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## MBA Student Enrollment Agreement

Important Instructions!	For official use only
<p>1. How to Enroll in Richmindale College Programs and Courses</p> <ol style="list-style-type: none"> <li>a. Visit our website at <a href="http://www.richmindale.com">www.richmindale.com</a> and review our programs, courses, fees, and other related information. If you have questions, you may contact us for further information and guidance. Refer to our contact information at the top-right corner of all pages in this document.</li> <li>b. Student enrollment can be done online on <a href="http://www.richmindale.com">www.richmindale.com</a> or on paper. Completely fill and sign all pages of this agreement and submit with applicable fees to Richmindale College through the website, courier, our partners, or in-person visit.</li> <li>c. After confirmation of your admission with Richmindale College, our Admission Representative will contact you to finalize and execute the enrollment agreement. Keep a copy for your future reference.</li> </ol> <p>2. How to Fill this Enrollment Agreement Form</p> <ol style="list-style-type: none"> <li>a. This document contains multiple pages.</li> <li>b. Carefully read and understand each section in this document.</li> <li>c. Completely fill and sign all pages of this document where applicable.</li> <li>d. Field labels with * are required. Put "N/A" if not applicable.</li> </ol>	Enrollment Reference ID
	Enrollment Date
	Student ID
	Academic Adviser
	Admission Representative
General Notes	

### CONTENTS

I. STUDENT INFORMATION .....	2
II. PROGRAM INFORMATION.....	2
III. COURSES.....	2
IV. TUITION AND FEES.....	4
V. PAYMENT AND FINANCING OPTIONS .....	5
VI. NOTICE: HOLDER IN DUE COURSE.....	6
VII. CANCELLATION, WITHDRAWAL AND REFUND POLICY.....	6
VIII. GOVERNING LAW; FORUM.....	10
IX. DISCLAIMER.....	10
X. STUDENT ACKNOWLEDGEMENT .....	11
XI. ACCEPTANCE.....	12

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(Continue to next page)

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### I. STUDENT INFORMATION

1. Student Last Name*	2. Student Given Name*	3. Student Middle Name*
4. Address Details*	5. Address City*	6. Address State, ZIP Code*
	7. Address Country*	8. Country of Nationality*
9. Email Address*	10. Phone Number (Primary)*	11. Phone Number (Secondary)
12. Birth Date (Month dd, yyyy)*	13. Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	14. Religion

### II. PROGRAM INFORMATION

15. Program Title* <b>Master of Business Administration</b>		16. Program Code* <b>MBA</b>
17. Program Track and Specialization, if applicable		18. Estimated Total Cost* <b>\$ 2,955</b>
19. Program Clock Hours <b>N/A</b>	20. Program Credit Hours* <b>36</b>	21. Commencement Date*

### III. COURSES

The following courses with a total of 36 credit hours are required for the awarding of the Master of Business Administration (MBA) degree. The courses below are arranged based on a typical sequence that students can follow. Students may change the sequence of courses as long as the course requisites are followed.

It is important for MBA degree applicants to have basic knowledge or exposure in accounting, project management, and management information systems to prepare for the MBA degree program. Although these are not part of the admission requirements because applicants may get exposure on these areas in different ways, those who do not have such exposure may find the MBA degree courses challenging. As such, Richmindale College recommends those applicants to take the appropriate courses from Richmindale College or other school. The appropriate courses

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(Continue to next page)

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## MBA Student Enrollment Agreement

available in Richmindale College are Financial Accounting (FIN-101), Project Management Fundamentals (PRJ-101), and Management Information Systems (CIT-401).


Course Code	Course Title	Pre-requisite	Credit
<b>Semester 1</b>			
RSC-601	Research Designs, Methods, and Trends		3.0
FIN-601	Accounting for Decision Making		3.0
MAT-601	Applied Mathematics		3.0
<b>Semester 2</b>			
BUS-602	Human Capital Management		3.0
BUS-603	Marketing Management	RSC-601	3.0
BUS-604	Production and Operations Management	MAT-601	3.0
<b>Semester 3</b>			
BUS-605	Business Process Optimization and Automation	RSC-601, MAT-601	3.0
FIN-701	Financial Management	FIN-601	3.0
PRJ-701	Strategic Project Management	RSC-601	3.0
<b>Semester 4</b>			
BUS-701	Leadership and Organization Development	BUS-602	3.0
BUS-702	Global Business Management	BUS-603	3.0
MBA-799	Capstone: Business (Thesis)	BUS-603, BUS-604	3.0
<b>Total Credit Hours</b>			<b>36</b>

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(Continue to next page)

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<b>MBA Student Enrollment Agreement</b>				

#### IV. TUITION AND FEES

Estimated Costs to Complete the Program	Amount	Unit
Total Tuition for all credits	\$ 2,880	36 credits
Total Registration Fee	\$ 75	1 program
Discount	-	
<b>Estimated Total Program Cost</b>	<b>\$ 2,955</b>	

**(a) Tuition Period Covered by this Agreement**

The tuition period covered by this agreement is 2 years from the date this contract is signed.

**(b) Basis of Calculation**

The estimated cost to complete the program is based on the Tuition and Fees in the following table. The Registration Fee is a one-time fee for each program and is charged to the student during the first enrollment.

Tuition and Fees	Amount	Unit
Registration Fee	\$ 75	Each program
Course Tuition and Fees	\$ 80	Each credit

**(c) Tuition and Fees NOT Included in the Estimated Total Program Cost**

Books and other study materials for course completion, library services, computer hardware, and software licenses (if applicable) are not provided within the tuition and fees and are not included in the calculation of the estimated total program cost. Students are required to purchase them separately.

In addition to the above-mentioned items, the following fees are not included in the estimated total program cost.

Additional Charges	Amount	Unit
Application for transfer of credit evaluation fee	\$ 75	Each application
Transcript/certificate copy request fee <sup>1</sup>	\$ 4	Each set; one copy is free <sup>1</sup>
Late payment or insufficient funds fee	\$ 20	Each transaction


<sup>1</sup> Students will be provided with one set original copy of their official transcripts and certificates for free after they graduate. The transcript request fee applies to requests for additional copy or other related transcripts/certificates that are not included as free.

**(d) Tuition and Fee Changes**

Richmindale College guarantees the same tuition and fees to the enrolled student within the tuition period specified in item (a) of this section. After the tuition period, tuition and fees are subject to change at the discretion of Richmindale College. Any changes to the tuition and fees shall be communicated and agreed with the student. A new Enrollment Agreement with the agreed changes shall be executed by both parties.

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**(e) Discounts**

Student discounts are deducted from the above tuition and fees as they apply.

**V. PAYMENT AND FINANCING OPTIONS**

Richmindale College accepts any of the following methods of payment:

- Cash     Bank transfers     Credit cards     Checks     Money orders

Credit card payments are subject to a 4% surcharge to cover credit card processing fees.

**(a) Terms of Payment**

Richmindale College offers an installment plan to schedule fees in monthly payments. The number of days used in the terms of payment is based on the Gregorian calendar.

The student pays the one-time Registration Fee of \$75 upon program registration. The total tuition and fees based on the number of credits enrolled in the semester is divided into 4 equal payments. The first payment is due upon enrollment. The remaining 3 payments are scheduled in a monthly basis for 3 months starting from the month when the semester classes start. The due date of each remaining payment is set on the last working day of each month.

For example, Richmond enrolled in three 3-credit classes, a total of 9 credits for the first semester. The classes for the semester are scheduled to start on September 1. Based on the tuition and fees, the total cost for the semester is \$795 based on the following calculation:

Description	Qty	Credits	Total Units	Unit Fee	Line Total
Registration Fee, one-time	1	-	1	\$ 75	\$ 75
Course Tuition and Fees	3	3	9	\$ 80	\$ 720
<b>Total</b>					<b>\$ 795</b>

The terms of payment for the above example will be as follows:


Description	Amount	Due date
Registration Fee, one-time	\$ 75	Due upon program registration
Payment 1 of 4	\$ 180	Due upon enrollment
Payment 2 of 4	\$ 180	Due by September 30
Payment 3 of 4	\$ 180	Due by October 31
Payment 4 of 4	\$ 180	Due by November 30
<b>Total</b>	<b>\$ 795</b>	

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(Continue to next page)

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<b>MBA Student Enrollment Agreement</b>				

**(b) Federal Student Aid**

Richmindale College does not offer financial assistance. The school is not eligible for participation in the Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan.

**VI. NOTICE: HOLDER IN DUE COURSE**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED [PURSUANT HERETO OR] WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.  
(A.R.S. §47-3302; FTC Trade Regulation Rule, 16 C.F.R. §433)

**VII. CANCELLATION, WITHDRAWAL AND REFUND POLICY**

If for any reason a student is denied admission or chooses to withdraw from a program or a course, Richmindale College has established this cancellation, withdrawal, and refund policy for the student’s protection. A student may terminate an enrollment at any time by notifying the school in writing.


Address: 2222 S. Dobson Rd, Suite 401, Mesa, Arizona 85202, USA  
Telephone: +1 (928) 499-3936  
Email: students@richmindale.com  
Website: www.richmindale.com

**(a) Non-Acceptance**

An applicant denied by the school is entitled to a refund of all monies paid.

**(b) Three-Day Cancellation**

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

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<h2>MBA Student Enrollment Agreement</h2>				

**(c) Other Cancellations**

1. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution.
2. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (minus registration fee of \$75).
3. Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials.

**(d) Refund After the Commencement of Classes**


1. Procedure for withdrawal/withdrawal date
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee of \$75).
  - B. After the commencement of classes, the tuition refund (less the registration fee of \$75) amount shall be determined based on the table below. The tuition refund amount shall be based on the total cost of enrolled credits of the student for the current semester.

<b>Percent (%) of the credit hours attempted</b>	<b>Tuition refund amount</b> <i>(based on the total cost of enrolled credits for the current semester)</i>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	0% <i>(no refund is required)</i>

Table 1 - Tuition refund after commencement of classes.

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(Continue to next page)

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<h2>MBA Student Enrollment Agreement</h2>				

The percentage of the credit hours attempted is determined by dividing the total number of credit hours elapsed from the student's start date to the student's last day of attendance, by the total number of credit hours in the program.

For students enrolled in two or more courses that award program credit hours, Richmindale College treats each course separately for the purposes of calculating the appropriate amount of tuition refund owed to the student.

**(e) Books, Supplies and Fees**

Books, materials, software licenses, library services, and other supplies required for course completion are not provided by the school and are not the responsibility of the school. They are the responsibility of the students to purchase separately. Fees related to these items may be paid directly to outside vendors chosen by the students. Richmindale College is not responsible for and does not provide refunds related to these items. Refunds and related fees of these items are subject to the outside vendor policies and agreements with the student.

**(f) Refund Issuance Schedule**

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

**(g) Refund Examples**

Richmond enrolled in a degree program of Richmindale College and signed the enrollment agreement on July 1. Richmond enrolled in three 3-credit classes for the first semester that will start on September 1 for a total cost of \$795 for the semester. Based on the terms of payment, Richmond paid the Registration Fee of \$75 and the first monthly payment (payment 1 of 4) of \$180, a total of \$255 upon enrollment. Since one of the classes requires a software license, Richmond purchased the software license worth \$200<sup>[1]</sup> from an outside vendor. Richmond spent a total amount of \$455.

**Refund Example 1:**

**Three-Day Cancellation**


On July 3, Richmond decided to cancel/withdraw and sent an official notification through email to *students@richmindale.com* on the same day. Since Richmond officially withdrew on July 3 which is within 3 days from the signing of enrollment agreement, Richmindale College shall refund Richmond all monies paid amounting to \$255<sup>[1]</sup> within 30 calendar days (by August 2).

**Refund Example 2:**

**Five Calendar Days Cancellation (after signing enrollment agreement)**

Richmond decided to cancel/withdraw. On July 5, Richmond completed the Request for Refund Form, signed the form, and mailed the form to the Richmindale College office at 2222 S. Dobson Rd, Suite 401, Mesa, Arizona 85202, USA. The mail took 7 calendar days to reach Richmindale's office; Richmindale College received the mail on July 12. Since Richmond sent the mail on July 5 which is within five calendar days after signing the



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<b>MBA Student Enrollment Agreement</b>				

enrollment agreement, Richmindale College shall refund Richmond all monies paid amounting to \$255<sup>[1]</sup> within 30 days (by August 4).

**Refund Example 3:**

**More than Five Calendar Days Cancellation (after signing enrollment agreement)**

On July 7 (assuming no official holidays from July 1), Richmond decided to cancel/withdraw and sent a notification email to *students@richmindale.com*. Based on this refund policy, Richmond is entitled to a refund of all monies paid minus an application for transfer credit evaluation fee of up to \$75 if applicable; and a one-time registration fee of \$75 per program. In this case, Richmindale College shall refund Richmond the amount based on the following calculation:

Description	Amount	Notes
Total initial payment	\$ 255	<i>Excluding \$200<sup>[1]</sup> for software license.</i>
LESS: Registration fee	- \$ 75	
<b>NET REFUND AMOUNT</b>	<b>\$ 180</b>	<i>Payable within 30 calendar days.</i>

**Refund Example 4:**

**Refund After the Commencement of Classes**

On September 30, Richmond paid the second monthly payment (payment 2 of 4) of \$180 based on the terms of payment. On October 5, during week 5 of classes from September 1, Richmond decided to cancel/withdraw and sent a notification email to *students@richmindale.com*. Based on this refund policy, Richmond is entitled to a refund based on the following calculation:

Credit hours elapsed = Number of weeks x 3 credit hours\* = 5 x 3 = **15**  
 Total credit hours = Program total weeks x 3 credit hours\* = 15 x 3 = **45**  
 % Credit hours attempted = 100 x Credit hours elapsed ÷ Total credit hours = 100 x 15 ÷ 45 = **33%**

REFUND for 33% credit hours attempted = **60%** (see Table 1 in item (d) of this section)

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## MBA Student Enrollment Agreement

Basis:	Amount
Total fee less registration fee	
Semester total credits fee	\$ 720

*Tuition and fees as basis to calculate charges/refund rate below.*

Calculation 1: Based on charges	
Description	Amount
Initial payment on enrollment	\$ 255
Second monthly payment	\$ 180
<b>Total payment<sup>[1]</sup></b>	<b>\$ 435</b>
CHARGE: 40% of \$720. Charge rate during week 5; see table in Section VII(d)2B. <i>Tuition charges/refunds.</i>	– \$ 288
LESS: Registration fee	– \$ 75
<b>NET REFUND AMOUNT</b> <i>Payable within 30 calendar days.</i>	<b>\$ 72</b>

Calculation 2: Based on refund	
Description	Amount
Semester total fee	\$ 795
LESS: Total payment <sup>[1]</sup>	– \$ 435
<b>Outstanding balance</b>	<b>\$ 360</b>
REFUND: 60% of \$720. Refund rate during week 5; see table in Section VII(d)2B. <i>Tuition charges/refunds.</i>	\$ 432
LESS: Outstanding balance	– \$ 360
<b>NET REFUND AMOUNT</b> <i>Payable within 30 calendar days.</i>	<b>\$ 72</b>

\* The number of credit hours is based on a 3-credit course.

<sup>[1]</sup>In all cases, the software license purchased by Richmond from Store B was not included in the refund because it was purchased from an outside vendor. See item (e) in this section and item (c) in the *Disclaimer* section.

### VIII. GOVERNING LAW; FORUM

The courts of Arizona, United States of America shall have exclusive jurisdiction to hear all disputes arising out of this contract.

### IX. DISCLAIMER


- (a) The school does not guarantee job placement to graduates upon completion of the training or upon graduation.
- (b) Richmindale College does not accept any responsibility for any statement of policy or procedure that does not appear in the attached school catalog.
- (c) Richmindale College does not accept any responsibility and liability for any items purchased by applicants or students from outside supplier/vendor, including any referral provided by Richmindale College employees and affiliates to applicants or students, except if the items purchased are sold by Richmindale College as evident by an invoice and/or receipt provided by Richmindale College to the buyer.
- (d) Richmindale College admits students regardless of race, color, national origin, disability, sex, creed, religion, or age.

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(Continue to next page)

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## X. STUDENT ACKNOWLEDGEMENT

I, the student signing this agreement, acknowledge that:


- (a) I have read and understood all aspects of this enrollment agreement.
- (b) The school catalog dated "01/21" is incorporated as a part of this enrollment agreement.
- (c) I have received a copy of the school catalog.
- (d) The school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements, or if I disrupt the normal activities of the school. While enrolled in the school, I understand that I must maintain Satisfactory Academic Progress as described in the attached school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
- (e) The information concerning other institutions that may accept the school's credits toward their programs can be obtained from such institutions. It should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits, and whether they should be accepted is the decision of the receiving institution.
- (f) The school reserves the right to reschedule the program start date when the number of students enrolled is less than five.
- (g) I consent to the reasonable use of my information and training and educational achievements, including images or recordings howsoever made.
- (h) This document does not constitute a binding agreement until accepted in writing by all parties.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (for underage/dependent Student)

\_\_\_\_\_  
Date

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**XI. ACCEPTANCE**

I, the undersigned, have read and understood this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Richmindale College.

My signature below signifies that I have read and understood all aspects of this agreement and do recognize my legal responsibilities to this contract.

**Important Note!**

This document contains multiple pages and a catalog dated 01/21 as an attachment. Do NOT sign this document unless you have read, understood and agreed to the terms and conditions detailed in all pages of this document, and the policies, rules and regulations of the school that are detailed in the attached catalog.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (for underage/dependent Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature of Richmindale College Representative

\_\_\_\_\_  
Date

(End of document)