web Browser,

Flash plug-in and Mobile OS.	
Current version of Internet Explorer, Firefox or Chrome	Current version of Adobe Acrobat Reader
Microsoft Office 2003 or higher/Open Office/Mac Office 08 or higher	Current version of the Java Plug-in
Current version of Adobe Flash Player	A current anti-virus software regularly updated according to the software manufacturer

## Student Enrollment Agreement

**Important! Please review the most recent enrollment agreement carefully.** This is a binding contract. By clicking “I Agree” below, you accept the terms and conditions of this Agreement (as defined below). You should print or save this Agreement for your records and by clicking “I Accept” below you acknowledge that you have the ability to retain a Copy of this Agreement for your records.

As a condition of enrolling and being a student at University of I.Life (UNI OF IL) System (the “University”) you hereby agree to be bound by the terms and conditions of this Student Enrollment Agreement, including the Dispute Resolution Agreement (hereinafter referred to collectively as the “Agreement”). This Agreement is between you and the University and is entered into solely for your and the University’s benefit and not for the benefit of any third-party beneficiaries.

You agree to complete and provide all required information or other acts requested for admission, continued enrollment, or receipt of financial aid or other government or employer provided assistance. You certify that all information provided in your application for admission is complete and accurate. You further represent and warrant that all future information you provide to the University will be complete and accurate. You understand that it remains your responsibility to keep all contact information with the University current. You agree that upon leaving the University for any reason, it is your responsibility to provide the University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University.

You further certify that if you are registering in an academic program, you are doing so for the purpose of obtaining a credential (degree or certificate). You understand and agree that the University reserves the right to deny or revoke your admission for any of the reasons specified in the University’s General Admissions Policy

You understand and agree that the University may verify any information that you submit to it, including without limitation information provided in your application for admission or submitted for purposes of receiving financial aid. You also understand and agree that the University may request documentation for purposes of verifying information submitted to it or for other purposes and you are required to respond timely to such requests. If the University determines that information that you have submitted is inaccurate or false or if the University is unable to verify the accuracy of information that you have submitted, you may be denied admission, denied registration in additional courses, denied financial aid pursuant to Department of Education regulations, and/or expelled from the University. When on Expelled Status, you will be unable to register for courses and you will be withdrawn from all courses in which you are currently registered. If you have been awarded financial aid, including Pell Grants and Stafford loans, your financial aid may be adjusted. Please refer to the Federal

Student Aid section of the University website for more information on eligibility for Title IV Federal Financial Aid and the Return of Federal Financial Aid Funds process. If you agree to be bound by the terms and conditions of this Agreement and you provide the required documentation, you will be enrolled in the University. If you do not agree to be bound by the terms and conditions of this Agreement, you shall not be enrolled in the University.

This Agreement supersedes any previous enrollment agreements entered into between you and the University, but you remain responsible for all obligations accepted or incurred pursuant to such previous enrollment agreements as they relate to (i) previous services provided to you by the University, and (ii) previous interactions between you and the University. Notwithstanding anything else herein to the contrary, if you have previously entered into an enrollment agreement with the University and have remained an active student at all times since entering such agreement you will remain enrolled in the University even if you do not accept the terms of this Agreement; however, you may not be eligible for certain University services if your acceptance of this Agreement is necessary for regulatory compliance purposes for the University to provide such services.

### **Dispute Resolution Agreement**

You and the University agree that any dispute, controversy, or claim between you and the University (or any company affiliated with the University, or any of its officers, directors, trustees, employees or agents) arising out of or relating to your recruitment, enrollment, attendance, education or career service assistance by the University or relating to this Agreement in anyway, including any question regarding its existence, validity, or termination, as well as any challenge to the arbitrator's jurisdiction (a "Dispute") shall be resolved by binding arbitration before a single arbitrator, except that an individual claim may be brought in small claims court as expressly provided below. The arbitration shall be administered by JAMS (jamsadr.com) pursuant to applicable rules and policies in effect at the time the party submits the claim for arbitration, including but not limited to the JAMS Policy on Consumer Arbitrations Pursuant to Pre-Dispute Clauses the JAMS Comprehensive Arbitration Rules and Procedures and the JAMS Streamlined Arbitration Rules and Procedures This Agreement is not intended to modify your right, if any, to file a grievance with a state educational licensing agency or an accrediting agency. The Federal Arbitration Act and related federal judicial procedure shall govern this Agreement to the fullest extent possible, preempting all state arbitration law, irrespective of the location of the arbitration proceedings or of the nature of the court in which any related proceedings may be brought. Except for individual actions in small claims court expressly permitted in the paragraph below, any arbitration shall be the sole remedy for the resolution of disputes or controversies between the parties to this Agreement.

The parties agree that any individual claim may be brought in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures) within the scope of its jurisdiction. If any such claim is transferred or appealed to a different court, however, the opposing party may elect arbitration and, if it does so, the parties agree that the matter will be resolved by binding arbitration pursuant to the terms of this Agreement.

**BY AGREEING TO ARBITRATE, BOTH PARTIES EXPRESSLY WAIVE THEIR RIGHT TO A JURY TRIAL, TO A CLASS ACTION, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN APPLICABLE JAMS ARBITRATION RULES AND POLICIES, OR OTHERWISE TO LITIGATE A DISPUTE IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE**

**ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR SHALL HAVE NO AUTHORITY TO ARBITRATE CLAIMS ON A CLASS ACTION BASIS, AND CLAIMS BROUGHT BY OR AGAINST YOU MAY NOT BE JOINED OR CONSOLIDATED WITH CLAIMS BROUGHT BY OR AGAINST ANY OTHER PERSON.**

The arbitrator shall have the authority to award any remedy that would otherwise be available under applicable federal, state or local laws. The seat of the arbitration hearing shall be Manassas, Commonwealth of Virginia. At your request, you shall have the opportunity to participate in such arbitration online and attend any hearings by phone or video connection from your hometown area. If not available, the University will make the necessary technical arrangement at its own cost.

When you initiate arbitration against the University, the University will bear all costs charged by JAMS, except you will be required to pay \$250. When the University initiates arbitration against you, it will pay all costs charged by JAMS. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party.

The arbitrator's decision and any award will be final and binding and may be enforced in any court of competent jurisdiction. Other rights that you or the University would have in court also may be available in arbitration.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog.

Your acceptance as a student at the University is conditioned upon your agreement to be bound by the terms of this Dispute Resolution Agreement.

### **Payments & Default**

You understand that when you register for any course at the University or receive any service from the University that you accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of your registration and/or receipt of services. You understand and agree that if you drop or withdraw from some or all of the courses for which you register, you will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule posted by the University. You acknowledge that you have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. You further understand that your failure to attend class or receive an invoice does not absolve you of your financial responsibility as described herein. You are responsible for all amounts due to the University (including for tuition and fees, books, and other costs charged by the University) and for repayment of any advanced funds. All amounts are due to the University in advance of the beginning of a course and are subject to the University's course drop and refund policies. Administrative, clerical or technical billing errors do not absolve you of your financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of enrollment or registration at the University. If a payment made to your account is returned by a financial institution for any reason, you are required to repay the original amount of the payment plus a returned payment fee up to the maximum allowed by applicable law. Multiple returned payments and/or failure to comply with the

terms of any payment plan or agreement between you and the University may result in cancellation of your registrations and/or suspension of your eligibility to register for future classes at the University. You understand and agree that if you fail to pay your student account bill or any monies due and owing to the University by the scheduled due date, the University may place a financial hold on your student account, preventing you from registering for future classes, requesting transcripts, or receiving your diploma. The University may, at its option without any notice to you, declare your account(s) in default if (1) you fail to make a scheduled payment when due; (2) you fail to meet any obligation related to your account(s) or the University; (3) you make any untrue written statement to the University regarding your relationship with the University; (4) your payment made by credit card or other electronic means is charged back, your check is rejected due to insufficient funds, or funds from a third party are not received or are required to be returned by the University after receipt of funds; and/or (5) you breach any term or condition of this Agreement or any other agreement with the University. The University may accelerate any defaulted account(s), and may declare them to be immediately due and payable and may take such steps as necessary to collect amounts due. If you default you will be responsible for the payment of any and all costs, expenses, reasonable attorney's fees, and/or collection fees up to 15% of your outstanding debt to the University. Said amounts shall be due whether or not litigation or arbitration is brought to recover the account(s). You understand that aid described as "estimated" on your Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid you may receive if you meet all requirements stipulated by that aid program. You understand that your Financial Aid Award is contingent upon your continued enrollment and engagement in each class upon which your financial aid eligibility was calculated. If you drop any class before completion, you understand that your financial aid eligibility may decrease and some or all of the financial aid awarded to you may be rescinded. If your financial aid eligibility changes for any reason, you agree to pay the balance owed as a result.

You agree to provide your Social Security number (SSN) or taxpayer identification number (TIN) to the University upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes (or such other IRS reporting purposes). If you fail to provide your SSN or TIN to the University, you agree to pay any and all IRS fines assessed as a result of your missing SSN/TIN. You consent to receive your annual IRS Form 1098-T, Tuition Statement, electronically from the University. You understand that if you do not consent to receive your Form 1098-T electronically, a paper copy will be provided. You understand that you can withdraw this consent or request a paper copy by contacting the University's financial aid office.

### **Contact by University**

You authorize the University and its agents and contractors to contact you at your current as well as any future cellular phone number(s), email address(es) or wireless device(s) (including by text message) regarding your student account(s)/loan(s), any other debt you owe to the University, any information required to be sent to you by the University, or to receive general information from the University. You authorize the University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact you. Furthermore, you understand that you may withdraw your consent to call or text your cellular phone using automated telephone dialing equipment at any time by submitting your request in writing to the University at 111 W. Congress Street Charles Town, WV 25414,

### **E-Sign Act and Disclosure**



From time to time, the University must provide certain disclosures required by law or regulation. The University may only provide these disclosures and other information electronically if you consent. By entering into this Agreement you affirmatively consent and agree that the University may provide all disclosures required by law and regulation, and other information about your legal rights and duties, to you electronically and that your electronic signature on agreements and documents (including this Agreement) has the same effect as if you had physically signed them. By accepting this Agreement you agree that the Electronic Signatures in Global and National Commerce Act (15 U.S.C. § 96, et. seq., as amended) (“E-Sign Act”) applies to the fullest extent possible to validate the University’s ability to conduct business with you by electronic means and that by clicking “I Agree” below you are consenting to use electronic signatures and to conduct all future transactions with the University using electronic means (unless prohibited by law). You agree that the University may provide disclosures (including those considered “consumer disclosures” pursuant to the E-Sign Act) by email or on the University’s online campus. To access such electronic disclosures you will need a computer with an Internet connection, a valid email address, and a system which meets the requirements set forth in the latest University Catalog. You may withdraw this consent or request these disclosures in paper form by sending a written request to the Attention of the Student Support Center at 111 W. Congress Street, Charles Town, WV 25414. A withdrawal of consent will only be effective after the University has a reasonable period of time to process your withdrawal. You have an affirmative obligation to keep your email address and other contact information current and may do so by updating it in the University campus.

#### **Partial Invalidity Provision**

In the event that any of the provisions of this Agreement, including the Dispute Resolution Agreement section requiring arbitration, are deemed invalid or unenforceable, then you will still be deemed to have waived your right to participate as a representative or member of any class of claimants pertaining to any claim against the University. Similarly, in the event the foregoing prohibition on class arbitration is deemed invalid or unenforceable, then the remaining provisions on arbitration agreement will remain in force. If any one or more provisions of this Agreement or portions thereof should be determined by a court of competent jurisdiction to be contrary to law, then such provision or portion thereof shall be deemed severable from the remaining provisions or portions thereof and the invalidity thereof shall in no way affect the validity of the other provisions of this Agreement or portions thereof under any applicable provisions of law. To the extent any provision is required to be struck from the Agreement, the parties hereby agree the court or arbitrator may interpret the provision in a manner consistent with the law that would provide the provision as much legal application as intended by the parties and allowed by the law.

#### **Choice of Law Provision**

This Agreement is governed by and shall be construed in accordance with the laws of the Commonwealth of Virginia, without giving effect to any choice of law or conflict of law provisions or principles (whether of the Commonwealth of Virginia or any other jurisdiction) that would cause the application of any laws of any jurisdiction other than the Commonwealth of Virginia.

#### **Entire Agreement; Amendment/Waiver**

This Agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or

affected by any course of dealing or course of performance. No provision of this Agreement may be waived or amended except in writing signed by the parties. Exercising or failing to exercise any remedy allowed herein does not waive any right to seek that remedy or any other remedy in the future.

**By pressing “I Agree” below**, you acknowledge that you consent to be bound by the foregoing Agreement (including the Dispute Resolution Agreement) and that you intend to enter into a legally binding contract with University of I.Life (UNI OF IL) System, Inc.

## **Acknowledgment of Student Rights**

You have completed the Acknowledgment of Student Rights and Responsibilities.

Click on the “Print Acknowledgment Certificate” link to print a copy of your Acknowledgment Certificate and Academic Plan.

Print Acknowledgment Certificate

You have been automatically registered to complete the College Readiness Assessment (ADMN100). ADMN100 is designed to assess your writing and math abilities. You should plan to spend up to two and half hours to complete the assessment activities, but you do not have to finish in one sitting. You will be notified of your admissions status within 24 hours of completing the assessment.

If you have successfully completed nine or more college credits at a previous institution, you may submit transcripts instead of completing the assessment; simply let your admissions representative know this is your preference. Once your experience has been documented, you will be admitted.

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Enrollment Agreement - please read below

Prior to signing this 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 (if applicable), salaries or wages, and the most recent three-year cohort default rate (if applicable) prior to signing this Agreement. The School Performance Fact Sheet is provided to you as part of your online application.

Please write your name in the box below, and your initials will be created to confirm the statement above.

## University of I.Life (UNI OF IL) Enrollment Agreement

2017

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NOTE: All UNI OF IL recruitment is conducted in Turkish or English and the language of instruction at UNI OF IL is Turkish or English. All new students from non Turkish or - English speaking countries are required to demonstrate English language proficiency at admission. IF TURKISH or ENGLISH IS NOT YOUR PRIMARY LANGUAGE, AND YOU ARE UNABLE TO UNDERSTAND THE TERMS AND CONDITIONS OF THIS ENROLLMENT AGREEMENT, YOU HAVE THE RIGHT TO OBTAIN A CLEAR EXPLANATION OF THE TERMS AND CONDITIONS AND ALL CANCELLATION AND REFUND POLICIES IN YOUR PRIMARY LANGUAGE. CALIFORNIA PRIVATE POSTSECONDARY ACT § 94906(a)(b). Contact UNI OF IL Office of Student Services for further assistance.

### *Our State Approval*

In this Enrollment Agreement (this "Agreement"), "Degree Program" refers to the program of study elected by the student. The Degree Program does not include any credit earned in the English Composition 1 course. Only students who are admitted as a Degree Seeking Student may study toward their selected Degree Program.

Students admitted to take the English Composition 1 course are required to complete that course to demonstrate and improve their English language skills as a prerequisite for commencing studies in UNI OF IL. The English Composition 1 course is not part of any degree program of study and any credit earned from this course will not be counted toward the Degree Program requirements. A student who successfully completes the English Composition 1 course will be admitted to UNI OF IL. For a student who does not successfully complete his or her required English Composition 1 course as determined by the University, his or her enrollment in the University and this Agreement will terminate.

Students admitted to UNI OF IL Foundations are required to complete the UNI OF IL Foundations courses as a prerequisite for commencing a Degree Program. Credit earned in the UNI OF IL Foundations courses will be counted toward the Degree Program requirements. A student who successfully completes the UNI OF IL Foundations courses and meets all other admission requirements to begin studying as a Degree Seeking Student will be admitted to their desired Degree Program. Under such circumstances, the requirements of this Agreement will continue to apply. A student who does not successfully complete the UNI OF IL Foundations courses as determined by the University will not be admitted to the University as a Degree Seeking Student; in such case, his or her enrollment and this Agreement will terminate.

Students admitted to COURSE, BA OR MBA pre-requisite courses are required to complete the courses as a prerequisite for commencing a Degree Program. Credit earned in the COURSE, BA OR MBA pre-requisite courses will not be counted toward the Degree



The Application Processing Fee must be paid by an applicant along with his or her application for enrollment.

Applicants eligible for a scholarship upon admittance may be awarded a University Grant to waive the Application Processing Fee. The availability and award of University Grants shall be determined by UNI OF IL.

**(ii) Course Assessment Fees**

The Course Assessment Fee for each course must be paid by the conclusion of the final Examination Period of each term.

If a student completes the final Examination and the Course Assessment Fee is not paid by the end of the term, a financial hold will be placed on the student's file. In this event, the student will not be permitted to register or continue taking courses until all outstanding payments are made and the hold is removed. Students are encouraged to plan, anticipate; and budget for all Course Assessment Fee payments to avoid interruption of their academic schedule.

The Course Assessment Fee is not refundable for students who take the exam. Students who drop or withdraw from a course within the required deadline are not required to pay the Course Assessment Fee. In addition, students who paid an Course Assessment Fee but did not complete the Examination will be provided a refund upon request; the request must be made in writing email, within 30 days of the end of the Examination Period.

**NOTICE CONCERNING CALIFORNIA STUDENT TUITION RECOVERY FUND –**  
You must pay the state - imposed assessment for the Student Tuition Recovery Fund (STRF) if the following applies to you:

1. You are a California resident (or enrolled in a residency program) and at least part of your tuition has been prepaid by either cash, guaranteed student loans, or personal loans; and
2. Total charges on your behalf have not been paid by any third-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 you 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.

Although UNI OF IL is tuition-free, the assessment is calculated based on “institutional charges” and thus applies to Course Assessment Fees.

Note that the first Course Assessment Fee for students residing in California remains the same. A portion of that Course Assessment Fee will be applied toward payment of the assessment for the Student Tuition Recovery Fund and is not refundable.

#### **(iv) Payment Terms and Financial Arrangements**

All fees are the responsibility of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University. Deadlines for payment of fees are set out in sections C (i) and C (ii) above.

#### **D. False Statements, Misrepresentation, Fraud**

The University reserves the right to deny admission or take any other disciplinary action, including termination of an applicant's enrollment, if an applicant makes any false or misleading statements, or encourages another applicant to make false or misleading statements, including with respect to the obtaining of a University Grant, regardless of whether such grant is awarded.

#### **E. Mandatory Disclosures and Signatures:**

##### **Transferability of Credits**

The transferability of credits and credentials is at the complete discretion of the institution to which you seek to transfer, and may include a transfer fee. At this time, UNI OF IL does not accept credit transfers, and all programs must be taken in full

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UNIVERSITY OF I.LIFE (UNI OF IL)**- The transferability of credits you earn at University of I.Life (UNI OF IL) is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree you earn in the UNI OF IL educational program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer or enroll. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer or enroll, 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 or enroll after attending University of I.Life (UNI OF IL) to determine if your courses and/or degree will transfer or be accepted.

**NOTICE CONCERNING UNIVERSITY OF I.LIFE (UNI OF IL) POLICIES AND PERFORMANCE DATA** -Prior to signing this 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 (if applicable), salaries or wages, and the most recent three-year cohort default rate (if applicable) prior to signing this Agreement. The School Performance Fact Sheet is provided to you as part of your online application.

#### **Student Initials: IY**

I certify that I have received the University Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates (if applicable), 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.

Signature: \_\_\_\_\_

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:**

A.S DEGREE/B.S. DEGREE: \$260 (\$100 Course Assessment Fee x 2 courses ( the recommended full-time term load) plus \$60 Application Processing Fee paid prior to enrollment, not accounting for any University Grant, if applicable.

M.B.A. DEGREE: \$460 (\$200 Course Assessment Fee x 2 courses (the recommended full-time term load) plus \$60 Application Processing Fee paid prior to enrollment, not accounting for any University Grant, if applicable.

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:**

Business Administration, or Computer Science, or Health Science – Community and Public Health Track A.S. DEGREE: \$2,060;

Business Administration, or Computer Science B.S. DEGREE: \$4,060;

Health Science – Community and Public Health Track B.S. Degree: \$3,960;

M.B.A DEGREE: \$2,460

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$0**

I UNDERSTAND THAT THIS AGREEMENT BECOMES LEGALLY BINDING WHEN SIGNED BY ME 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 polices have been clearly explained to me.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Today's Date: 12/11/2016

For School Use Only - Do Not Fill In

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**THE FOLLOWING TERMS AND CONDITIONS ARE A PART OF THIS AGREEMENT**

G. Terms and Conditions:

1. General. This Agreement is a **legally binding agreement when signed by the student and accepted by the University**. By signing this Agreement, students acknowledge that they have been given reasonable time to read and understand it and that they have been given: (a) a written statement of the refund policy including examples of how it applies; and (b) a University Catalog and/or a link to a University Catalog including a description of the course

or educational service including all material facts concerning the University and the Program or course of instruction that are likely to affect their decision to enroll.

2. Progress. A student must successfully complete his or her required courses as determined by the University in order to be admitted to the Degree Program. The University reserves the right to terminate a student's enrollment if a student does not meet the requirements of the Degree Program, or fails to make Satisfactory Academic Progress as described in the University Catalog.

Students taking the English Composition 1 (ENGL 0101) course are required to successfully complete the ENGL 0101 course in order to continue studies in UNI OF IL. All students are required to successfully complete studies in the UNI OF IL Foundations courses in order to be admitted to the University as an undergraduate Degree Seeking Student. Students may be asked to successfully complete COURSE, BA OR MBA pre-requisite courses in order to be admitted to the University as a graduate Degree Seeking Student. A minimum passing grade may be prescribed by the University. The University reserves the right to terminate a student's enrollment if a student does not meet the prescribed requirements to progress in his or her desired Degree Program.

A Degree will be granted to a student who successfully completes each course in their academic Degree Program.

3. STUDENT'S RIGHT TO CANCEL. A student has the right to cancel this Agreement at any time. A student's notice of cancellation must be received by the University in writing via email. Cancellation is effective five (5) days after the University receives notification of a student's cancellation. During this time, you may notify the University that you no longer wish to cancel this Agreement.

Notice of Cancellation is effective if it shows that the student no longer wishes to be bound by this Agreement or to continue his or her attendance at the University. If the student cancels this Agreement, the student shall not be liable to the University and the University shall refund any money paid through attendance at the first class session or the seventh day after enrollment, whichever is later, excepting any non-refundable fees.

4. Refund Information. The Application Processing Fee is nonrefundable except in instances where applicants withdraw their application for admission before an admissions decision is made. Applicants may write a formal request for a refund of the Application Processing Fee to their personal Admissions Advisor. If approved, refunds will be available to the applicant within 30 days of the submission of the formal request and the refund will be issued using the same payment method used by the applicant to pay the fee.

Students have the right to withdraw from a course of instruction at any time. The Application Processing Fee and the Student Tuition Recovery Fund fee paid by residents of California are nonrefundable. The Course Assessment Fee is only refundable in instances where the student has not taken the exam. The University will not refund Course Assessment Fees paid for exams that have been taken. If a student has not taken an Examination for which the student paid an Course Assessment Fee, the student will be provided a refund upon request, provided this request is made in writing email within thirty (30) days after the end of the Examination Period.



AS UNIVERSITY OF I.LIFE (UNI OF IL) CURRENTLY DOES NOT CHARGE TUITION FOR PROGRAMS, THERE ARE CURRENTLY NO TUITION REFUNDS AVAILABLE TO STUDENTS.

5. Loans: If a student obtains a loan to pay for their fees, that student has full responsibility for repaying the full amount of the loan plus interest, less the amount of any refund. If a student receives federal student financial aid funds, they are entitled to a refund of amounts not paid from federal student financial aid program funds.

If a 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:

(a) 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 student is entitled to reduce the balance owed on the loan.

(b) The student may not be eligible for any other federal or state student financial aid at another institution or other government assistance until the loan is repaid.

6. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California only. Any unresolved dispute that is related to this Agreement and has not been amicably resolved shall be brought before a court of competent jurisdiction in the State of California, which will have sole jurisdiction in this regard.

7. Termination Date: This Agreement will terminate as follows:

A.S Degree: Five (5) years from the date studies commence.

B.S Degree: Ten (10) years from the date studies commence.

M.B.A. Degree: Five (5) years from the date studies commence.

Students must have completed the Degree Program of study prior to the Termination Date. Failure to do so will result in termination of a student's enrollment.

Extensions of the time to complete a degree will be considered on a case-by-case basis, upon proof of extenuating circumstances. There are no special charges or fees associated with making a request for a special review or for extending enrollment.

Information on reinstatement procedures is contained in the University Catalog.

#### H. University Obligations

University of I.Life (UNI OF IL) offers a unique, exclusively online learning experience that combines peer-based and collaborative learning, with information technologies and the internet. All learning takes place online, and courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period for preparing for and taking the final exam. The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Via the Virtual Learning Environment, students share resources, exchange ideas, discuss weekly topics, submit assignments, and take exams.

To ensure the integrity and academic excellence of the University, and to ensure that students derive maximum benefit from their program of studies at the University, the University is obliged to:

- (a) implement its mission and institutional goals;
- (b) deliver up-to-date and high-quality academic programs and instructional materials, and ensure that academic standards are maintained;
- (c) provide a comprehensive curriculum and courses to enable students to earn sufficient credits toward their degree program;
- (d) provide student services, academic advising and ancillary support services to help students complete their studies successfully;
- (e) maintain its technological systems to enable students to access their courses, records, forms and University information;
- (f) evaluate and improve its programs, courses and services;
- (g) provide accurate and truthful information regarding its programs and services;
- (h) uphold all University policies and procedures and apply these fairly;
- (i) maintain and protect student records and privacy;
- (j) ensure the engagement of competent and qualified University directors, officials, faculty and employees; and
- (k) manage the University's affairs ethically, financially, responsibly and in full compliance with the law.

#### I. Student Obligations

To ensure the integrity and academic excellence of the University and to ensure that each student derives maximum benefit from his or her program of studies at the University, students are obliged to:

- (a) read and comply with the Code of Conduct and other provisions of the University Catalog (including those in relation to the matters restated here);
- (b) comply with all other University policies, requirements and procedures;
- (c) conduct coursework with integrity, including submitting their own original work;
- (d) conduct themselves in a professional manner, treat all other students, faculty, volunteers and administrators with respect, and refrain from any behavior that may be deemed to be offensive, discriminatory, threatening, bullying or deliberate eCourse, BA or MBAssessment or harassment of others;

- (e) refrain from engaging in deceptive, dishonest or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior;
- (f) comply with the instructions in the course syllabus and the reasonable directions of instructors;
- (g) participate actively in class, course and discussion forums;
- (h) submit assignments and coursework on time and as required;
- (i) fulfill peer assessor responsibilities fairly, non-competitively and professionally;
- (j) maintain Satisfactory Academic Progress as described in the University Catalog; and
- (k) meet all financial obligations to the University.

#### J. Student Tuition Recovery Fund

**THE FOLLOWING INFORMATION REGARDING THE STUDENT TUITION RECOVERY FUND IS DISCLOSED TO STUDENTS IN ACCORDANCE WITH THE CALIFORNIA PRIVATE POSTSECONDARY EDUCATION ACT (THE "ACT") -** 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 residency programs), 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 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 thirty (30) days before the school closed or, if the material failure began earlier than thirty (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.

To be eligible for STRF, the student must be a California resident and reside in California at the time this Agreement is signed or when the student receives lessons at a California mailing

address from an approved institution offering correspondence instruction. A student who is temporarily residing in California for the sole purpose of pursuing an education, including a person who holds a student visa, is not considered a California resident. Further, students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from STRF.

To qualify for STRF reimbursement the student must file a STRF application within one (1) year after receiving notice from the BPPE that the University is closed. If the student does not receive notice from the BPPE, the student has four (4) years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two (2) years after the final judgment.

It is important that students keep copies of this Agreement, financial aid papers, receipts and any other information that documents amounts paid to the University.

I have read, understood, and agreed to my rights and responsibilities, and the institution's cancellation and refund policies have been clearly explained to me in this Enrollment Agreement.

Enter electronic signature:

Simply type your name into the signature field and click "Confirm Signature"

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