Herguan University
Enrollment Agreement and Disclosures

Student Name _________________________________ SSN _______________________
lst first middle

Address ____________________________
street city state zip

Home Phone __________ Work Phone ___________ Cell Phone ___________

E-mail _______________________________ Student ID: ___________

A. REQUIRED INFORMATION

I have received an electronic 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 know that HGU is an unaccredited school. 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 Herguan University with the address 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)

All Classes you will be attending will be held at: 595 Lawrence Expressway, Sunnyvale, CA 94085.

6-11-14
B. FEES

TUITION & FEES

Estimated First Semester Cost of Tuition and Fees for a Full-Time Student in either the Master of Science in Computer Science or Masters in Business Administration Programs is $2911.50 per semester. See calculations in figure below. (Based on a graduate student taking 9 credits per semester)

Tuition*:
- Courses $295/credit
- Repeat / Audit/Internship $295/credit
- Prerequisite $150/credit
- ESL (15 weeks course) $2,000 Flat fee

Other Fees and Expenses **
- Application Fee $50 one time fee paid at time of enrollment
- Registration Fee $50/per semester
- CPT Processing Fee $100/per Semester
- CPT Update Fee for current students (Changing Employer) $50
- Student ID Card $5.00
- Student Association Fee $50 one time fee
- STRF $0.50 per $1,000 round up
- Installment Payment Fee $25 per semester for 2 month payment plans $100 per semester for 3-month payment plans (Only available for students currently using 3 month plan)
- Installment Payment Late Fee $50 for each month payment is late
- Graduation fee $250 (due prior to graduation and Includes ceremony and diploma)
- Change Major/Program $30
- Add/Drop Course $25
- Transfer in Credit $30/course
- Returned Check $20/check
- Challenge Exam $150/per credit
- Replacement Diploma $75
- First Class (3-5 day processing) For diploma shipping $15
- Replacement for Student ID $20
- English Placement Examination $50
- Late Registration I $50/semester (After registration deadline, continuing students only are required to pay both reg fee and late reg I fee)
- Late Registration II $100/semester (After classes begin, continuing student only, student are required to pay both reg fee and late reg II fee)
- OPT Extension Service (Alumni) $35
- Int’l Student Transfer-out Fee $150 (Exclude HGU alumni)
- Rush Service $25 (Same day document processing)
The total number of credits needed to graduate from HGU is 36.

C. QUALIFYING:
There are no programs offered by HGU 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 deportment. 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 semesters 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

You have the right to cancel this enrollment agreement and obtain a refund of refundable charges paid through attendance at the end of the first class session, or the seventh day after enrolling whichever is later. If the course is canceled, the school will refund the student 100% for the course. To receive a refund the student must go immediately to the Business Services Office and complete a “Drop Course/Program Cancelation Refund Form.”

F. REFUND POLICY

Students have the right to cancel their enrollment and obtain a refund by providing written notice to the Finance Department. The effective date of termination is either the postmarked date or the date received by the signature of the Finance Department. Verbal or phone requests will not be honored.

Students have the right to a full refund of all charges (except for the application fee, registration fee and other non-refundable charges), if they cancel the agreement within seven days of enrolling or prior to, or on, the first day of instruction whichever is later. The refund policy for students who have completed 60 percent or less of the period of attendance (Term) shall be a pro rata refund.

G. REFUND CHART

Classes occur over one 3-day weekend a month --4 months in semester
Timeline % of Refund (for refundable fees only)

<table>
<thead>
<tr>
<th>First Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Day 1</td>
<td>100%</td>
</tr>
<tr>
<td>End of Day 2</td>
<td>83%</td>
</tr>
<tr>
<td>End of day 3</td>
<td>75%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Month</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Day 4</td>
<td>67%</td>
</tr>
<tr>
<td>End of Day 5</td>
<td>58%</td>
</tr>
<tr>
<td>End of Day 6</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Month</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Day 7</td>
<td>42%</td>
</tr>
<tr>
<td>After that 0 Refund</td>
<td></td>
</tr>
</tbody>
</table>
H. WITHDRAWAL FROM THE UNIVERSITY
A student is considered withdrawing from HGU when either of the following occurs:

• A student who fails to register for classes without the academic office approval will be considered as withdrawn from the University.
• A student submits a written request for withdrawal from HGU.
• A student who drops/withdraws from all courses enrolled in a semester when the student is required to remain enrolled to maintain his/her academic status.
• A student is terminated due to disciplinary issues, unsatisfactory academic performance, or violation of regulations required for international students.

A student who has withdrawn must apply for re-admission if they wish to complete their program of study at Herguan University and pay ALL the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the University.

A student who withdraws from the University, or discontinues their studies without submitting a letter of withdrawal receives a grade of “F” in each course not completed.

The following must take place for any student to officially withdraw or cancel their enrollment agreement from/with the University:

1. Notify the Registrar’s Office of intent to withdraw by submitting a letter of withdrawal;
2. Clear all outstanding debt with the University;
3. Return all books, materials or equipment owned by the University.
4. If a student withdraws within the Add/drop period they may be eligible for a refund. Please see the refund policy or go to the finance office.

I. FEDERAL OR STATE FINANCIAL AID INCLUDING LOANS AND YOUR RESPONSIBILITIES EVEN IF YOU LEAVE

There are no Federal OR State student aid programs at HGU. HGU does not offer loans: Federal, State, bank or personal. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received Federal or State student financial aid funds, the student is entitled to a refund of the moneys not paid from Federal or State student financial aid program funds. (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

J. STUDENT TUITION RECOVERY FUND (STRF)

CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students in educational programs who are California residents, or are enrolled in a residency program attending certain schools licensed by the Bureau for Private Postsecondary Education.

K. Disclosure

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. The purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund are described below.

CCR §76215(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and  
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:  
1. You are not a California resident, or are not enrolled in a residency program, or  
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.  
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.  
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.  
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.  
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.  

For further information, contact:  
Bureau for Private Postsecondary Education (BPPE), P.O. Box 980818, West Sacramento, CA 95798-0818 Or Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833  
Toll Free: (888) 370-7589, Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov  
NOTE: ALL INTERNATIONAL STUDENTS THAT TAKE CLASSES AT HGU, ARE REQUIRED TO PAY THE ‘STRF’ ON ALL TUITION AND FEES BECAUSE THEY ARE “ENROLLED IN A RESIDENCY PROGRAM” AT HGU! ALL PRIVATE COLLEGES IN CALIFORNIA ARE REQUIRED TO CHARGE THIS FEE.  

K. MANDATORY ARBITRATION CLAUSE

In the event that any dispute arising from your enrollment, no matter how described, pleaded or styled, cannot be settled by you and Herguan University, said dispute shall be resolved by binding arbitration under the Federal Arbitration Act. Binding arbitration shall be administered by JAMS, the Resolution Experts (“JAMS”) according to JAMS Comprehensive Arbitration Rules and Procedures (such rules may be found at http://www.jamsadr.com/rules-comprehensive-arbitration/) . You understand that that both you and Herguan University are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The arbitrator shall determine whether a dispute is arbitrable. Additionally, you expressly understand and agree that class action and representative action procedures shall not be asserted, nor will they apply, in any arbitration. You accordingly understand and agree that you shall only submit your own, individual claims in arbitration and will not seek to represent the interests of any other person. Subject to applicable law, the prevailing party in such arbitration shall be entitled to recover from the other its reasonable attorneys’ fees and expenses incidental to such arbitration.  

L. 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 ___________ DATE __________
M. FINAL PAGE – BINDING CONTRACT!

The description of the program, its courses, and the requirements for completion, including the required courses, final examinations, laboratories, masters projects and the total credits for the Master of Business Administration □ OR Master of Science in Computer Science □ are listed in the catalog in great detail. (Check off □ which degree program this enrollment agreement applies.)

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 $11,581* IN TUITION AND FEES FOR 36 UNITS. BOOKS CAN COST BETWEEN $75 AND $150 EACH.

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

TUITION # UNITS x □ $295 OR □ $150 PER UNIT = $ *
APPLICATION FEE ** $ 50
REGISTRATION FEE ** $ 50
STUDENT ASSOCIATION FEE ** $ 50
STUDENT IDENTIFICATION CARD ** $ 5
OPTIONAL INSTALLMENT PAYMENT PLAN □ 2 ** $ 
OTHER **

STRF **TUITION & Fees Rounded up Per $1000 $0.50 for each $1K = $
TOTAL CHARGES CURRENT PERIOD OF ATTENDANCE $ 
TOTAL ESTIMATED CHARGES FOR ENTIRE PROGRAM $ 
TOTAL CHARGES TO BE PAID UPON ENROLLMENT $ 

This Enrollment Agreement begins on this date ______________, last day to withdraw without penalty __________ and agreement ends on this date ____________. This agreement may be extended by mutual agreement. First Class Start Date ______________ Anticipated Degree Completion Date ______________.

* Refundable **Non-Refundable

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. Please note again, this agreement will become a legally binding agreement when YOU and the Authorized HGU Employee sign it!

________________________  __________________________  __________________________  __________________________
Student Signature  Date  Authorized HGU Employee Signature  Date

Office note: *Tuition$10,620+AFS$50+RFS$300+SAFS50+STRFS9+IDS$5+Grad.Fee$250=$11,284+Prerequisites if required.