6301 NW 5th Way, Suite 3000, Fort Lauderdale, FL 33309
(754) 206-9447
Website: http://harsonuniversity.com
E-mail: services@harsonuniversity.com

STUDENT ENROLLMENT AGREEMENT

PERSONAL INFORMATION

Name: Nationality:

Email: Date of Birth:

Residential Address: City:

Postal Code: Country:

Phone: Mobile:

PROGRAM AND COSTS

Semester of Entry: □ Spring □ Summer □ Fall Term: □ A □ B
Program Start Date: Estimated Program Completion Date:
Credential to be Awarded Upon Completion of the Selected Program:
Class Schedule (If known): □ Day □ Evening Other:

Students typically take two courses per 8-week period. Students typically complete their program in the number of months indicated below. Students have a maximum of 1.5 x time standard program length to complete their program. Note: Bachelor's degrees students typically complete 36 semester credits during years 1 to 3 and 12 semester credits during the first 16-week semester of the fourth year). Upon successful completion of all program graduation requirements (see Academic Catalog), the student will be eligible to receive the credential indicated above.

Please mark with an "**X**" the program for which you wish to register.

Academic Level	X	Program Name	Concentration	Total Credits	Total Number of Courses	Program Length	Cost per Credit	Total Tuition
UNDERGRADUATE		Bachelor of Science in Business Administration	Finance	120	40	40 months	$ 166.67	$ 20,000
			Logistics	120	40	40 months	$ 166.67	$ 20,000
			International Business	120	40	40 months	$ 166.67	$ 20,000
		Bachelor of Science in Marketing Management	Digital Marketing	120	40	40 months	$ 166.67	$ 20,000
			Retail Marketing	120	40	40 months	$ 166.67	$ 20,000
GRA		Master in Business Administration	Project Management	45	15	16 months	$ 555.56	$ 25,000
			Business Analytics	45	15	16 months	$ 555.56	$ 25,000

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D U A T E			Leadership	45	15	16 months	$ 555.56	$ 25,000
		Master in Digital Marketing	*No Concentrations*	30	10	10 months	$ 555.56	$ 16,667
		Master in Innovation and Entrepreneurship	*No Concentrations*	36	12	12 months	$ 555.56	$ 20,000

*Program length is determined using a standard academic load of 12 credits per 16-week semester for Bachelor programs and 12 credits per 16-week semester for Master programs.

Additional costs: Additional costs listed below are not included in the program tuition. These fees are non-refundable.

Fees	
Application Fee	$85.00
Re Admission Fee	$50.00
Late Payment Fee	$50.00
Program Change Fee	$50.00
Official Document Issuance Fee (Digital Copy)	$50.00
Graduation Fee	$200.00

Students are not required to purchase separate textbooks or supplies because all materials are provided within the University's LMS and digital library.

TRANSFER OF CREDITS (If Applicable)

Prior Institution:

Transferred Credits:

All transferred courses must be completed at an accredited institution of higher education, with a minimum grade of "C" (2.0) for bachelor's programs and "B" (3.0) for master's programs.

SCHOLARSHIP (If Applicable)

This section records the details of the scholarship awarded. The scholarship's characteristics, terms, and conditions are specified in the attached 'Scholarship Application'.

The following section reflects the scholarship determination for the applicant:

Scholarship Name:

Approved Scholarship Percentage: Total Scholarship Amount: $

The scholarship amount represents the reduction applied to the student's total program tuition.

PAYMENT INSTALLMENTS, PAYMENT PLAN, AND PAYMENT TERMS

Payment Plan:

□ **Semester Plan:** A payment of _____per 16-week semester, for _____ semesters. Each semester payment must be made before the start of the 16-week semester, covering the tuition owed for both 8-week Terms A and B in that semester.
□ **Monthly Plan**: A payment of _____ per month, for _____ months. Each monthly installment must be paid on or before its due date.

Payment Schedule:

Number of Installment	Amount per Installment:	Payment Due Date

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Please note that the amount due each semester may vary depending on several factors, including but not limited to: changes in the number of credits enrolled per 16-week semester, program adjustments, or modifications to scholarship funding resulting from failure to meet scholarship maintenance requirements.

Because the institution allows students to pay in installments (e.g. students are not obligated to pay for their entire program prior to beginning their first term), the institution is considered a "creditor" and the payment options provided herein are considered an "extension of credit" or a "retail installment agreement" per the Truth in Lending Act (TILA), Regulation Z. Per TILA disclosure requirements, please note that students are not subject to interest charges or fees for selecting a payment plan. Further, students are not subject to prepayment penalties and do not receive discounts for large payments made in advance of due dates. As illustrated below, institution payment plans do not result in an Annual Percentage Rate, which is an illustrative figure of the cost of extended "credit" at a yearly rate. The following illustration is applicable to both payment options presented in this Enrollment Agreement.

Annual Percentage Rate (cost of credit provided as a yearly rate)*	Finance Charge (cost of total credit as a dollar amount)**	Amount Financed (the total cost of standard tuition, as a dollar amount)	Total of Payments (total cost of standard tuition and finance charges as a dollar amount)
N/A	$0	$_____.	$_____.

* (Finance Charge/Amount Financed)/Total days in financing period (*variable, see program length above*) x 365.
**Students are not subject to finance charges including interest charges or payment plan fees.

TERMS OF THE AGREEMENT

The payment terms indicated apply to the entire duration of the program. Late fees may be assessed on past due balances. Official academic transcripts and the credential earned will be withheld until all tuition charges and financial obligations have been satisfied. Students can request an unofficial transcript at any time.

The Student Enrollment Agreement is a contract between the student and HARSON UNIVERSITY. Each student must sign and return this form as a condition of registration and class attendance. Under this contract, the student is responsible for all tuition and fees owed. If a third-party agrees to guarantee student payment (an employer or otherwise), payment on the student's behalf will be accepted and credited to their account. However, HARSON UNIVERSITY maintains contractual obligations exclusively with the student, who remains fully accountable for all amounts shown on their student account.

Arrangements to cover full 16-week semester tuition and associated fees must be in place before the first day of classes. These arrangements may include: (1) Payment in full under the Semester Payment Plan, or (2) Enrollment in the Monthly Payment Plan and timely payment of all billed installments.

The Monthly Payment Plan is a privilege that may be revoked for just cause. Under any plan, all payments are due upon receipt of the student's billing statement and are considered past due after the 6th day of the month in which they are billed. Past due accounts are subject to a $50 monthly late fee. Additionally, all outstanding balances from the previous 16-week semester must be resolved before registering for or attending classes in the following 16-week semester.

By signing this Enrollment Agreement, the student agrees to cover all reasonable collection costs, including attorney fees and collection agency charges, incurred in the recovery of any past due balance. In the event of withdrawal from HARSON UNIVERSITY, refunds will be issued in accordance with the University's Refund Policy as stated below.

COLLECTION POLICY

Harson University's collection policy is activated when any of the following situations occur:

- The student has an outstanding balance at the end of a 16-week semester.
- The student fails to comply with an established payment plan.
- The student does not pay the remaining balance by payment due dates, after scholarship funds have been applied.

If any of these circumstances occur, the University will administratively withdraw the student from their current enrollment and cancel any future course registrations. The student will then be referred to a collection agency or credit reporting agency in their country of residence (additional costs may apply, and outstanding balances may be reported to national credit bureaus). Once the account is transferred to a collection agency, all communication regarding the debt will be managed directly by that agency.

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CANCELLATION POLICY

Students have five calendar days after signing the Student Enrollment Agreement to cancel any obligation, including tuition and fees. Students who withdraw after the five-calendar-day cancellation window, but prior to the start date of their first term, receive a 100% tuition refund, but the University retains the Application Fee. The cancellation notice may be submitted in person, by certified mail, or via email or postal mail addressed to the Office of the Registrar: registrar@harsonuniversity.com.

WITHDRAWAL POLICY

Harson University requires students to submit their official withdrawal request through the student portal. Failure to complete the withdrawal process within the designated withdrawal period may result in failing grades, which may negatively affect the student's academic standing, academic progress, cumulative GPA, and financial obligations. For each eight-week academic term, the official withdrawal period begins on the first day of classes and ends on the Sunday of the second (2nd) week of the term. If a student withdraws from a course after the second week of the term has concluded, the system will assign a grade of "W". See the refund policy for applicable refunds as a result of term withdrawal.

REFUND POLICY

Students who withdraw during the official withdrawal period for an 8-week term (e.g. add/drop period) receive a 100% tuition refund for that term. The official withdrawal period begins on the first day of classes and ends on the Sunday of the second (2nd) week of the term. Students who withdraw after the conclusion of the official withdrawal period for a term do not receive a refund of any tuition or fees applicable to that term. All applicable refunds are made within 30 days of the official withdrawal date, or administrative withdrawal determination date (if applicable). Students are provided with a 100% refund for any tuition paid for future 8-week terms that were not started as of the date of withdrawal.

Sample Refund Calculation: If a student enrolled in two courses for the current 8-week term, and paid for the term in advance, then withdrew on Tuesday of Week 3, they do not receive a refund for the current term.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS: Students who plan to transfer credits earned at Harson University to another institution should contact the receiving institution prior to enrollment. The receiving institution has full discretion to determine which credits it will accept.

METHOD OF INSTRUCTION:
100% Online Modality: All university courses are delivered fully online. This modality uses an innovative digital platform with advanced tools designed to enhance learning and academic engagement, allowing students to access and complete all course activities remotely from any location.

Technical and Instructional Resources: To support teaching and learning processes, Harson University provides a variety of resources, including multimedia content, e-books, simulators, specialized software, virtual libraries, and integration with the University's LMS. These resources are incorporated into a Learning Management System that supports key functions such as videoconferencing, content repositories, recorded remote classes, proctoring, learning analytics, and portfolio management.

Employment Disclaimer: Harson University provides students with career guidance and job search support; however, the University does not guarantee employment or job placement. Completing a course or program in a language other than English may reduce employability in contexts where proficiency in English is required.

GRIEVANCE POLICY

Harson University is committed to maintaining a fair and transparent academic environment. The University recognizes that concerns or disputes may occasionally arise, and it aims to address such matters promptly and equitably. Students are encouraged to seek resolution by discussing any issue with their instructors, student services advisors, or University staff. Many concerns can be resolved through open communication and mutual understanding. The University values the well-being of its students and ensures access to a fair process for addressing complaints in order to maintain a positive and supportive learning environment.

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Harson University believes that all students are entitled to due process, including proper notification and an opportunity to be heard. Students are encouraged to resolve concerns through established administrative channels.

Definition of a Complaint: A complaint is a formal claim submitted by a student regarding an alleged violation of University policies, procedures, or rights that has not been resolved satisfactorily through normal channels.

FORMAL COMPLAINT PROCEDURE

If an issue remains unresolved after following the usual resolution steps, or if the student believes it is necessary, the student may proceed with the formal complaint process. The formal procedure includes the following steps:

- Students must complete a formal complaint form through the student portal (Academia).
- Students must provide and upload all relevant supporting documentation.

COMPLAINT REVIEW COMMITTEE

Once the written complaint is received, a Complaint Review Committee will be formed to investigate the matter. The committee is typically composed of representatives from various academic and administrative departments.

Investigation:

The Committee will conduct a thorough investigation, which may include interviews, document review, and consultation with the parties involved.

Resolution:

The Committee will formulate a recommended resolution based on its findings. This may include corrective actions, policy adjustments, or other measures necessary to address the complaint.

Notification:

Students will be notified in writing of the Committee's findings and recommended resolution within a reasonable timeframe.

Appeal Process:

If the student is not satisfied with the resolution, they may appeal the decision to the Executive Director of Harson University. The Executive Director's decision is final.

Confidentiality and Record-Keeping:

All information related to the complaint process will be treated confidentially and shared only with individuals involved in the resolution process. Complaint records will be maintained for documentation and review purposes.

Timely Resolution:

The University is committed to resolving complaints promptly and ensuring that the formal process is completed within a reasonable timeframe.

Compliance:

All complaint procedures comply with federal and state regulations, as well as University policies and procedures.

Students may contact the Commission for Independent Education (CIE) of the Florida Department of Education as a final step after all other institutional avenues have been exhausted.

Harson University is licensed by the Florida Commission for Independent Education, License No. 12502.

The CIE holds legal responsibilities in matters related to nonpublic postsecondary educational institutions. Aligned with the Florida Department of Education's goal of creating a seamless educational system, its functions include consumer protection,

program improvement, institutional policy and administration oversight, data management, and the licensing of independent schools, colleges, and universities. Additional information about the Commission may be obtained by contacting:

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Phone: (888) 224-6684 (toll-free)
Email: CIEInfo@fldoe.org

STUDENT RESPONSIBILITIES

It is the responsibility of every Harson University student to:

- Comply with the Harson University Student Code of Conduct.
- Adhere to all University policies and procedures.
- Demonstrate courtesy and professionalism in all interactions.
- Read, understand, and keep copies of all forms and documents provided by the University.
- Review and meet all admission requirements.
- Notify the University of any changes to their personal information.
- Fulfill all financial obligations to the institution.
- Understand and follow the University's refund policy.
- Ensure they have a computer, internet access, an appropriate study space, textbooks, and any other materials required to successfully complete the program.

STUDENT SIGNATURES

Before signing, you must ensure that all previous pages have been completed in full. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights. Please read and initial the following statements:

____ I have read and understand the terms and conditions contained in this Enrollment Agreement, and I acknowledge that this agreement becomes a binding contract upon written acceptance by the University.
____ An Admissions Representative has provided me with a copy of the University Catalog and has explained the programs and the terms of this Enrollment Agreement.
____ I have read the University Catalog and understand my rights and responsibilities. I understand and agree to the University policies published in the Catalog.
____ I acknowledge that Harson University reserves the right to adjust tuition and fees as needed.
____ I acknowledge that the duration of this Enrollment Agreement will not exceed 1.5 times the normal length of the program.
____ I acknowledge that tuition rates established in this Enrollment Agreement will remain unchanged as long as I maintain continuous enrollment. Any interruption in enrollment or program change requires a new Enrollment Agreement, and the student will be subject to the current tuition rates.
____ I will receive a completed copy of this Enrollment Agreement, signed by the University and by me as the student.
____ I authorize the University to use any statements I provide, as well as any individual or group photographs and/or video recordings of me, for publication and promotional purposes during and/or after my enrollment.
____ I have reviewed the graduation rates for the program in which I am enrolling. I authorize Harson University to verify my employment status after graduation.

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Once the student signs and the institution accepts this Enrollment Agreement, Harson University agrees to provide the student with the above-mentioned program, as well as all instructional and student support services described in the Catalog, provided the student maintains satisfactory academic progress, complies with the University's Code of Conduct and Academic Integrity expectations, and remains in good financial standing.

Student Signature: _____ **Date:** _____

University Authorization:

Authorized Official: _____ **Date:** _____