



UNIVERSITY OF ATLANTA

5522 New Peachtree Road, Suite 114, Chamblee, GA 30341 - USA
Phone no. 1-877-325-9538 email uofa@uofa.edu
Website WWW.UOFA.EDU

Dear Future Student,

This packet contains enrollment documents which are required to complete your registration. Please contact the Admissions Department at **1-877-325-9538**. if you have questions regarding any of these documents. Otherwise, completely fill out, sign, and date each page as noted and email them back to your Admissions Representative.

Enrollment Package Contents:

- **Enrollment Agreement** – Please read this document it outlines the terms and conditions of your agreement with the University of Atlanta. Fill in the information requested on page 1. Your signature is required on all three pages of the enrollment agreement (and all attached forms) to denote that you have read this document in its entirety and are in full understanding of the university’s enrollment agreement.
- **Official Transcript Request Form** – Please read, complete, and sign this form. An Official Transcript is required from an (accredited or Ministry-recognized) degree-issuing institution (or High school) attended, to validate completion of the prior degree (or certificate), or the completion of any earned postsecondary credits. Important, if you plan to submit a Transfer Credit Petition for courses completed at multiple institutions provide one additional form for each of the universities attended.
 - For Undergraduate Admissions – Required is an Official Transcript (mark or grade sheets) indicating completion of secondary education (or its equivalent), or the completion of 12 college-level semester credits earning a “C” or higher for each course.
 - For Graduate Admissions – Required is an Official Transcript (with grades) indicating completion of a Bachelor’s degree (or its equivalent) if entering a Master’s Program, or for a Doctorate Program a transcript indicating completion of a Master’s Degree or at a minimum a Bachelors Degree plus 30 graduate-level hours completed.
 - Official Transcripts –Must be received within 90 days of enrollment and sent directly from the originating institution to the University of Atlanta (institution to institution). Acceptance is provisional for 90 days; in no case may you continue in the institution’s program beyond 90 days without the proper official transcript on file. Such documents are not official or acceptable if submitted by the student.
 - Transcripts are accepted from any United States institution accredited by an agency recognized by the U.S. Department of Education or from internationally recognized foreign institutions of higher education. In the latter event, international transcripts or academic records must be translated into English by an authenticated translation office.
 - A photocopy of your transcript is not considered an official document. However, **To Begin the Enrollment Process** - An unofficial copy (a photocopy) of your Transcript can initially be accepted by the Admissions Department. Include an unofficial copy with the completed enrollment package.
- **Proctor Application and Agreement Form** – This form will denote who your proctor will be during your enrollment at the University of Atlanta. This proctor application and agreement must be filled out and signed by your proctor. The proctor is agreeing to monitor your course final exams.
- **Credit Card Authorization Form** – This form is to be filled out if you are making your monthly payments and/or your initial registration payment via credit card or bank debit card.
- **Payment Agreement** - This form is to be filled out to outline your agreed upon payment terms. It must be filled out in its entirety and have your signature.
- **Payment Options Form** – This form will denote the various payment methods that the University of Atlanta allows for registration payments and monthly payments. Please choose your method of payment and submit the appropriate documentation with these enrollment documents so we can proceed with your enrollment.

Should you have any further questions, please feel free to contact us.

***** **SIGNATURES ARE REQUIRED ON EACH PAGE** *****

TERMS

CANCELLATION POLICY A full refund will be made to any student who cancels the enrollment contract within five (3) calendar days of midnight on the date the enrollment agreement was signed or submitted electronically.

REFUND POLICY

The University of Atlanta Refund Policy applies to students who officially drop all courses from the University by providing notification to the student's affairs office or ceasing attendance without notification. Unused portions of tuition, fees and other non-mandatory charges may be refunded if a student withdraws from or fails to begin a course or program of study or is expelled for disciplinary reasons.

The refund policy is based on tuition paid for segments of the instructional program i.e., units or module.

- The University will always strive to use the refund policy that is most favorable to the student
- All refunds are made in full to the student within forty-five (45) days of the date of withdrawal;

Credit Balances

Students who have credit on their accounts at the time of withdrawal may be eligible for refunds.

Refund Criteria

The University begins processing refunds only after the student has started a program of instruction and after all charges have been paid and disbursed.

Refund amount is based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program

The University will refund unused portions of tuition, fees and other non-mandatory charges if a student withdraws from or fails to begin a course or program of study or is expelled for disciplinary reasons.

How it works

1. A student will be refunded all fees paid, except nonrefundable application fees, if:
 - The student requests a refund within three (3) business days of signing a contract
 - In the absence of a signed contract prior to commencement of studies, the student requests a refund within three (3) business days of making a payment.

Deposits/Down-payments

All deposits or down payments made by students are credited as tuition payments unless clearly identified on receipt by the university as other fees.

The university charges a one-time, non-refundable application fee of \$100 per student:

This fee is charged only once except in the following situations:

- the student has completed one program of study and is applying to enter an unrelated program;
- the student previously withdrew from the university

Withdrawal from the University

Students who withdraw from all of their classes may receive a partial refund. However, students who withdraw from their programs when the calculated percentage of completion is greater than 50% are not entitled to a refund of any portion of institutional charges

Notwithstanding the above, students dropping all courses in any given period are considered withdrawn for refund purposes

Furthermore, if a student withdraws from the university for any reason, the student is not liable for any unpaid portion of the application fee.

However:

- a. There is no refund for items that were specially ordered for a specific student.
- b. There are no refunds for the non-refundable application fee, all non-refundable charges for goods and/services provided by third-party vendors.

Return of purchased items:

There are no refunds for purchased items unless they are shown to be defective. All items purchased directly through the university or third party sources cannot be returned to the university for any reason and remain the property of the student. The university of Atlanta has no jurisdiction over third party sources.

Third party recommendations are made without guarantees on the part of the university.

Refund Calculations

The university uses the following criteria to calculate refunds:

- The day on which the university's student affairs office receives an emailed written and signed withdrawal notification, from the student or the day on which the student officially files a withdrawal request with the Student's office using the online withdrawal request form.
- All such notifications must bear the student's unique identifying information.

Fees:

The University of Atlanta assesses no administrative and/or withdrawal fee of a student who withdraws from the university.

Extenuating circumstances

- If the university cancels or changes a program of study or unit in such a way that a student who has started the program or unit is unable to continue, the university will, at its cost, make arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program;
- In the event that the university is unable, for whatever reason, to make such adequate arrangements, the university may, at its discretion, refund all money paid by the student for the program of study or unit.

Death of a Student

A refund of all fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session

Military Service Refunds

Students who are called to active military duty may be withdrawn from all courses with a 100% refund. Students in this situation must submit a copy of their orders indicating activation along with the Withdrawal Request.

These students may return to the university with no penalty.

Special Conditions

Students who do not formally withdraw, who are suspended for disciplinary reasons or who leave the university when disciplinary action is pending are not eligible for a refund on any portion of any fee.

The university president is authorized and empowered to take, or cause to be taken, any and all such other and further action as may be necessary, proper, convenient, or required in connection with the execution of this policy.

Tuition:

The University of Atlanta charges tuition based on the number of required courses a student must successfully complete in order to earn his/her degree. Courses are charged at the rate of:

- *\$350.00 per Undergraduate course (Bachelor degree = 120 credits or 36 courses (34 courses @ 3 credits each & 2 courses @ 9 credits each: all charged at \$350.00 per course). Total program cost = \$12,600.
- * \$900.00 per Graduate course (Master's degree = 36 credits or 12 courses @ 3 credits each). Total program cost = \$10,800.
- *\$900 per Educational Leadership course (Master's degree in Educational Leadership = 14 courses @ 3 credits each). Total program cost = \$12,600.
- *\$1,000 per MBA course (Master's degree in Business Administration = 12 courses @ 3 credits each). Total program cost = \$12,000.
- *\$1,000 per Executive MBA course (Executive Master's Degree in Business Administration = 14 courses @ 3 credits each). Total program cost = \$14,000.
- *\$1,000 per Graduate/Master Certificate Course (Graduate/Master Certificate Program = 4 courses @ 3 credits each). Total program cost = \$4000.
- *\$1,000 per Doctoral level course. 3 Dissertation modules @ \$500 each. (Doctorate = 60 credits or 15 courses @ 3 credits each and 3 dissertation modules totaling 15 credits) Total program cost \$16,500.

ESTIMATED BOOK COSTS Books for individual courses are not included in the cost of tuition, as provided in the enrollment agreement. A comprehensive list of required books for each course (author, title, publisher, edition, ISBN number, cost of new book and used book, where available) is provided as a supplement to the enrollment agreement and is available via link on the university website once enrolled as a student. Book prices, as noted on the specific per-course list, range typically between \$50 and \$200 each. (Regular comparative surveys are conducted to ensure that costs represent fair-market value.)Used books may be purchased at substantial savings, as indicated on the Official Book list, and students who purchase books from the university bookstore (vendor) have the option of selling back books through the same service. The details relative to each required book allow students who so choose to obtain books from any alternative provider they elect. Note: The University does not refund students for books which are purchased through a third party vendor.

Most books are also available to the student as eTextbooks at a considerably lower cost when compared to printed books.

Student's Signature: _____

BOOK COST ESTIMATES BY PROGRAM

A best effort estimate for all General Education Courses All Undergraduate Programs		\$1510
Estimated Books Costs - Undergraduate Core Courses		
Bachelor of Science in Business Administration		
Concentration in:	General Business Administration	\$1873
	Finance	\$1811
	International Business	\$1779
	Marketing	\$1842
Bachelor of Science in Computer Science		
	Concentration in: Management of Information Science	\$1243
	Computer Science	\$978
Bachelor of Science in Health Science		
Concentration in:	Healthcare Administration	\$1316
Bachelor of Science in Social Science		
Concentration in:	Criminal Justice	\$1273
	Human Resource Management	\$1440
A best effort estimate - Graduate Courses		
Master of Science in Business Administration		
Concentration in:	General Business Administration	\$1247
	Finance	\$1242
	International Business	\$1168
	Marketing	\$1107
Master of Science in Computer Science		
Concentration in:	Management of Information Science	\$857
	Computer Science	\$684
Master of Science in Health Science		
Concentration in:	Healthcare Administration	\$896
Master of Science in Social Science		
Concentration in:	Criminal Justice	\$862
	Human Resource Management	\$1015
Master of Science in Educational Leadership		\$1835
Master of Business Administration (MBA)		\$1750
Executive Master of Business Administration (EMBA)		\$2050
Doctor of Business Administration		\$3000
Graduate Certificate Programs		\$500

DEGREE: Upon satisfactory completion of a program of study, the student is issued a Degree in recognition of graduation. All students are required to pay the \$75 graduation fee in addition to the Total Tuition Cost. The school may withhold a student's Degree and/or Transcripts until the student has fulfilled his/her financial obligation to the school.

NONDISCRIMINATION POLICY: The University is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The University does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

INTERNATIONAL STUDENTS: All instruction is conducted in English. International students will be required to pay postage/shipping costs for mailings which are requested by the student.

CAREER SERVICES: The University provides resources to students for the purpose of career preparation and enhancement. These resources can be accessed through the University LearnCenter by all students. The University does not guarantee employment upon graduation.

AGREEMENT: This three page agreement correctly sets forth the entire agreement between the student and parent or guardian, if party to this agreement, and the University. No agreement or understandings shall be binding on either of the parties hereto unless specifically set forth in this agreement or subscribed to by the parties hereto in writing.

Transfer of Academic Credit: The University applies transfer credit decisions in accordance with established policies and based on criteria using guidelines set forth by the Council for Higher Education. Factors influencing transfer evaluation include: Ministry-recognition (or approved Educational Agency of the country) or accreditation status of the degree granting institution, maximum limits on courses (or credit hours) allowed within specified programs, grades obtained, the comparability of the learning experience to that offered by the receiving institution (nature, content, and level (lower division vs. upper division designation)), age limits on prior credits, and other special factors, etc. Incoming students may submit a formal petition for transfer credit as part of the application process which may require submission of catalog, syllabi, or course outlines. Accreditation does not guarantee transfer recognition or acceptance of degrees or credentials by other educational institutions. Transfer decisions are made by individual institutions and remain at the discretion of the admitting college or university and its correlative programs.

MODE OF PAYMENT: The applicant hereby agrees to make acceptable payment arrangements with the University based upon individual circumstances. These arrangements may include: Credit Card (MasterCard, VISA, American Express, and Discover); Check, Cashier's Check, Money Order, Bank Wire, Western Union and/or Non-Federal Student Loans. All applicants who make payments will be required to sign a Payment Agreement and/or a Credit Card Authorization Form which will become part of this Agreement.

CONTRACT ASSIGNMENT AND LOAN PAYMENT AUTHORIZATION: The student understands that the University may assign, sell, or discount this contract to a bank or other lending institution and hereby authorizes such assignment, sale or discount. Such an assignment, however, will not relieve the seller from fulfillment of its duties and refund policy hereunder. Upon receipt of written notice of such assignment, the Student agrees to make payments to such bank or lending institution; otherwise, payments are to be made to the School. In the event this contract is so transferred, the Schedule of Refunds continues to apply and any refund due the student shall be paid by the University to such holder of this contract. The buyer and/or guarantor authorize release of all additional information needed to process this transaction. It is possible that this instrument, when fully completed and signed, may be submitted for purchase to a third party or assigned to a third party. The seller will notify the buyer and/or guarantor of the name of the assignee or third party.

FTC DISCLOSURE STATEMENT: NOTICE: 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

Signature _____ Date _____



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OFFICIAL TRANSCRIPT REQUEST FORM

Details

School Name:		
School Address:		
City:	State:	Zip/Postal:
Country:		

To whom it may concern:

I am preparing to enroll into the University of Atlanta. Please forward an official or certified copy of my transcript to the University of Atlanta.

PLEASE NOTE:

- Transcript must be in English
- For universities abroad please provide a letter on your institution’s letterhead indicating the medium of instruction at your institution is in English. UofA requires college-level proficiency in English when the student’s native language is not English.

If your institution requires a processing fee please contact University of Atlanta via phone at +1-877-325-9538 or via email at registrar@uofa.edu. Please forward an official certified copy of my transcript to the University of Atlanta at the address provided below.

Mail to:
REGISTRAR
University of Atlanta
5522 New Peachtree
Road, Suite 114,
Chamblee, GA 30341,
USA

Student Information

Please identify yourself based on the information you used at the time of enrollment. Institutions need this information to identify your records. If you attended multiple schools, please complete this form for each school attended.

Student Name:	Date of Birth:
Year I started school:	Year I withdrew or completed school:

The university’s Division of Student Affairs will facilitate requesting original documents from your previously attended school or institution provided the mailing address is correct and complete to ensure proper delivery of this document to your school. Receipt of official transcripts is required within 90 days of enrollments and remains ultimately the student’s responsibility.

Signature: _____ **Date:** _____

For University Use Only

Transcript Requested by:	
Student ID Number:	Date Requested:
Transcript Fee:	



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UNIVERSITY OF ATLANTA PROCTOR APPLICATION AND AGREEMENT

1. Please fill in the STUDENT INFORMATION and PROCTOR INFORMATION sections.
2. The completed form should be submitted to the University before taking a final exam for ANY course
3. Make sure you keep a copy of the completed form for your records

Student Information

Name:

Email Address:

Proctor Information

Name:

Job Title/Position:

Institution where Title/Position is Held:

Business Address

Street:

Apt/Room#:

City/Province:

State/Country:

Zip/Postal:

Email Address:

Relationship to Student:

Proctor Criteria

The chosen proctor should hold a position of integrity. Relatives of the student are not eligible proctors. Proctors considered acceptable are suggested below.

- | | | |
|--|---|--|
| <input type="checkbox"/> School Teacher | <input type="checkbox"/> School Principal | <input type="checkbox"/> Clergy Member |
| <input type="checkbox"/> Human Resource Officer | <input type="checkbox"/> Workplace Supervisor | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Other (please specify): | | |

*PLEASE NOTE: Any fees charged by the proctor will be the responsibility of the student

Proctor Guidelines

Proctor should be able to meet (at a minimum) the following guidelines:

1. The Proctor should have access to internet and email in order to access messages/files from the University.
2. The Proctor should live in close proximity to the student and be able to monitor the exam (without any interruption) in an area which is free from distraction. The exam site and time should be decided by the student and Proctor in order to ensure that there will be ample opportunity for successful completion of the exam.

The Proctor must be comfortable in a position of authority and be able to ensure that the integrity of the examination process is maintained.

Verification

I, the above named proctor, hereby verify that all information on this application is true to my knowledge. I will assume my role as a proctor in a professional manner and adhere to all Proctor Guidelines when administering an examination.

Proctor Signature: _____ Date: _____



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Credit Card Authorization Form

Customer Use (Please Print or Type)

Name of Student: _____ Student ID#: _____

Name of Cardholder (if different than student): _____

Cardholder Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Cardholder's Billing Address: (if different than above) _____

City: _____ State: _____ Country: _____ Zip: _____

Initial Payment: \$ _____ Date (mm-dd-yyyy): _____

Recurring Monthly Payment: \$ _____ Start Date (mm-dd-yyyy): _____

Recurring Quarterly Payment: \$ _____ Start Date (mm-dd-yyyy): _____

The undersigned authorizes this amount owed to be charged to:

- VISA
- MASTERCARD
- DISCOVER
- AMERICAN EXPRESS

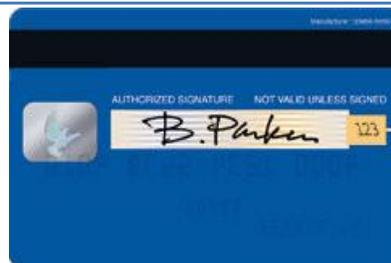
- RECURRING MONTHLY CHARGE**
To be billed each month on the:
 - 5th - If Enrolled before 10th
 - 15th - If Enrolled between 11th & 20th
 - 25th - If Enrolled between 21st & 24th
 - 5th - of the 2nd following month if Enrolled between 25th & 31st

of each month/quarter until the balance for my program is paid in full.

Card Number: _____ Expiration Date: _____ Card ID Number: _____



Customer Identification Number



3 Digit Card Verification Number

After the Initial Payment, Recurring Credit Card charges commence on the specified date the following month and will continue without interruption till the program is paid in full. This authorization becomes null and void when the student submits a Withdrawal Form. Recurring charge will go through if Withdrawal Form is not submitted at least 5 days prior to the payment due date.

Changes to Credit Card information should be reported to the Financial Affairs Department immediately.

Cardholder Signature: _____

ALL Credit Card Authorization Forms must be accompanied by a legible copy of the Credit Card being processed and picture ID of the cardholder.



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Payment Agreement

Student Details

Student Name:	Student ID#:		
Address:			
City:	State:	Country:	Zip:
Phone:	Primary Email Address: Secondary Email Add.:		

Payment Details

Total Program Cost: \$	Number of course to be taken:		
Payment Options: (Choose one)			
<input checked="" type="checkbox"/>	PAYMENT IN FULL	OR	<input type="checkbox"/> PAYMENT PLAN
Initial Payment: \$	Mode of Payment: Credit Card Others		
Recurring Monthly Charge: \$	Start Date:	Recurring Quarterly Charge: \$	Start Date:

Recurring Monthly/Quarterly Billing starts at least 30 days after you are officially enrolled into the program.

Student is responsible for making payment by the date specified below.

- 5th - If Enrolled before 10th
- 15th - If Enrolled between 11th & 20th
- 25th - If Enrolled before 21st & 24th
- 5th - of the 2nd following month if Enrolled between 25th & 31st

(Choose one) of each month/quarter until the balance for my program is paid in full.

Payment Plan Terms

I understand that monthly payments for tuition and fees owed to University of Atlanta must be current in order to register for classes, receive transcripts, or receive other services from the University. I understand that my failure to make payments as agreed will result in Late Fee being assessed to my account at \$50 monthly and my account being turned to “in-active” status. I understand that I will be required to pay all past due charges in addition to a \$50 re-activation fee in order to restore my account to an “active” status. I understand that my enrollment may be terminated due to non-payment of monthly charges. I understand that if my enrollment is terminated and I wish to re-enroll, I will be given credit for all monies paid into my account and I will need to re-enroll at current tuition prices.

I understand that all tuition and financial obligations must be paid in full in order to qualify for graduation. My signature indicates that I have read and agree to the Payment Plan Terms.

Signature: _____

Date (mm-dd-yyyy): _____

* The University of Atlanta accepts payments by Check, Money Order, Bank Wire, Western Union and Credit Card. Payment must be made in U.S. Dollars.



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Payment Options

Below are the University's acceptable modes of payment. Please proceed with your desired mode of payment.

Credit Card Payments

Please fill out the Credit Card Authorization form and submit it along with a copy of your credit card **and Picture ID**.

Check or Money Order

Send a check or money order along with a copy of your **Picture ID** to:
University of Atlanta
Business Office
5522 New Peachtree Road, Suite 114,
Chamblee, GA 30341 USA
(Check made to University of Atlanta, US Dollars only)

Bank Wiring Instructions

Account Name : American Educational Group LLC DBA/ University of Atlanta
Address : 5522 New Peachtree Road, Suite 114, Chamblee, GA 30341 - USA

Bank Name & Address: 3789 Buford Drive, Buford, GA 30519
Account # 196922873
Swift Code: CHASUS33
Routing # 061092387

Please make sure your full name and student ID is included in all payment