



**ENROLLMENT AGREEMENT**

**STUDENT INFORMATION**

<b>PLEASE PRINT OR TYPE</b>	<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry
Student Legal Name: _____	(First)	(Middle)
Student ID: _____	Date of Birth: _____	
Home Telephone: _____	Work: _____	Cell: _____
Address: _____	City _____	State _____ Zip _____
Email Address: _____		
Emergency Contact: _____	Telephone: _____	
Relationship: _____		

**PROGRAM INFORMATION**

Program Name: \_\_\_\_\_ Program Level: \_\_\_\_\_

Program Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Term:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

Program Start Date: \_\_\_\_\_ Scheduled End Date: \_\_\_\_\_

Full Time  Part Time  Day  Evening Number of Weeks: \_\_\_\_\_ Total Clock/Credit Hours: \_\_\_\_\_

Days Class Meets:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Schedule Notes: \_\_\_\_\_

**TUITION INFORMATION<sup>1</sup>**

*Check the box for the program in which you are enrolling and for the fees associated with that program.*

Program	Credit Hours	Tuition per Credit	Fees
<b>Undergraduate Degree Programs</b>			
<input type="checkbox"/> Associate of Arts in Computer Science (AACS)	65	\$250	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$100/course <input type="checkbox"/> \$200/online course Or <input type="checkbox"/> \$300/3+ courses <input type="checkbox"/> \$600/3+ online courses  Music Facility: <input type="checkbox"/> \$300
<input type="checkbox"/> Bachelor of Arts in Computer Science (BACS)	128	\$300	
<input type="checkbox"/> Bachelor of Arts in Theological Studies (BATS)	126	\$270	
<input type="checkbox"/> Bachelor of Arts in Christian Education (BACE)	126	\$270	
<input type="checkbox"/> Bachelor of Arts in Business Administration (BABA)	126	\$300	
<input type="checkbox"/> Bachelor of Arts in Music(BAM)	126	\$300	

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Program	Credit Hours	Tuition per Credit	Fees
<b>Graduate Degree Programs</b>			
<input type="checkbox"/> Master of Arts in Christian Education (MACE)	60	\$300	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$100/course <input type="checkbox"/> \$200/online course Or <input type="checkbox"/> \$300/3+ courses <input type="checkbox"/> \$600/3+ online courses Admissions Fee: <input type="checkbox"/> \$500 Music Facility: <input type="checkbox"/> \$400
<input type="checkbox"/> Master of Arts in Mission Studies & World Christianity (MAMSWC)	60	\$300	
<input type="checkbox"/> Master of Divinity (MDIV)	90	\$300	
<input type="checkbox"/> Master of Arts in Music (MAM)	48	\$400	
<input type="checkbox"/> Master of Business Administration (MBA)	36	\$490	
<b>Doctoral Degree Programs</b>			
<input type="checkbox"/> Doctor of Ministry (DMIN)	36	\$450	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$400 (non-refundable) Admissions Fee: <input type="checkbox"/> \$500(non-refundable)
<input type="checkbox"/> Doctor of Musical Arts (DMA)	60	\$550	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$600 (non-refundable) Admissions Fee: <input type="checkbox"/> \$1,000 (non-refundable) Music Facility: <input type="checkbox"/> \$500 (non-refundable)
<input type="checkbox"/> Doctor of Philosophy in Intercultural Studies (PhD)	60	\$550	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$600 (non-refundable) Admissions Fee: <input type="checkbox"/> \$1,000 (non-refundable)
<b>Certificate Programs</b>			
<input type="checkbox"/> Certificate in Computer Science (Networking)	37	\$200	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$100/course <input type="checkbox"/> \$200/online course Or <input type="checkbox"/> \$300/3+ courses <input type="checkbox"/> \$600/3+ online courses
<input type="checkbox"/> Certificate in Theological Studies	25	\$100	
<b>Other</b>			
<input type="checkbox"/> Undergraduate Course Audit		\$250/course	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee <sup>2</sup> : <input type="checkbox"/> \$100/course Or <input type="checkbox"/> \$300/3+ courses
<input type="checkbox"/> Graduate Course Audit		\$350/course	
<input type="checkbox"/> English for Speakers of Other Languages (ESOL)		\$1,500/8-week session	

**Other Fees**

*Check all the boxes that apply to you and to the program in which you are enrolling.*

<b>ONE-TIME</b>			
<input type="checkbox"/>	Orientation Fee	All new students	\$100
<input type="checkbox"/>	Security Tuition Deposit	<input type="checkbox"/> All AA, BA, MACE, MAMSWC, and MDIV J1 students	\$3,000
		<input type="checkbox"/> All MBA and MAMUS J1 students	\$5,000
		<input type="checkbox"/> All Doctoral J1 students	\$5,000
<input type="checkbox"/>	SEVIS J-1 Application*	All J1 Student applicants	\$100
<input type="checkbox"/>	SEVIS I-901 Fee	All J1 Student applicants	\$220
<input type="checkbox"/>	International Student Fee	All J1 Student applicants	\$500
<input type="checkbox"/>	Graduation Fee <sup>3</sup> *	<input type="checkbox"/> All undergraduate & graduate students who complete degree requirements	\$300
		<input type="checkbox"/> All DMIN students who complete degree requirements	\$1,200
		<input type="checkbox"/> All DMA and PhD students who complete degree requirements	\$1,500
<b>MISC</b>			
<input type="checkbox"/>	Late Registration*	Additional administrative charge for registering late	\$100
<input type="checkbox"/>	Tuition Installment*	<input type="checkbox"/> 2-payment plan	\$100
		<input type="checkbox"/> 3-payment plan	\$150
<input type="checkbox"/>	Thesis Advisement	All Master students	\$600
<input type="checkbox"/>	Thesis Continuation	All Master students	\$300
<input type="checkbox"/>	Official Transcript	<input type="checkbox"/> Administrative fee for regular official transcript requests	\$5
		<input type="checkbox"/> Administrative fee for express official transcript requests	\$30

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<input type="checkbox"/>	Proposal Guidance	<input type="checkbox"/> All DMIN students	\$500
		<input type="checkbox"/> All DMA & PhD students	\$600
<input type="checkbox"/>	Dissertation Tuition	<input type="checkbox"/> All DMIN students (9 units; 1 semester)	\$3,150
		<input type="checkbox"/> All DMA & PhD students (12 units; 1 semester)	\$6,600
<input type="checkbox"/>	Dissertation Advisement	<input type="checkbox"/> All DMIN and PHD students	\$1,000
		<input type="checkbox"/> All DMA students	\$1,500
<input type="checkbox"/>	DMA Comprehensive Exam	<input type="checkbox"/> All DMA students	\$2,000
<input type="checkbox"/>	Continuance	<input type="checkbox"/> All Doctoral students (per semester until graduation)	\$500
		<input type="checkbox"/> All Doctoral J1 Students (per semester until graduation)	\$1,200
<input type="checkbox"/>	Apostille	Per document	\$30
<input type="checkbox"/>	Music Facility	All School of Music students	\$300(BA)
<input type="checkbox"/>	Registration	Summer or special sessions	\$50
<input type="checkbox"/>	Technology	Summer or special sessions	\$50
<input type="checkbox"/>	Student ID Reproduction	Replacement cost of student ID	\$10
<input type="checkbox"/>	Insufficient Fund Charge*	Administration fee for a returned payment	\$50
<input type="checkbox"/>	Late Payment Interest*	Administration annual interest fee for a late payment	18%
<input type="checkbox"/>	Credit Card Convenience	Administration fee for a payment made with credit card	2.5%

### FOR OFFICE USE ONLY

Determine the total tuition, total fees, and total owed this term, and have the student put his/her initials in each column.

**Initials**

**TERM:**  Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

**TOTAL TUITION** (Tuition per credit x total credits the student is enrolled in): \$ \_\_\_\_\_

**TOTAL FEES** (Sum of all applicable fees): \$ \_\_\_\_\_

**TOTAL CHARGES FOR THIS TERM** (Sum of total tuition and total fees): \$ \_\_\_\_\_

<sup>1</sup> Please make payment payable to "G.C.U." or "Georgia Central University." All tuition and fees are due at the time of registration.

<sup>2</sup> The Enrollment Fee for the certificate/undergraduate/graduate programs, course audits, and ESOL include 1 Course Registration fee \$25, Technology Fee \$50, and Institutional Fee \$25 OR 3 or more Course Registration fee \$75, Technology Fee \$150, and Institutional Fee \$75. The Enrollment Fee for the Doctor of Ministry program includes Registration fee \$100, Technology Fee \$200, and Institutional Fee \$100. The Enrollment Fee for the Doctor of Musical Arts, Registration fee \$175, Technology Fee \$250, and Institutional Fee \$155. Doctor of Philosophy programs, Registration fee \$125, Technology Fee \$250, and Institutional Fee \$125.

\*\*The Graduation Fee for undergraduate/graduate programs includes a Cap & Gown fee \$140 and a Commencement Ceremony fee \$160. The Graduation Fee for the Doctor of Ministry program includes a Dissertation Binding fee \$1,000 (10 copies) and a Commencement Ceremony fee \$200. The Graduation Fee for the Doctor of Musical Arts and Doctor of Philosophy programs includes a Dissertation Binding fee \$1,300 (10 copies) and a Commencement Ceremony fee \$200.

\* Application fees, graduation fees, late registration fees, insufficient fund fees, and late payment interests are non-refundable.

### REFUND POLICY

Tuition may be refunded as provided below. To formally withdraw, a student must submit an Official Withdrawal Request Form to the Office of Admissions and a dated and signed Tuition Refund Request Form to the Office of Business Affairs as soon as possible after deciding to withdraw. A student will be issued a refund if the last date of attendance is on or before the date marking the midpoint of the semester or academic session.

A student may receive a refund for overpayment, withdrawal from classes, or dismissal from the University. There is no administrative fee for discontinuing as a student of the University. All refunds are issued within 30 days of the date of withdrawal; however, if overseas delivery is required, actual delivery may take several days beyond this 30-day period.

Refunds are determined based on prorating of tuition and the percentage of a registered program completed at the time withdrawal, up through 50% of the program. For example, if a student completes 25% of the semester, as calculated on the official Academic Calendar published by GCU, he/she will receive a refund of 75% of tuition paid. If a student withdraws after completing more than 50% of the registered program, no refund of tuition will be issued.

Refunds will be issued for tuition and refundable fees ONLY\*. Refunds will not be issued for the following:

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- Application fee
- Late registration fee (per class)
- Institutional scholarship funds
- Graduation fees
- Returned check or declined credit card fees
- Late payment fees
- Penalty for non-payment or default payment fee

\*NOTE: All monies will be refunded IF AND ONLY IF the student requests a refund within three (30) business days of signing the application paperwork, OR if no paperwork is signed and, prior to classes beginning, the student requests a refund within three (30) business days of making a payment.

A student who believes that a refund has not been calculated correctly may appeal to the Director of Business Affairs and, if need be, to the President.

Contact:

Daniel Kim, Director of Business Affairs

Phone: 678- 535-7771(#106)

Email: [business@gcuniv.edu](mailto:business@gcuniv.edu)

Any student who remains dissatisfied after attempting resolution through GCU channels may file a complaint with the Georgia Nonpublic Postsecondary Education Commission:

GNPEC

2082 East Exchange Pl, Ste. 220

Tucker, GA 30084

Phone: 770-414-3300

Complaints must be filed through the GNPEC website at [gnpec.georgia.gov](http://gnpec.georgia.gov).

## ATTENDANCE POLICY

Georgia Central University requires all students to attend all their registered classes including chapel (Institutional Requirement). Any students missing more than 3 class sessions will be permanently dismissed from the class for that particular semester with a grade of "F." This attendance policy is non-negotiable and is a requirement of the United Immigration Services for international students; university officials are required to terminate any such student's J-1 visa status in any case of failure to attend classes. Three late attendances to any class will be regarded as one absence.

In case of an emergency, a student may submit an official Absence Excusal Form to the faculty member in charge of each of the courses in which the student is enrolled. This form is available at the Office of Academic Affairs and on the GCU website. This form must be completed and signed by the applicant; the decision to grant a recognized absence then relies on the faculty's judgment and on submitted documentation. If the student has official permission from the Office of Student Affairs to be absent due to an emergency situation (including injury, hardship or sickness), the student may miss the class on the stated dates and such absences will not count towards his/her attendance.

## ACKNOWLEDGEMENT

**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 refund policies have been clearly explained to me.**

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Student Signature

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Date

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Institutional Representative Signature

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Date

### Note:

**Student must receive a copy of this form, and a copy must be kept in the student's file. This form must be accompanied by a GNPEC Student Disclosure Form.**