



Herguan University Enrollment Agreement and Disclosures

Student Name _____ SSN _____
last first middle

Address _____
street city state zip

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail _____

A. REQUIRED INFORMATION

I have received a HGU Catalog and School Performance Fact Sheet prior to signing this enrollment agreement. At the time of signing this agreement I have reviewed the HGU BPPE approval to operate document and noted that it is valid. I have reviewed, initialed and dated the Student Performance Fact Sheet along with the authorized HGU employee. I understand I am to receive a copy of this enrollment agreement whether I pay for all the charges or not. I understand that I may not waive any term or receipt of any disclosure required by law. I understand that I will benefit from this instruction due to the fact that I have completed a bachelors degree in a related subject to the masters degree in which I am enrolling. This enrollment agreement is available in English and I do not need it to be in any other language. Please let the University know if you need this agreement in another language. This program is available only in English. You are not required to use an internal institutional dispute procedure before utilizing other legal rights or remedies. All information is included in this enrollment agreement, the School Performance Fact Sheet or the Catalog. HGU does NOT have a pending petition in bankruptcy pending nor has it ever had one pending. HGU does NOT provide job placement services.

The following information is important for you to have:

You are enrolling in the: Herguan University

With addresses at:
595 Lawrence Expressway
Sunnyvale, CA 94085
408-481-9988

<http://www.herguanuniversity.org>

This is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 <http://www.bppe.ca.gov> (888-370-7589 Fax (916) 263-1897)

The Classes I will be attending will be held at:

595 Lawrence Expressway, Sunnyvale, CA

B. FEES

Tuition (Refundable Fees)*

Academic Courses (1 unit = 15 hours)	\$ 295 / unit
Audit (1 unit = 15 hours)	\$ 295/ unit

Mandatory Fees (Non Refundable Fees)**

Laboratory (if a Lab involved) \$125/course
ESL (15 weeks course) \$2,000 Flat fee

Other Fees and Expenses **:

Application \$50
Registration Fee \$50/semester
Student Association Fee \$50
Installment Payment Fee \$50
Graduation \$250
(Includes ceremony and diploma)
Change Major \$30
Add/Drop Course \$25
Transfer in Credit \$30/course
Returned Check \$20/check
Challenge Exam \$295/unit
Late/retake Exam \$50/course
Replacement/Duplicate Diploma \$75
Replacement for Student ID \$20
English Placement Examination \$50
Late Registration I \$50/semester
(After registration deadline, continuing student only, student are required to pay both registration fee and late registration I fee)

Late Registration II \$100/semester
(After classes begin, continuing student only, student are required to pay both registration fee and late registration II fee)

Late Registration III \$150/semester
(After add/drop without records, continuing student only, student are required to pay both registration fee and late registration III fee)

OPT Extension Service \$35
Int'l Student Transfer-out Fee \$150
(Exclude HGU alumni)
Rush Service \$50 (Same day document processing)
Transcript Additional Copies \$10/copy (First 2 copies are free of charge)
Late Fee \$50

Copy of Official Transcript (Sent by USPS)

Priority Domestic Mail \$30 per copy
Priority International Mail \$40 per copy

Copy of Diploma and Cover (Sent by USPS)

Priority Domestic Mail \$60 per copy
Priority International Mail \$85 per copy

* Tuition fees are refundable, subject to restrictions

** Non-refundable fees

All International students are required to purchase and maintain a health insurance plan. The cost is estimated at \$337 per 4 months. Textbook are estimated at \$60-\$120 per book.

Cost of Tuition \$ 11,855 (note the cost per unit could change each semester)

Total approximate cost at current tuition rate less fees, books, lab equipment, coats etc. It would not be unreasonable to anticipate the total cost to be approximately \$11,855 for 36 units of instruction by the time you complete the program.

Tuition payment is expected in full before the first day of class for the total number of units for the semester the student is enrolling. Full time enrollment is 9 units or more.

First Year, first time student:

Application Fee	\$ 50
Registration Fee X 3 =	\$ 150
9 units X 295 X 3 =	\$ 7965
STRF	\$ 19.91
Total Due	\$ <u>8129.91</u>
Plus Books	\$ 2700
Approximate first year costs	\$ 10,884.91

C. Qualifying:

There are no programs offered by HGU that have State required licensing.

All of the Faculty are qualified by their years of experience in the field of expertise and Education to teach the courses they teach at HGU. A brief overview of their education and experience is available in the school catalog.

D. ACADEMICS/ATTENDANCE/TRANSFERS/TRANSFERRING:

Students can be placed on Probation or dismissed based on academic status or because of department. Details of Probation and dismissal are outlined in the catalog.

Attendance is required for all students in all classes. Any missed time must be made up. Make-ups must be arranged with the instructor PRIOR to the absence. A missed class without prior arrangement can result in an F grade in the class. Attendance policies and make-ups are detailed in the catalog.

Leaves of Absence of up to 180 days are possible with prior arrangements with the Academic Dean. Details are outlined in the catalog. Students are still required to complete the program within six years of enrolling.

Transfer of credits are usually limited and not accepted at other schools. MOST CREDITS EARNED AT HGU ARE NOT TRANSFERABLE TO SCHOOLS. Do not expect this masters degree earned at HGU to be a stepping-stone to a higher academic degree.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Herguan University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at HGU is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Herguan University to determine if your (credits or degree) will transfer.

E. STUDENT'S RIGHT TO CANCEL AND REFUNDS

Cancellation, withdrawal, and refund policies are detailed in the catalog. If the course is canceled, the school will refund the student 100% for the course. To receive a refund the student must go to the Business Services Office and complete a Drop Course/Program Cancellation Refund Form.

REFUND CHART

1st Day of Class 100% Refund of tuition
Day two of Class through Week One 90% Refund of tuition
Beginning of Week Two 80% Refund of tuition
Beginning of Week Three 70% Refund of tuition
Beginning of Week Four 60% Refund of tuition
Beginning of Week Five 50% Refund of tuition
Beginning of Week Six 40% Refund of tuition
Beginning of Week Seven 30% Refund of tuition
Beginning of Week Eight 20% Refund of tuition
Beginning of Week Nine 10% Refund of tuition
There is NO refund AFTER the ninth week beginning with the tenth week!

F. FEDERAL FINANCIAL AID AND YOUR RESPONSIBILITIES EVEN IF YOU LEAVE

There is not Federal student aid at HGU.

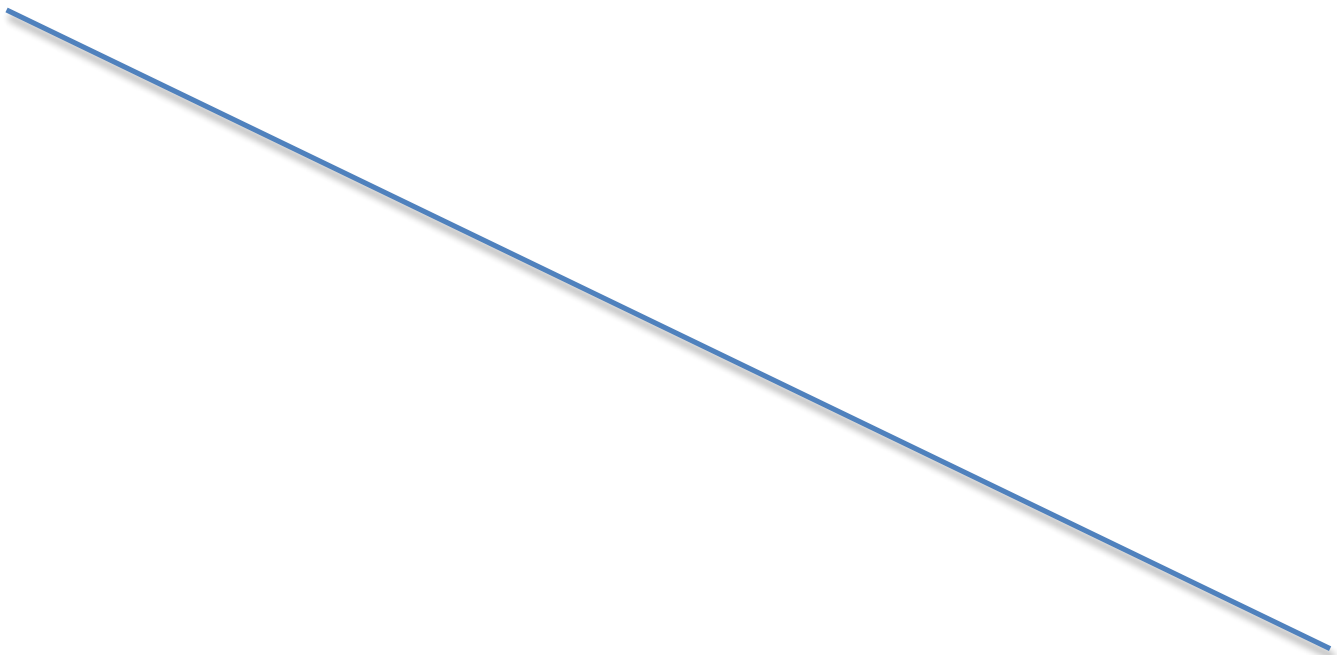
G. STUDENT TUITION RECOVERY FUND (STRF)

Students have certain rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). It is a State requirement that a student who pays tuition to pay a state-imposed assessment for the STRF. The purpose of the STRF is to protect students in case the school closes and cannot return paid tuition to the students once it closes. It acts as like a state administered student funded insurance policy to protect the students. Students are required to pay \$2.50 prorated for every \$1,000 of tuition paid.

H. AUTHORIZATION TO USE PHOTO IMAGES

From time to time during institutional events or class time the University may take photo images of its students to introduce the University to the public. Your image may randomly appear in our institutional publications. You hereby authorize HGU to use these images for its public relations and advertising purposes without remuneration or further permission.

STUDENT INITIALS _____



I. FINAL PAGE – BINDING CONTRACT!

The description of the program, its courses, and the requirements for completion, including the required courses, final examinations, laboratories and the total credits for the Master of _____ are listed in the catalog in great detail.

GENERALLY THE ENTIRE PROGRAM TAKES BETWEEN FOUR TO SIX SEMESTERS OF FULL TIME STUDY TO COMPLETE; 36 TO 48 SEMESTER UNITS TO COMPLETE; AND APPROXIMATELY \$13,000 IN TUITION AND BOOKS WHICH CAN COST BETWEEN \$75 AND \$150.

YOUR CHARGES THIS SEMESTER WILL BE CALCULATED BASED ON THE FOLLOWING:

TUITION # UNITS	X \$ 295	PER UNIT =	\$
APPLICATION FEE			\$ 50
REGISTRATION FEE			\$ 50
STUDENT ASSOCIATION FEE			\$ 50
SUB TOTAL			\$
STRF	TUITION X .0025 =		\$
TOTAL			\$

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, and salaries or wages, prior to signing this agreement. STUDENT INITIALS _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.
STUDENT INITIALS _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 <http://www.bppe.ca.gov> (888-370-7589 Fax (916) 263-1897).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the bureau’s Internet Web site (<http://www.bppe.ca.gov>).”

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 cancellation and refund policies have been clearly explained to me.

Executed By:

Student Signature

Date

Authorized HGU Employee Signature

Date