



Student Enrollment Agreement

All Amberton University students are responsible for reading the information contained in this Agreement. Please read carefully before accepting the terms herein and enrolling in courses. If you have any questions concerning this agreement, please contact the Student Services Office at (972) 279-6511 option #4 or advisor@Amberton.edu. In addition to all Amberton University academic standards and policies, I hereby agree to comply with the terms and conditions specified in the Student Enrollment Agreement in order to enroll in courses at Amberton University. If I am a financial aid recipient, I understand I am responsible for adhering to all terms and conditions set forth by the financial aid administering agency/agencies. If I am attending school on a F-1 student visa, I understand I am responsible for maintaining a full course of study each session in order to maintain my legal status.

Course Add/Drop and Withdrawal Procedures

I understand that I must be officially registered by the start date of the session in order to participate in and receive academic credit for the course(s). I understand that I am required to attend my lecture course(s) and participate in online course(s). I am responsible for knowing and complying with any and all registration deadlines. I understand that no class changes/withdrawals will be accepted and processed verbally. I understand that notifying my professor does not constitute a withdrawal.

I understand that withdrawals may affect my Satisfactory Academic Progress (SAP) standing as set forth by the U.S. government. My tuition will be refunded to my Amberton University student account according to the refund schedule posted on the University's website and in the session's Schedule of Classes. If I am a financial aid recipient, I will be subject to the Return to Title IV calculation regulations.

Financial Responsibility Statement

I hereby agree to pay all University charges (tuition and fees) in a timely manner. I understand the University is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay all institutional costs when those charges become due. It is my responsibility to review all charges applied to my account through monthly statements and an online review of my account. Payment of all session charges is due by the last day of the given session. ***I understand that if charges are not paid in full prior to the session start date and I am allowed to defer payment, I will incur additional charges of a \$ 5.00 Note fee and monthly finance charges equal to 3/4 of 1% of my outstanding balance.*** I agree to pay all charges by one of the following options which I will select during the registration process:

1. Payment in full at the time of enrollment and prior to classes beginning,
2. Applied and approved for a Private Education Loan through an approved provider - I understand it is my responsibility to contact the private education loan provider and receive approval prior to selecting this option and that I must submit the University Private Education Loan worksheet to the Financial Aid Office in order for my loan to be certified and payments to be disbursed. Account balance must be paid in full by the last day of the session.

3. Personal payments throughout the session - I understand it is my responsibility to pay the entire balance due by the last day of the session. Payments can be made throughout the session or at the end of the session.
4. Company reimbursement - I understand it is my responsibility to submit third party letters of credit, tuition assistance vouchers, and authorizations to invoice to the Business Office prior to the start of the session. I understand the University will generate invoices once the 100% tuition refund period has concluded and my enrollment is verified.
5. Title IV Financial Aid – FAFSA must have been completed and award information must be on file with the Financial Aid Office. I understand it is my responsibility to pay in full my balance not covered by financial aid award by the end of the session for which this agreement is completed. I also understand I must adhere to the requirements and regulations of the financial aid agency/agencies.

I understand that a past due balance will result in a financial hold, which will prevent future registration and access to my academic records, being placed on my student account and records. I understand that Amberton University will withhold transcripts, diplomas, and other services if I fail to pay all tuition and other institutional charges. Delinquent account balances may be reported to a credit bureau and/or referred to a collection agency.

I understand this restriction will remain on my student account and records until the balance is paid in full. I also understand that once this restriction has been removed, that I will not be permitted to defer payment of any tuition and fee charges. I will be required to pay all charges up front and immediately.

Communication

I understand that the University assigned email address is one of the official methods of communication by all Amberton University offices. I acknowledge that it is my responsibility to check my student email account and to read all the information sent out by the University. I understand that this Student Enrollment Agreement authorizes the University to utilize any and all addresses, electronic addresses, and telephone numbers available when attempting to contact students in regards to registration and student financial information.

Acknowledgement

I acknowledge by clicking the 'I Agree/Register' button that I have read this agreement in its entirety, agree to all provisions contained therein, and agree to the financial responsibilities of registering for classes.

I Agree/Register Button
