



Herguan University Enrollment Agreement and Disclosures

STUDENT INFORMATION

First name _____ Last name _____

Middle name _____ Date of birth _____

Address _____ Apt _____

City _____

State _____

Zip code _____

Country _____

Social Security number _____

Telephone _____ Alternate telephone _____

ACADEMIC PROGRAM CHOICE

This agreement is for the duration of the following program:

<input type="checkbox"/> Master of Business Administration (36 credits; up to 6 additional credits if assessments indicate need and 9 additional credits of foundation courses if not previously taken)	
<input type="checkbox"/> Master of Computer Science (36 Credits; up to 6 additional credits if assessments indicate need, and 9 additional credits of foundation courses if not previously taken)	

Program start date ____/____/____ Scheduled completion date ____/____/____

Full time study Part time study

Please note: The actual completion date cannot be determined in advance. The length of time to complete a program is influenced by each student's life circumstances and the intensity with which they choose to pursue their studies.

Herguan University is located at 595 Lawrence Expressway, Sunnyvale, CA 94085, USA. This is where all of the instruction takes place.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT HERGUAN UNIVERSITY

The transferability of credits you earn at Herguan University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in Herguan's MBA or MSCS is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, or certificate 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 Herguan University to determine if your credits or degree or certificate will transfer. *If institution offers more than one educational program, only the program in which the student is enrolling must be listed.

ACCREDITATION

Herguan University is an academic institution accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award master's degrees. ACICS is **NOT** listed as a nationally recognized accrediting agency by the United States

Department of Education. HGU is recognized through ACICS by the Council for Higher Education Accreditation. ACICS may be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Tel: (202) 336-6780 <http://www.acics.org/>

All of the degree programs offered at HGU do not lead to any required licensing therefore no programs offered at this school will be eligible to sit for the applicable licensure exam in California and other states.

All the degree programs are unaccredited and a degree from Herguan University is not recognized for some employment positions, including, but not limited to, positions with the State of California. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Students enrolled at Herguan University are not eligible for federal or state financial aid programs.

THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, the following will happen:

- The institution must stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Student Initials: _____
Date: _____ Date: _____

Initial only after you have had sufficient time to read and understand the Information.

What You Should Know About Our Pending Application for State Approval:

The institution’s application as a non-accredited institution for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its website at www.bppe.ca.gov.

FEES, CHARGES & EXPENSES

Application Fee	\$50	Non-refundable
Student Tuition Recovery Fund (STRF)	\$ 0	Non-Refundable
Course Tuition Rates for Herguan University		
MSCS	\$350 per credit hour	
MBA	\$350 per credit hour	
Rates subject to change. All students pay current rates.		

TUITION

Estimated First Semester Cost of Tuition and Fees for a Full-Time Student is \$3365.00 per semester. See calculations in figure below.

(Based on a graduate student taking 9 credits per semester)

Tuition*:	
Courses	\$350/credit **
Repeat/Audit/Internship	\$350/credit
Prerequisite	\$200/credit

Non Refundable Fees and Expenses **

Application Fee	\$50 one-time fee paid at time of enrollment
Registration Fee	\$50/per semester
Student ID Card	\$5.00
Student Association Fee	\$50 one-time fee
Data Base Fee	\$30 per semester
Instructional Technology Fee	\$30 per semester
STRF	\$0.00 per \$1,000 round up... This is an obligation for you to pay and it is not refundable. (See the catalog for more details.)
Installment Payment Fee	\$25 per semester for 2 month payment plans
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 of Credit	\$30/course
Returned Check	\$20/check
Challenge Exam	\$175/per credit
Replacement Diploma	\$75
First Class (3-5 day processing) For diploma shipping	\$5
Replacement for Student ID	\$0
English Placement Examination	\$50
Late Registration I	\$50/semester
Rush Service	\$25 (Same day document processing)
Transcript Copies	\$10/copy
Textbook	\$75-\$150 estimated per book
Mail Sent by USPS:	
First Class (3-5 days)	\$10 per shipment
Express Domestic Mail (1-2 days)	\$30 per shipment
Priority International Mail	\$70 per shipment All fees are subject to change.

* Tuition is subject to the University's refund policy.

** Non-refundable fees

Total costs for the first semester are listed. The cost for the entire program is based on four semesters to graduate not including the additional expenses to be incurred by students for books, any health insurance, housing, food, transportation and miscellaneous personal expenses or new increased tuition or new fees and nine units per semester.

PAYMENT SUMMARY

First Semester		Four Semesters	
Tuition	3150	Tuition	12,600
Application Fee	50	Application Fee	50
Registration Fee	50	Registration Fee	200
STRF	0	STRF	0
ID	5	ID	5
Association Fee	50	Association Fee	50
Instructional Tech Fee	30	Instructional Tech Fee	120
Database Fee	30	Database Fee	120
		Graduation Fee	250
Total	\$3,365	Total	\$16,760

The current period of attendance and the total charges the first semester are **\$3,365. Total charges for the entire program are \$16,760.**

Late Payment Fee. Students will be assessed a late payment fee (\$50) if acceptable payment arrangements are not made by the due date indicated on the statement. Acceptable payment arrangements include payment in full and an active and current payment plan in the Bursar's Office.

Student Tuition Recovery Fund DISCLOSURE

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 957980818 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

STUDENT'S RIGHT TO CANCEL

You have the right to withdraw from the College, cancel this enrollment agreement and obtain a refund of charges paid (less the \$50 application fee and STRF fee) if a completed Leave of Absence/Withdrawal form is received by the Registrar's Office before the Add/Drop deadline of your first term or through attendance at your first class session, whichever is later.

REFUNDS & REPAYMENT

Students who withdraw from Herguan University after having paid the current term charges are subject to the following refund and repayment policies.

Federal guidelines mandate that tuition, fees, and other related charges are prorated based upon each student's enrollment status. Tuition may be refunded. No other charges are refundable.

STUDENT'S RIGHT TO CANCEL AND REFUNDS

You have the right to cancel this enrollment agreement and obtain a refund of refundable charges paid through attendance at the first class session, or the seventh day after enrolling whichever is later. 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. Email notification is not acceptable.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the Information.

CANCELLATION & 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.

At the end of each day: Day one: 100%; Day two 87%; Day three; 80%; Day four; 73%; Day five; 67%; Day six; 60%; Day seven: 53%; Day eight: 47%; Day nine: no refund.

Herguan University does not participate in federal or state financial aid programs,

If you obtain a loan to pay for an educational program, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the Information.

CATALOG QUESTIONS COMPLAINTS SIGNATURES

The Herguan University Academic Catalog is provided online at [Link To Catalog Please Click!](#) A paper catalog is available on request from the Herguan University's Admissions office. If you need to have a catalog in another language, the Admissions Office will provide it for you. Please ask before signing this agreement.

Prior to Signing 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, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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 Post Secondary Education at 2535 Capitol Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, toll-free telephone phone number 888.370.7589, fax 916.263.1897

A student or any member of the public may file a complaint about this institution with ACICS at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, Tel:(202) 336-6780. <http://www.acics.org> You may do this without completing the school's grievance policy.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling 888.370.7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

If English is not your native language, you may request this agreement to be translated to your native language. All courses are taught in English. The school will not provide a translator.

ENGLISH PROFICIENCY REQUIREMENT

Students whose native language is not English must demonstrate their English proficiency. English proficiency results can be demonstrated by providing any one of the following documents:

- An official report of a TOEFL score of 173 or higher on the computer based and 61 or higher on the Internet based test.
- An official report from IELTS with a score of 6.0 or higher.
- A transcript showing completion of an American college transfer-level ESL writing course with a B or better, verified by a transcript and evaluation of course content.
- Transcripts verifying grades of C or better in courses completed over 2 semesters at a US college.
- Transcripts showing a bachelor degree from an institution where the language of instruction was in English
- Herguan University does not offer ESL courses. Students requiring English proficiency courses will be referred to other colleges or organizations that provide such services.

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 _____ 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 \$16,760 IN TUITION FOR 36 UNITS, FEES PLUS BOOKS WHICH CAN COST BETWEEN \$75 AND \$150 EACH. YOUR CHARGES THIS SEMESTER WILL BE CALCULATED BASED ON THE FOLLOWING:

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT. The current period of attendance, the total charges the first semester, and total to pay upon enrollment are **\$3,365**. Total charges for the entire program are **\$16,760**.

TUITION List # of Units: \$350 _____ And \$200 _____ \$ _____

Non-Refundable Fees:

*HEATH INSURANCE _____	\$ _____
*APPLICATION FEE (\$50) _____	\$ _____
*REGISTRATION FEE _____	\$ 50
*STUDENT ID _____	\$ _____
*DATABASE FEE _____	\$ 30
*INSTRUCTIONAL TECHNOLOGY FEE _____	\$ 30
*OTHER FEE(S) LIST HERE: _____	\$ _____
*STUDENT ASSOCIATION FEE _____	\$ 50
*STRF-TUITION & Fees Rounded up Per \$1000 \$0.00 for each \$1K = _____	\$ 0
TOTAL CHARGES CURRENT PERIOD OF ATTENDANCE _____	\$ _____
TOTAL ESTIMATED CHARGES FOR ENTIRE PROGRAM _____	\$ _____
TOTAL CHARGES TO BE PAID UPON ENROLLMENT _____	\$ _____

***Non-Refundable Fees**

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 _____.

This agreement will become a legally binding agreement when YOU and the Authorized HGU Employee sign it!

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.

You are enrolling solely by means of executing this enrollment agreement. Sign only after you have had sufficient time to read and understand the Information.

 Student signature Printed name Date

 Authorized College signature Printed name Date

Signature indicates institutional acceptance of this enrollment agreement.