



## Student Enrollment Agreement Policy

### SCOPE

All students

### POLICY STATEMENT

Each student is to be supplied with and is to sign a student enrollment agreement to document the clear understanding of the expectations of the University and of the student. A copy of the agreement is included as an appendix (**Appendix 02.01.001A**) to this policy.

### POLICY

#### A. Execution and Inclusion in the Student Record

Each student is to be provided with a student agreement at least one week prior to the first day of the quarter in which the student is enrolled. In cases of late enrollments, a copy of the agreement is to be provided to the student as soon as feasible.

The student is to be asked to carefully read the agreement, ask for clarification if and where needed, indicate acceptance of the agreement by signing and dating the agreement, and return the signed agreement to the Registrar.

The Registrar is to keep a copy of the fully executed agreement in the permanent student record.

The student is to be provided with a copy of the fully executed agreement.

#### B. Complete, Clearly Stated, and Accurate Information

The terms of the agreement will be stated in clear and concise language. The agreement will state the following information:

- Washington Technology University's full physical address and website address
- The student's full name and address
- Washington Technology University's obligations, including a summary of the education to be provided, and all tuition and fees associated with that education
- The student's obligations, rights, and responsibilities including registering for classes, paying tuition and fees on time, dropping or withdrawing from classes, and refunds
- The name of the program, the number of credits required to graduate, and the expected completion date
- The length of the agreement and conditions under which it will terminate

#### C. The Inclusion of Disclosure Statements

The agreement will include disclosures mandated by the Washington Student Achievement Council.

These include disclosing that:

- The University is not accredited by an accrediting association recognized by the United States Department of Education and the Washington student achievement council. WTU has been granted a temporary waiver from Washington state's accreditation requirement based on submission of a plan for accreditation.
- The transferability of credits earned at WTU is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at WTU will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at WTU to satisfy an admission requirement of another institution is at the discretion of the receiving institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.
- The University is authorized by the Washington student achievement council (the council) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WTU to offer specific degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the council does not carry with it an endorsement by the council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the council at P.O. Box 43430, Olympia, Washington 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

#### **D. Complains and Grievances**

The agreement will state how the student can register concerns and issues and seek resolution.



Washington Technology University  
200 112th Ave NE, Suite 200  
Bellevue, WA 98004

Phone: (425) 223-5812  
Website: www.washtechu.org

## Appendix 02.01.001A

# Washington Technology University Enrollment Agreement

Student's Full Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

To enroll in for credit courses at Washington Technology University, you must agree to abide by University policies at the time of initial registration, including those outlined in the University catalog, and those related to tuition, fees, and payment.

By signing this agreement, you agree to the following terms:

### 1.0 UNIVERSITY CATALOG

You are responsible for reading and understanding the WTU University Catalog prior to entering into this agreement. The current University Catalog is available at: <https://www.washtechu.org/catalog>.

### ACKNOWLEDGEMENT AND SIGNATURE

I have accessed, read, and understand the WTU University Catalog:

\_\_\_\_\_  
Student Signature

### 2.0 CLASS REGISTRATION

You must be officially registered prior to or on the start date of a course to participate in and receive academic credit for that course. You are responsible for knowing and complying with registration deadline dates, and all requests to change, add, drop, or withdraw from a course. You are responsible for reviewing your registration and academic record each quarter for accuracy.

### **3.0 MODALITY OF INSTRUCTION**

The University provides two modalities of instruction: on-campus hybrid and online. You are encouraged to select the mode of instruction that best meets your learning needs, style, and preferences. Once you have selected a modality, you are expected to enroll in courses delivered in that mode. Depending on course availability and with the University Registrar's approval, you may be permitted to change from one mode to another. Once a course has started you may not change modalities for that course.

### **4.0 TUITION AND FEES**

You agree that the University is advancing value to you in the form of education services, and that your right to register is expressly conditioned upon your agreement to pay for those services. You agree to pay the University tuition and fees for each course in which you enroll at the amount specified in **Section 19 ("TUITION AGREEMENT")** of this agreement.

### **5.0 OPTIONAL SERVICES**

The University provides optional services such as providing copies of Official Transcripts and Diploma Re-prints. Optional Services that incur a fee are listed in the WTU Catalog and on the WTU website at <https://www.washtechu.org/costs>. Once ordered, these fees are non-refundable.

### **6.0 QUARTERLY BILLING**

Registration opens approximately four (4) weeks before the first class session of the quarter. As soon as you register for classes, your invoice for the quarter will be available via the student information system. The invoice will specify the tuition and fees due for the quarter and the date when payment is due, which will be three (3) business days before the first day of the quarter. If you fail to pay tuition when it is due, you will be billed a late charge. Each payment made will be applied to the oldest outstanding obligation.

Modifications to this billing arrangement can only be made in writing and are incorporated into this agreement as **Appendix A ("PERSONAL PAYMENT ARRANGEMENT")** as may be amended and updated from time to time.

### **7.0 RIGHT TO CANCEL**

Prior to midnight of the fifth day of the term you have the right to cancel your enrollment in a course in which you are enrolled for that term, and to receive a full refund of the tuition amount paid for that course. Materials fees and lab fees are not refundable. If you withdraw from a class after the fifth day of term (1<sup>st</sup> week) you will receive a refund as shown in the refund table below.

Date of Withdrawal	Percentage of Tuition Returned to the Student
Prior to midnight of the 5 <sup>th</sup> day of term (first week)	100%
Prior to midnight of the end of the second week	70%
Prior to midnight of the end of the third week	20%
Prior to midnight of the end of the fourth week	0%

For example: Three students are enrolled in the 5-credit MATH 200 course commencing Monday January 4, 2021. Each student pays the \$500 course tuition cost and the \$75 course materials fee. Therefore, each student has paid \$575 for the course.

Student A submits a course drop form prior to midnight on Friday January 8, 2021. Student A is refunded the \$500 tuition cost. The \$75 materials fee is not refunded. Although the student is no longer participating in the course, the student is provided with access to the materials for the four week term.

Student B submits a course drop form Monday January 11, 2021. Student B is refunded \$350 (70%) of the tuition cost. The \$75 materials fee is not refunded. Although the student is no longer participating in the course, the student is provided with access to the materials for the four week term.

Student C submits a course drop form Tuesday January 26, 2021. Student C is refunded \$0 (0%) of the tuition cost. The \$75 materials fee is not refunded. Although the student is no longer participating in the course, the student is provided with access to the materials until the end of the four week term.

To cancel your enrollment in a course you must submit a course drop request to the Registrar’s Office. You understand that you are responsible for knowing class drop deadlines and for all requests to drop classes. Non-attendance does not constitute a drop. Dropping or withdrawing from a course may affect your Satisfactory Academic Progress (SAP) standing as defined in the University Catalog.

The University reserves the right to cancel or terminate this Enrollment Agreement or to deny admission if you fail to meet the University’s academic requirements, meet Satisfactory Academic Progress as defined in the University Catalog, or fail to make timely payments.

**8.0 LATE CHARGE AND COLLECTION COSTS**

If tuition and fees are not paid when they are due, you agree that the University will incur costs that are difficult to quantify. You agree that a late charge of \$50 per course for which you registered and are enrolled but have not paid is a reasonable amount for the University to charge for the costs and expenses incurred by the University as a result of the tuition and fees not being paid when

due.

If tuition and fees are not paid as required by this agreement, the University may incur collection costs. You promise to pay collection costs including reasonable attorney's fees and court costs.

#### ACKNOWLEDGEMENT AND SIGNATURE

I have read and understand this section:

\_\_\_\_\_  
Student Signature

#### 9.0 FINANCIAL HOLD

If you fail to pay your tuition and fees when they are due, the University may place you on Financial Hold. A student on Financial Hold is not permitted to attend courses, and may have grade reports, transcripts, diplomas, and other records withheld. A student is released from Financial Hold when that student's tuition and fees are paid in full, or when that student makes other arrangements satisfactory to the University's Finance Office. Any updated payment arrangement made between a student and the University must be in writing and will be incorporated into this agreement in Exhibit B ("**Personal Payment Arrangement**") as amended.

#### 10.0 COMMUNICATIONS

You are responsible for notifying the University of any change in name, address, or phone number within seven (7) calendar days of any such change.

You understand that emails from the University's Student Information System, called Einstein, are the University's primary and official means of communication and serve to provide the means for delivering the University's official notices. You are responsible for reading the information and notices that are sent to your assigned Washington Technology University email address.

#### 11.0 PRIVACY RIGHTS

Per its policies, the University chooses to adhere to the Family Educational Rights and Privacy Act (FERPA). In many instances, this Act prevents the University from releasing information from your education record without your permission. You understand that if you want to share information from your education record with someone else, you must provide written permission.

#### 12.0 AUTHORIZATION

WTU is authorized by the Washington student achievement council (the council) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WTU to offer specific

degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the council does not carry with it an endorsement by the council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the council at P.O. Box 43430, Olympia, Washington 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

**ACKNOWLEDGEMENT AND SIGNATURE**

I have read and understand this section:

\_\_\_\_\_  
Student Signature

**13.0 ACCREDITATION AND TRANSFERABILITY OF CREDITS**

WTU is not accredited by an accrediting association recognized by the United States Department of Education and the Washington student achievement council. WTU has been granted a temporary waiver from Washington state's accreditation requirement based on submission of a plan for accreditation with the Distance Education Accrediting Commission (DEAC).

You should make certain that your attendance at the University will meet your educational goals. The transferability of credits earned at WTU is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at WTU will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at WTU to satisfy an admission requirement of another institution is at the discretion of the receiving institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

**ACKNOWLEDGEMENT AND SIGNATURE**

I have read and understand this section:

\_\_\_\_\_  
Student Signature

**14.0 EMPLOYMENT**

The University does not guarantee employment or salary of any kind. Attainment of a University degree does not lead to automatic licensure or employment. You are encouraged to review job descriptions to review degrees, education, and/or training required to apply for desired positions.

## ACKNOWLEDGEMENT AND SIGNATURE

I have read and understand this section:

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Student Signature

### 15.0 COMPLAINTS AND GRIEVANCE POLICY

The University is committed to listening to, reviewing, and attempting to resolve your concerns. If you feel that a university policy or practice does not serve you well, or if a decision by a university official or committee does not seem appropriate to the circumstances, processes have been established to facilitate appeals. Contact the Office of the Registrar for any issue related to admission, registration, or enrollment. Contact the Chief Academic Officer for any issue related to classes, instruction, or assessment. Contact the Finance Office for any issue related to tuition or fees. In all instances, if not satisfied with the resolution after these steps, discuss your concerns with the President of the University.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

### 16.0 CHOICE OF LAW AND VENUE

This Agreement shall be construed and controlled by the laws of the State of Washington, and Student consents to jurisdiction and venue in the state and federal courts sitting in the State of Washington. Process may be served on either party by U.S. mail, postage prepaid, certified or registered, return receipt requested, or by such other method as is authorized by the Washington Long Arm Statute. In the event either party to this Agreement is required to, or does, maintain or defend any claim or cause of action against the other arising out of or relating to this Agreement, then the prevailing party in any such action or arbitration shall be entitled to recover from the other all reasonable attorneys' fees incurred therein, in addition to reasonable costs and expenses.

### 17.0 ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between you 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. This agreement may be modified by the University if the modification is signed by you. Any modification is specifically limited to those policies and/or terms addressed in the modification.

### 18.0 TERM OF AGREEMENT

This agreement commences on the date it is signed by the student. The



agreement terminates when:

- i) You graduate or withdraw from the University and you have paid all tuition and fees owed. OR
- ii) You have been actively enrolled for a total of 27 months (a leave of absence is not included when calculating the length of your enrollment).

**Section 4 (“TUITION AGREEMENT”)** of this agreement survives the termination of the agreement. That means that any payments you were obligated to make before the agreement was terminated, you are still required to make after the termination.

## **19.0 TUITION AGREEMENT**

### **19.1 PROGRAM NAME**

You will be enrolled in the Bachelor of Science in Information Security degree completion program.

### **19.2 TUITION**

WTU will provide you with instruction in the fields of technology and cybersecurity in the form of eighteen 4-week courses.

Tuition at Washington Technology University is \$X per credit which equates to \$X per 5-credit class.

### **19.3 TRANSFER CREDITS / CREDITS REQUIRED TO GRADUATE**

Based on the documentation you have provided; you are able to transfer **X** credits into WTU. To complete a bachelor’s degree, you will need to earn **X** additional credits.

### **19.4 TOTAL TUITION COST**

Your total cost at WTU will depend on how many courses you take at WTU. For a 90-credit program, the total cost would be \$X.

### **19.5 TOTAL COSTS INCLUDING FEES AND CHARGES**

You are expected to complete a 5-credit course each month, so you should expect your cost per month to be:

Tuition: \$X  
Course Materials Fee: \$X  
Lab Fee (where applicable): \$X

You are expected to complete three 5-credit courses each quarter. You can calculate your typical quarter cost by multiplying the monthly cost by three (3).

### **19.6 MODALITY OF INSTRUCTION**

You selected modality of instruction is: **Online | On Campus Hybrid**

**19.7 START DATE**

Your start date is: Day, Month Day, 20XX

**19.8 EXPECTED GRADUATION DATE**

We expect that you will graduate: Month, 20XX

**20.0 ACKNOWLEDGEMENT AND SIGNATURE**

I understand this is a legally binding contract once signed by me, the student, and accepted by the University. My signature certifies the University discussed all terms and provisions of this contract with me and that I understand all financial obligations and responsibilities.

STUDENT

UNIVERSITY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

Brenda Smith  
\_\_\_\_\_  
WTU Official Name Printed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Appendix A.0

**PERSONAL PAYMENT ARRANGEMENT**

Personal payment arrangements will be incorporated into the agreement here. Personal payment arrangements will include a payment schedule specifying payment amounts, due dates, and penalties for late payment.

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