



ENROLLMNET AGREEMENT

2070 Chain Bridge Rd., Suite: G100
Vienna, VA 22182
T: 703-880-8446 ❖ F: 703-880-8728
www.vust.us ❖ Info@vust.us

1-STUDENT INFORMATION

Last Name		First Name		Gender	<input type="checkbox"/> M	<input type="checkbox"/> F
Address						
City		State		Zip		
Cell Phone		E-mail				
Date of Birth	Month: _____	Day: _____	Year: _____	SSN		
Name of Emergency Contact						
Relationship with You		Email		Phone		

2- PROGRAM INFORMATION

Program of Study	NPL in credits	MTF Allowed in credits*
Master of Science in Cybersecurity & Information Assurance (MSCIA)	54**	81
Graduate Certificates	22.5**	31.5

* MTF includes credits attempted at VUST and transferred to VUST from other institutions

** Beyond the program prerequisites (if any). Upon satisfactory completion of this program, I will receive a degree of completion from the school if graduation requirements as listed in the “Graduation Requirements” section of the school catalog are met.

Indicate your Program of Study.

Degree Programs	Certificate Programs	Workload
<input type="checkbox"/> Master’s Degree of Science in Cybersecurity & Information Assurance (MSCIA)	Graduate Level Certificate in: <input type="checkbox"/> System Cybersecurity <input type="checkbox"/> Operation Assurance	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Date of Admission	MM/DD/YYYY	Program Start Date	MM/DD/YYYY	Anticipated Completion Date	MM/DD/YYYY
-------------------	------------	--------------------	------------	-----------------------------	------------

(1 quarter: 10 weeks, classes are usually assigned Monday thru Saturday at 9 AM to 1 PM morning, 1:30 PM to 5:30 PM afternoon and 6 PM to 10 PM evening)

3- TUITION & FEES

	Master's Degree	Graduate Certificates	Applicant Payment Method (Click all that apply)
Total Program Credits	54 Qtr. Credits	22.5 Qtr. Credits	<input type="checkbox"/> Full Qtr. Payment (10% Discount) <input type="checkbox"/> 3 Monthly Payments per Qtr. (No interest on balance, but \$25 late fee per installment-See section 5 for the "Structure of Tuition Payment")
Per Credit Hour	\$430	\$430	
Per Course	\$1,935	\$1,935	
Total Program Tuition (Estimated Cost) *	\$23,220	\$9,675	

* Plus applicable charges and fees, if any. See the Fee schedule and other optional charges in the Current Catalog.

The average cost of books and supplies for the graduate-level program is around \$1,000, and it is the responsibility of students.

VUST reserves the right to adjust its tuition rates and fees as needed. The terms and conditions in this Agreement are not subject to amendment or modification by oral agreement.

4- CANCELLATION & REFUND POLICY

Consistent with the provisions under 8VAC40-31-160 (N) of SCHEV guidelines, an applicant may cancel his/her enrolment agreement, by written notice, at any time prior to the last day of the Add/Drop as shown on the table below. When cancellation is requested under these circumstances, the school will refund all tuition paid by the student.

VUST will issue refunds within 45 days after receipt of a written notice or the date the student last attended classes, whichever is sooner. Following refund schedule is used to determine any refunds VUST owes to the students in case of dropping a class or withdrawing from the university.

Time of withdrawal Written notice	Tuition refund amount*
Up to the last day of add/drop period	100% of the quarter tuition
After the add/drop & through 25% of the quarter	50% of the tuition
After 25% and through 50% of the quarter	25% of the quarter tuition
After 50% of the quarter	No refund will be issued

* Excludes fees paid for some other optional services as listed on VUST Catalog

Withdrawal Procedure:

VUST utilizes add/drop period; therefore, per SCHEV policy, a student who withdraws during the add/drop period shall be entitled to a 100% refund for the period. The add/drop period at VUST is only one week. After the add/drop period the tuition refund will be prorated as indicated in the table above.

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the school. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
4. All refunds must be submitted within 45 days of the determination of the withdrawal date

Upon submission of the Withdrawal Form, the tuition deposit paid (if any amount) will be refunded. The bank transaction fee, however, will be deducted from this total. In general, the University will refund the tuition deposit in the same manner as it was received by the University (credit card payment, bank wire transaction, or check). Please note that the University will only issue

tuition refunds to the organization or person who made the original payment. The application fee and the postage fee are not refundable. In order to get a full refund, a written notice must be received by the last day of add/drop period.

5- STUDENT ACKNOWLEDGEMENT

Do not sign this agreement before you have read it or if it contains any blank spaces. You are entitled to an exact copy of this agreement and any disclosure pages you sign.

Statement	Student's Initial
<p>Catalog: I hereby acknowledge receipt of the school's catalog dated <u>Fall 2021</u>, which contains information describing programs offered, and equipment/supplies provides. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.</p>	
<p>Agreement: This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. This agreement and the school catalog constitute the entire agreement between the student and the school.</p>	
<p>Failure to maintain good standing: I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a diploma / certificate may be awarded.</p>	
<p>Availability of Courses: The school reserves the right to cancel or postpone a scheduled class/course when the number of students scheduled to start the program/course is not sufficient, as determined by the school. If the student does not choose to change to a different course on the start date, the student will be eligible for a full refund. Furthermore, VUST reserves the right to change programs, academic requirements, courses, schedules, policies, rules, regulations, tuition, and fees, or to make other changes that VUST considers necessary or desirable.</p>	
<p>Structure of Tuition Payment: Starting with the Fall 2021 and until the Summer 2022 term, VUST has adopted the following payment structure to help students meet financial obligations with VUST.</p> <ol style="list-style-type: none"> All students are required to pay only 50% of the total program tuition (see the tuition table above) before they graduate. After the end of Add/Drop period, if students still feel uncomfortable with the quality of education and remain undecided whether to pursue the MSCIA degree or not, VUST would agree to defer tuition payment until the second term when students return with full commitment to pursue his/her degree at VUST. If students decide not to return, then students owe nothing to VUST. Item (a) above suggest that students ideally pay at least 50% of the term tuition on an ongoing basis quarter so that they prevent accumulating incurable financial debt. Students who fail to pay 50% of the total tuition by the time they graduate will not be allowed to graduate. VUST reserves the right to refuse to serve students who have outstanding financial obligation. VUST has the right not to issue official transcripts, diploma, and other documents for those who fail to meet financial obligations towards VUST. Students must pay the remaining 50% after they find a job within 12 months of their graduation. If students can't find a job within 12 months after graduation, VUST will forgive the remaining balance, and the student will be considered graduated in good standing with the university. 	
<p>Transfer Credit: The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.</p>	
<p>Job Placement: Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.</p>	

Renewal of Enrollment Agreement: Once executed, the Enrollment Agreement will be automatically renewed term-by-term unless canceled with a written request.	
Responding University Request: Student agrees to respond to reasonable requests from the university as they may relate to regulatory, accrediting, and other official businesses in order to satisfy ongoing data collection requirements. Surveys and all other pertaining data will be kept confidential. University reserves the right to take adverse action for failure to respond university's reasonable request.	
Photo/Audio/Video Consent: I agree to allow VUST to take a photo and record audio/ video of me while on school premises and use it in its promotional materials, social media, and website. This consent is valid only for group photos, audios and videos. Profiling a student alone requires individual permission.	
Complaints: I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing.	

6- CONTRACT ACCEPTANCE

I, the undersigned, have read and understand 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 VUST.

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

Signature of Student		Date	
----------------------	--	------	--

Signature of Admission Officer		Date	
--------------------------------	--	------	--

7- REPRESENTATIVE'S CERTIFICATION

For Office Use Only	VUST has met disclosure requirements as mandated by the State Council of Higher Education for Virginia or SCHEV
---------------------	---

I hereby certify that _____ (full name of student) has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the:

Master of Science in Cybersecurity & Information Assurance (MSCIA) Degree

Graduate Level Certificate in: System Cybersecurity Operation Assurance

at Virginia University of Science & Technology (VUST), as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of Admission Supervisor		Date	
-----------------------------------	--	------	--

--