



INSTRUCTIONS TO ALL APPLICANTS

Please answer all the questions applicable to you for each document.

- Submit the following:
 - All Application Documents
 - \$100 Application Fee
 - Additional Materials for Each Program
- Request the following:
 - Official Transcript(s)
 - Certificate of Immunization (Form F)
 - Recommendation Letter(s)

DEGREE PROGRAMS & MAJORS

School	Degree/Program
School of Christianity	BA in Theological Studies
	BA in Christian Education
School of Divinity	MA in Christian Education
	MA in MSWC
	Master of Divinity (M.Div.)
	Doctor of Ministry (D. Min.)
	Ph.D. in Intercultural Studies
School of Business Management	BA in Business Administration
	MBA
School of Music	BA in Music
	MA in Music
	Doctor of Musical Arts (DMA)
School of Computer Science	AA in Computer Science
	BA in Computer Science
School of Sports Science	AA in Martial Arts
	BA in Martial Arts
Certificate Programs	Computer Science (Networking)
	Theological Studies
	ESOL

CHECKLIST for Application Documents

- Form A-1** Application (attach a color photo)
입학 지원서 (사진 1 매 부착)
- Form A-2** A Self-Description & Study Plan (이력 및 자기소개) *undergraduate & graduate* 학사 및 일반과정 석사
- Form A-3** SD Applicant Only 신대원 지원자용
- Form B-1** Recommendation Letter from respective teacher, professor, or pastor (교사, 교수, 목사 추천서 - 학사/일반대학원)
- Form B-2** Recommendation Letter from a pastor: SD Applicant Only (목사 추천서: 신학대학원 지원자 용)
- Form C & D** Student Disclosure Agreement & Release and Assignment
- Form E** Biblical Foundation Statement
- Form F** Certificate of Immunization
- Form G** Assumption of R & L Release
- Government-issued Photo ID** (US Passport or Driver's License)
미국 여권 (시민권자)/면허증 사본
- Diploma or GED Certificate (Undergraduate Applicant Only)**
고등학교 졸업장 사본 (학부과정 지원자 용)
- Official Transcript(s)** 성적 증명서
Bachelor 학사() /Master 석사()
- Proof of English Proficiency** (TOEFL or GCU ESOL)
- \$ 100 Application Fee** (Nonrefundable)

International Students Only

- International Passport 여권 사본 & I-94 사본
- International Application Form I 1-3
- The bank statement with a minimum of USD \$25,000 은행 잔고 증명서 (\$25,000)



GEORGIA CENTRAL UNIVERSITY

FORM A-APPLICATION FOR ADMISSION

A. Application Information				
Application Term	Application Type	Admissions	Bachelor's	Office Use Only
<input type="checkbox"/> Spring <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Summer	<input type="checkbox"/> Freshman <input type="checkbox"/> Transfer <input type="checkbox"/> International	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Certificate	Check if <input type="checkbox"/> First Degree	Student ID # : _____ Program: _____
B. Student Information				
Full Legal Name (Last, First)		Name in Other Language		Gender
				<input type="checkbox"/> M <input type="checkbox"/> F
Nationality*	Current Visa Status	Marital Status		Cell Phone
		<input type="checkbox"/> Single <input type="checkbox"/> Married		
Contact Number in USA		Number in Other than USA	E-mail Address	
Current Mailing Address				
Place of Birth (City/Country)		First Language	Second Language	
C. Emergency Contact				
Contact 1	Full Legal Name	Relationship	Contact Number	
	Note	Mailing Address		
Contact 2	Full Legal Name	Relationship	Contact Number.	
	Note	Mailing Address		

D. Educational History

	Name of HS, College, University	City/Country	Start-End	Major	Earned Degree
High School, College, University (Start from High School)					

E. Academic Program

Certificate	AA & Bachelor's	Master's	Doctoral
<input type="checkbox"/> Theological Studies <input type="checkbox"/> ESOL <input type="checkbox"/> Executive MBA <input type="checkbox"/> Visiting Scholar	<input type="checkbox"/> AA in Computer Science <input type="checkbox"/> AA in Martial Arts <input type="checkbox"/> BA in Martial Arts <input type="checkbox"/> BA in Theological Studies <input type="checkbox"/> BA in Christian Education <input type="checkbox"/> BA in Computer Science <input type="checkbox"/> BA in Business Administration <input type="checkbox"/> BA in Music <input type="checkbox"/> BS to BSN	<input type="checkbox"/> Christian <input type="checkbox"/> Education <input type="checkbox"/> Mission Studies <input type="checkbox"/> Music <input type="checkbox"/> Divinity <input type="checkbox"/> MBA <input type="checkbox"/> MA in Martial Arts	<input type="checkbox"/> Ministry <input type="checkbox"/> Music (DMA) <input type="checkbox"/> Ph D. in IS

Applicant's Signature

I certify that all information submitted in the admission process -including the Application, any supplements, and any supporting materials- is my own work, factually true and honestly presented.

Signature

Date

***Georgia Central University does not discriminate** on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, physical disability, learning disability, political affiliation, and veteran status



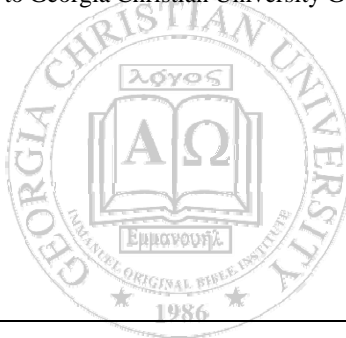
GEORGIA CENTRAL UNIVERSITY

Form A-2 Self-Description & Study Plan

Self-Description & Study Plan (Feel free to attach an additional sheet to answer questions)

1. Self-introduction. (Please explain and describe your aptitudes, hobbies and philosophy of life)
자기 소개서 (성장과정/성격 및 장단점 등)

2. What is the purpose of your application to Georgia Christian University Georgia Central University
입학하는 목적(동기)는 무엇입니까?



3. What are your future plans after graduating from Georgia Central University?
GCU 를 졸업한 후에는 무엇을 할 계획입니까?

4. What other information do you believe would be helpful to the Board in understanding you better and in considering your application? 학교 이사회에서 지원자를 더 잘 이해하고 입학에 고려하는데 도움을 줄 수 있는 또 다른 정보가 있다면 무엇입니까?



GEORGIA CENTRAL UNIVERSITY

FORM B - PERSONAL REFERENCES

TO THE APPLICANT

After completing all the relevant questions in the box below, please give this form to a teacher, a professor, or a pastor who has taught or known you for more than one year. If applying via mail, please also give him or her stamped envelopes addressed to GCU (6789 Peachtree Industrial Blvd., Atlanta, GA 30360).

Legal Name: _____
Last, First

Semester: _____
Spring/Summer/Fall Year

Address: _____
Number of Street City State Zip Code

Date of Birth: _____
mm/dd/yyyy

IMPORTANT PRIVACY NOTE: By signing this form, I authorize the admission officers reviewing my application to contact my reference(s), should they have questions about the school documents submitted on my behalf.

I understand that under the Family Education Rights and Privacy Act (FERPA), after I matriculate, I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless of least one of the following is true:

The institution does not save recommendations post-matriculation (See list at <https://studentprivacy.ed.gov/>)

1. You may or may not waive your right-to-access below (mark one box), regardless of the institution to which they are sent:

- Yes, I do waive my right to access, and I understand I will never see this form, or any other recommendation submitted by me or on my behalf.
- No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Required Signature: _____ **Date:** _____

TO THE TEACHER, PROFESSOR, OR PASTOR (SD applicant – to the professor from previous school)

Georgia Central University finds candid evaluations helpful in choosing from highly qualified candidates. Please submit your references promptly and remember to sign below before mailing directly to Georgia Central University Office of the Admissions. Please feel free to attach an additional sheet or another reference to answer the following questions.

Name (Mr./Mrs./Ms./Dr.) _____ Position: _____

Address: _____
Number of Street City State Zip Code

Background Information & Questions

- How long have you known the applicant and in what context? _____

- What are the first words that come to your mind to describe this applicant?

- Would you conscientiously recommend this applicant for admission here?

4. Please list the name and address of another person who might give us a competent assessment of this applicant?
-

Ratings: Please rate the applicants on the following characteristic:

	Low 1	2	Average 3	4	Very High 5
Academic Achievement					
Concern for Others					
Consecration to God's Will					
Integrity					
Leadership Ability					
Maturity					
Motivation					
Moral Character					
Responsibility					
Respect					
Self Confidence					
OVERALL					

Signature: _____ Date: _____

Additional Evaluation: Please write whatever you think is important about this student. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student. We welcome any information that would help us to differentiate this student from others.

Please complete this form and mail to:

The Office of Admissions
Georgia Central University
 6789 Peachtree Ind. Blvd.
 Atlanta, GA 30360
 (P) 678-535-7771



GEORGIA CENTRAL UNIVERSITY

FORM C - STUDENT DISCLOSURE AGREEMENT

Please read this Agreement carefully and sign at the bottom of the page.

1. I have read Georgia Central University Catalog and Student Handbook and have enrolled with full knowledge of its standards and practices for postsecondary education.
2. I understand that attendance at Georgia Central University is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of the University, and the University may insist on the withdrawal of a student at any time that the student, in the opinion of the University, does not conform to the spirit of the foundation.
3. I understand the required fees, tuition and refund policy of Georgia Central University.
4. I understand that the catalog contains current information regarding the University's calendar, fees, admissions policies, degree requirements, regulations and course offerings, and that Georgia Central University reserves the right to withdraw a course at any time; change tuition and other fees; revise the calendar and rules regarding admission and graduation requirements; and revise any other regulations affecting the student body. Revisions shall become effective whenever the proper authorities so determine and shall, at the discretion of such authorities, apply not only to prospective students but also to those who at that time are matriculated in the University.
5. I understand the student dismissal policy of Georgia Central University.
6. I understand that the ministry educational programs offered by Georgia Central University are designed for ecclesiastical vocations.
7. I understand that Georgia Central University is accredited by the ABHE and ATS under the guidance of the United States Department of Education, and that the transfer of credit is left to the discretion of the receiving institution.
8. I understand that Georgia Central University is not responsible for my employment with any church, denomination, religious or secular organizations and entities with which I make application.
9. I understand that all course work required for credit at Georgia Central University must be my own work.
10. I understand that I will be responsible for all unpaid fees and incurred interest expenses and will not be able to receive official documents including transcripts until such fees are paid in full.
11. I understand the context of Release and Assignment Form which is required to be submitted prior to admission. In the event that a photographer or video camera person of Georgia Central University takes a picture with me in it, either singly or in a group, I give permission for my picture to be used in future brochures, videotapes or other publications of Georgia Central University.
12. I have not been misled in my inquiry for enrollment with Georgia Central University and hold the University harmless from all of my own misunderstandings.

I have read this form carefully and understand the consequences of my decision to agree on each agenda prescribed above.

Applicant Name (Please Print):

Signature:

Date:



**GEORGIA
CENTRAL UNIVERSITY**

FORM D - RELEASE AND ASSIGNMENT

To: GEORGIA CENTRAL UNIVERSITY

Georgia Central University (herein called GCU) and/or its authorized employees, representatives or agents may perform audio/video recordings and take photographs of me from my registration and enrollment until my graduation or the termination of my student status at GCU. With respect to all such images and recordings, and reproductions of same in any medium, including the World Wide Web for valuable consideration, I hereby irrevocably:

- (a) Consent to and authorize their use by GCU, or anyone authorized by GCU, for reproduction, distribution, sales and exhibition and in any medium including, but not limited to the sale publication, display and exhibition thereof for educational purposes, promotion, advertising, and trade without any compensation or notice to me.
- (b) Consent to the use of my name, and
- (c) Grant and assign to GCU the right to secure copyright reproductions of same in any medium
- (d) Release, discharge and acquit GCU from any claims, demands or causes of actions that I hereinafter have against GCU by reason of anything contained in such images, recordings and reproductions thereof or in the advertising or publicizing thereof.

This release shall apply to GCU, as well as GCU's subsidiaries, affiliates, successors and representatives.

Date: _____

Name in Full: _____

Signature: _____



GEORGIA CENTRAL UNIVERSITY

FORM E - BIBLICAL FOUNDATIONS STATEMENT (Student)

Georgia Central University (GCU) is a Jesus Christ-centered institution of higher learning that is unwavering in its belief that the doctrinal statements are foundational to the educational and spiritual growth of each GCU trustee, faculty, student, and staff member.

- We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
- We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Note: Each Faculty, Staff, Board member, and Student at GCU shall subscribe over his/her signature to the foregoing Biblical Foundations Statement. GCU has determined that board members, faculty, staff and students only need to re-sign the Biblical Foundations Statement if there are any changes.

AGREEMENT

I have read, understand, and respect the Biblical Foundations Statement of
Georgia Central University.

Full Name: _____

Signature: _____

Date: _____



GEORGIA CENTRAL UNIVERSITY

FORM F - Certificate of Immunization*

STUDENT INFORMATION

Name: _____ Date of Birth: _____

IMMUNIZATION INFORMATION

VACCINE	DATE MM/DD/YY	DATE MM/DD/YY	DATE OF POSITIVE LAB EVIDENCE
MMR	/ /	/ /	/ /
Measles	/ /	/ /	/ /
Mumps	/ /	/ /	/ /
Rubella	/ /	/ /	/ /

CERTIFICATION OF HEALTH CARE PROVIDER

Name: _____ Phone: _____

Signature: _____ Date: _____

EXEMPTIONS

- Request for Religious Exemption: I affirm that immunization required by the Georgia Central University conflicts with my religious beliefs. I understand I am subject to exclusion and reimbursement of any medical expenses in the event of an outbreak of a disease for which immunization is required.
- Request for Medical contraindication (Attach Verification by HealthCare Provider)
- Distance Education (Overseas): I declare that I will be enrolling in only courses offered by Distance Education (outside the USA). I understand that if I register for a course offered on campuses, this exemption becomes void and I will be excluded from class until I provide proof of immunization.

Student Signature _____ Date: _____

*Other form(s) of medical document may be acceptable.



**GEORGIA
CENTRAL UNIVERSITY**

FORM G - Assumption of Risk and Liability Release

After reviewing this form, please fill out all information and place your signature where required, authorizing your participation in the _____ program at/through Georgia Central University Inc.

PLEASE **PRINT**

Student's Name: _____

Address: _____

City/State: _____ Zip Code _____

Home Phone: _____ Mobile Phone(s): _____

I, _____, assume the risks of personal injury and/or property damage in participating in the Program of _____ (“Program”) at Georgia Central University. (“GCU”). I understand that any violation of campus rules may result in termination of my attendance in the program and/or judicial charges.

I hereby release any and all rights for claims and damages I may have against GCU now and in the future, its trustees, officers, employees and agents, facilities including faculty, staff members and supervisors, in any manner due to any personal injury or property loss sustained while enrolled or attending Georgia Central University; this includes travel to and from Program's destination(s) and all campuses and/or my participation in the activities associated with Georgia Central University Inc., including any activities I may engage in during my free time while participating in GCU Programs. I will not hold GCU responsible for liability for injury or damages arising from the result of my participation and attendance at Georgia Central University, unless it is due to willful or intentional misconduct or negligence on the part of GCU.



GEORGIA CENTRAL UNIVERSITY

I acknowledge that Georgia Central University does not offer the opportunity to purchase health coverage from a Health Cooperative or any other Health Coverage Options Policies. for my dependents or me through my enrollment at Georgia Central University.

Please read and initial the options below indicating your current insurance status and preferences:

_____ Student medical insurance coverage information (international students see below)

Insurance company name _____: Policy no. _____

_____ I hereby give permission for the staff members coordinating my admission to authorize emergency medical care on my behalf, if necessary, while enrolled at Georgia Central University.

_____ I do not wish to enroll myself in any type of medical coverage at this time. I do not wish to enroll my spouse or child(ren) in any type of medical coverage at this time.

_____ I am fully qualified to meet the physical and technical requirements necessary to participate in any programs or activities at Georgia Central University. I am at least 18 years old and I enter this agreement voluntarily.

FOR INTERNATIONAL STUDENTS

I understand that I must provide proof of health, medical, and/or accident insurance to the Office of Admissions as part of my application to GCU. I understand that, while GCU may provide clerical assistance to students in obtaining insurance, this assistance is only insofar as helping with completion of forms, etc., and that GCU cannot and does not accept responsibility for student insurance, copayments, premium payment or rates, or any other part of students' insurance policies.

Student Signature: _____ Date: _____

* * * * *

Signature of Parent/Guardian if participant is not at least 18 years old:

Signature: _____ Date: _____

Parent's Name(s): _____

Parent's Contact Number(s): _____

Parent's Address: _____

NOTE: If you currently have a condition (i.e. medical, disability, or other issues) that will require accommodation to attend Georgia Central University, please contact the Office of Admissions whois(are) handling your admissions process. Some elements may be out of the control of GCU and therefore, alternative options must be discussed with the faculty/staff members.



GEORGIA CENTRAL UNIVERSITY

ENROLLMENT AGREEMENT

STUDENT INFORMATION

PLEASE PRINT OR TYPE	<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 INFORMATION¹

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
Undergraduate Degree Programs			
<input type="checkbox"/> Associate of Arts in Computer Science (AACS)	65	\$400	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) <input type="checkbox"/> Martial Arts Practice Fee \$1000/Semester Enrollment Fee ² : <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"/> \$1000 Music Facility: <input type="checkbox"/> \$300
<input type="checkbox"/> Associate of Arts in Martial Arts (AAMA)	65	\$400	
<input type="checkbox"/> Bachelor of Arts in Martial Arts (BAMA)	128	\$400	
<input type="checkbox"/> Bachelor of Arts in Computer Science (BACS)	128	\$400	
<input type="checkbox"/> Bachelor of Arts in Theological Studies (BATS)	126	\$350	
<input type="checkbox"/> Bachelor of Arts in Christian Education (BACE)	126	\$350	

GCU Enrollment Agreement

Program	Credit Hours	Tuition per Credit	Fees
Graduate Degree Programs			
<input type="checkbox"/> Bachelor of Arts in Business Administration (BABA)	126	\$400	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee ² : <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"/> \$400 Admissions Fee: <input type="checkbox"/> \$1000
<input type="checkbox"/> Bachelor of Arts in Music (BAM)	126	\$400	
<input type="checkbox"/> Master of Arts in Christian Education (MACE)	60	\$450	
<input type="checkbox"/> Master of Arts in Mission Studies & World Christianity (MAMSWC)	60	\$450	
<input type="checkbox"/> Master of Divinity (MDIV)	90	\$450	
<input type="checkbox"/> Master of Arts in Music (MAM)	48	\$450	
<input type="checkbox"/> Master of Business Administration (MBA)	36	\$490	
Doctoral Degree Programs			
<input type="checkbox"/> Doctor of Ministry (DMIN)	36	\$500	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee ² : <input type="checkbox"/> \$600 (non-refundable) Admissions Fee: <input type="checkbox"/> \$1000(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 ² : <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	\$650	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee ² : <input type="checkbox"/> \$600 (non-refundable) Admissions Fee: <input type="checkbox"/> \$1,000 (non-refundable)
Certificate Programs			
<input type="checkbox"/> Certificate in Computer Science (Networking)	37	\$350	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable)
<input type="checkbox"/> Graduate Performance Diploma (Music)	30	\$450	Enrollment Fee ² : <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
Other			
<input type="checkbox"/> Undergraduate Course Audit		\$250/course	Application Fee*: <input type="checkbox"/> \$100 (New students only/non-refundable) Enrollment Fee ² : <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)		\$1,800/8-week session	

Other Fees

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

ONE-TIME			
<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 All F1 student applicants	\$220 \$350
<input type="checkbox"/>	International Student Fee	All J1 Student applicants, F-1 Student Applicant	\$1000
<input type="checkbox"/>	Graduation Fee ^{3*}	<input type="checkbox"/> All undergraduate & graduate students who complete degree requirements	\$500
		<input type="checkbox"/> All DMIN students who complete degree requirements	\$2000
		<input type="checkbox"/> All DMA and PhD students who complete degree requirements	\$2000
MISC			
<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	\$200

GCU Enrollment Agreement

<input type="checkbox"/>	Thesis Advisement	All Master students	\$600
<input type="checkbox"/>	Thesis Continuation	All Master students	\$500
<input type="checkbox"/>	Official Transcript	<input type="checkbox"/> Administrative fee for regular official transcript requests	\$5.00
		<input type="checkbox"/> Administrative fee for express official transcript requests	\$30.00
<input type="checkbox"/>	Proposal Guidance	<input type="checkbox"/> All DMIN students	\$1,000
		<input type="checkbox"/> All DMA & PhD students	\$600/1000
<input type="checkbox"/>	Dissertation Tuition	<input type="checkbox"/> All DMIN students (9 units; 1 semester)	\$4,500
		<input type="checkbox"/> All DMA & PhD students (12 units; 1 semester)	\$6,600/7800
<input type="checkbox"/>	Dissertation Advisement	<input type="checkbox"/> All DMIN and Ph.D. 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)	\$600
		<input type="checkbox"/> All Doctoral J1 F1 Students (per semester until graduation)	\$1,500
<input type="checkbox"/>	Apostille	Per document	\$35
<input type="checkbox"/>	Music Facility	All School of Music students	\$300(BA) \$400(MA) \$500(DMA)
<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 a credit card	3.5%

FOR OFFICE USE ONLY

<i>Determine the total tuition, total fees, and total owed this term, and have the student put his/her initials in each column.</i>		Initials
TERM: <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> 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):	\$ _____	_____

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

² 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 a registration fee \$100, Technology Fee \$200, and Institutional Fee \$100. The Enrollment Fee for the Doctor of Musical Arts, Registration fee \$175, the Technology Fee \$250, and the 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 of \$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 of \$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 of withdrawal, up through 50% of the program. For example, if a student completes 25% of the semester, as calculated on the official Academic Calendar

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published by GCU, he/she will receive a refund of 75% of the tuition paid. If a student withdraws after completing more than 50% of the registered program, no tuition refund will be issued.

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

- 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

CANCELLATION POLICY

- All tuition and fees paid, excluding nonrefundable fees, must be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement.
- The institution that cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue ensures the following:
 - a. Makes arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or
 - b. Refunds all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

*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

Email: 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 <https://gnpec.georgia.gov/student-resources/complaints-against-institution>.

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.

CAREER SERVICE

Georgia Central University cannot guarantee employment.

ACKNOWLEDGEMENT

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my

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rights and responsibilities and that the institution's refund policies have been clearly explained to me.

Student Signature

Date

Institutional Representative Signature

Date

Note:

Students 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.