



Enrollment Agreement 2010-2011 Catalog

THIS IS A LEGAL CONTRACT. Do not sign it until you carefully read and comprehend the content.

MCU is accredited by the Midwives Education Accreditation Council (MEAC), which is recognized by the US Department of Education. It is the student's responsibility to determine whether credits, degrees, or certificates from this institution will transfer to other institutions or meet an employer's training requirements, or state licensing and registration requirements. This may be done by calling the prospective school, employer or state licensing body.

THIS CONTRACT IS BETWEEN THE MIDWIVES COLLEGE OF UTAH (MCU) AND:

STUDENT NAME _____ DATE _____

ADDRESS _____

PHONE _____ ALT. PHONE _____ SS# _____

E-MAIL ADDRESS _____

THE STUDENT HAS BEEN ACCEPTED INTO AND IS ENROLLING IN THE FOLLOWING PROGRAM AS DESCRIBED IN THE 2010-2011 MCU CATALOG:

PROGRAM OF STUDY:

- Associates Degree Program (5 year limit)
- Bachelors Degree Program (6 year limit)
- Graduate, CPM Track (3 year limit)
- Graduate, Science Track (3 year limit)

ENROLLMENT: Students will have access to enroll in courses according to the Major Map that they design upon initial acceptance to the program. Students will enroll in courses at each semester enrollment period. The semesters begin in January, May, and September.

COURSE TIME LIMITS: Courses must be completed **one year** from the date of enrollment in the course. All course work and tests must be received by the office on or before the deadline day in order to fall within the one year time limit. **You are responsible for monitoring your own deadlines.** A four-month extension may be purchased for \$105 per credit for academic courses. No fee is assessed for extending the time period for clinical courses, but students must apply for an extension for clinical courses. Students have one month to purchase an extension after a course has expired. The extension period is defined as beginning on the first day of class for the next semester to the day before the first day of the following semester. If an extension is not obtained, the course will show an "I" for incomplete on the student's transcript. To remove the "I" the course must be repurchased and retaken. Students applying for an extension must meet with their coach to revise their Major Map. This must be done before or at the time of enrollment. Extension fees will increase at the rate of 4% per year, based on annual inflation rate increases. This 4% increase will be the standard until 2011.

ANNUAL STUDENT FEE: All students are charged an annual student fee due upon acceptance to the program and each May 15 of every subsequent year of enrollment. If the fee is not paid by May 15th, the student will be changed to **Inactive Status** and must pay a reactivation fee in addition to the student fee.

INACTIVE STATUS: Students may become inactive for two reasons: 1) Payments over 45 days in arrears, and 2) Nonpayment of Annual Student Fee. Inactive students may not submit course work for grading, receive tests, official transcripts, diplomas or certificates. When an inactive student reactivates, his or her program requirements may be updated to match current program requirements, even if that means the student has additional credits required to graduate. If a student remains on inactive status for more than three months and 15 days, the school will consider her officially withdrawn. If she wishes to return to MCU, she must go through the initial application process again. All unfinished course work will show a "UW" on the transcripts. All courses with a "UW" must be recalculated into the contract associated with a new Major Map, established at the time of this new application. The reacceptance process is as follows:

- 1) Submit a letter of intent
- 2) Be re-accepted by the Registrar or President after an official interview
- 3) Pay reactivation fee
- 4) Pay the Annual Student Fee
- 5) Complete paperwork for paying tuition or pay for tuition
- 6) Sign enrollment papers
- 7) Develop a new Major Map before registering for any courses

CLINICAL AREA OF STUDY: MCU students are required to work with an approved preceptor(s). Students are responsible for finding their own preceptors. Students must meet clinical requirements as established in the MCU Clinical Handbook.

PROGRAM TIME OUT: A student is allowed two (2), one semester "time out" periods during their program. Students may stop taking courses and making payments during the duration of the time out. The student must still pay the Annual Student Fee and any unpaid balance accrued before the time-out. Courses currently enrolled in must be completed within the one year deadline or the student may choose to withdraw from courses. If the student chooses to withdraw they must re-enroll. Any new curriculum changes will apply.

TUITION, FEES, AND ADDITIONAL COSTS: Tuition is assessed according to the following formula: Total Academic credits needed to graduate multiplied by \$210 + Total Clinical credits needed to graduate multiplied by \$115 = Total tuition due + Adjustment of 4% inflation rate added to the balance after the first year., divided by number of months student plans to take to graduate = Monthly Payment Plan. This 4% inflation rate will be the standard until 2011.

Fees may be raised periodically without notice. Fees will be posted on the MCU website and in the MCU catalog. Tuition, fees, and additional costs are estimated as closely as possible in the MCU website and catalog.

Students must meet all agreed upon financial obligations to the school as per the policy in the MCU catalog before being allowed to graduate or receive official transcripts.

TUITION PAYMENTS: Students are required to make monthly tuition payments. Monthly payments may be automatically deducted from the student's checking account or credit card, or the student may opt to send in a check or money order. A monthly service fee will be assessed for the mail-in option. Any changes to a student's major map may constitute a change in the student's payment plan. Lump sum payments will be held in a special account and the student's payment will be drawn monthly until the lump sum is exhausted. Students may change the method of monthly payment at any time. Details regarding student payment plans will be established on the Financial Plan Agreement Form.

TUITION DISCOUNT: A tuition discount of 6% is extended to all students who demonstrate, after each year of active enrollment, that they have complied with their Major Map. The discount will reduce the monthly payments by 6% for the year following the Annual Student Progress Review. A separate discount is provided to the student for each year that they stay on their Major Map. The term for each discount will be for one year.

All new students will start the first year at the regular monthly payment rate and must earn the discount during this first year. They will not experience the discounted rate until completing a full year at MCU in which they have remained on their Major Map.

LATE PAYMENTS: When a student's monthly payment is forty-five (45) days in arrears, the student will be put on Inactive Student Status. Inactive students may not enroll in courses, submit course work for grading, and/or receive credits, official transcripts, certificates or degrees. To become active again, the student must pay all delinquent monthly payments.

REFUND POLICY

1. The following fees are non-refundable: Application Fee, Acceptance Processing Fee, Annual Student Fee, conference housing and food reservations.
2. An official withdrawal from MCU courses requires a written request, which can be submitted by fax, e-mail, or land mail. The withdrawal date will be assessed as to the date the fax or e-mail was submitted, or the postmark on a land mail withdrawal.
3. A student will be allowed a three-business-day cooling-off period; commencing with the day the student makes their first initial tuition payment, until midnight of the third business day following this date. All tuition money paid by the student will be refunded.
4. A student will be allowed to withdraw after the cooling-off period and receive a full tuition refund up until the point that a major map has been designed for the student and course work has been made available to the student.
5. Upon receipt of a signed letter of official withdrawal, any regularly scheduled monthly payments after that date will be terminated. All student services relative to current course work will also be terminated on that date, unless otherwise arranged. Incomplete courses will be entered on the student's transcript as an "I." The student will be responsible for the balance of tuition owed on all classes student has enrolled in up to the point of withdrawal.
6. If a student wishes to withdraw, but wishes to complete the courses she is already enrolled in, she may do so by announcing the date of her withdrawal in a signed letter, along with a written declaration that she intends to complete course work currently enrolled in. Monthly payments will continue until she has paid the tuition for all academic credits and clinical credits she has completed and/or is currently enrolled in. No refunds will be given for tuition already paid except as noted.

OTHER PROGRAM POLICIES: By signing below, I agree to abide by all other policies found in the 2010-2011 MCU Catalog.

NARM Test Results: By signing below, I give the Midwives College of Utah permission to receive my CPM test results from the North America Registry of Midwives.

Notice of Non-discriminatory Policy: The Midwives College of Utah does not discriminate on the basis of sex, marital status, creed, age, sexual orientation, physical ability, race, color, national, or ethnic origin in the administration of admissions policies, educational policies, scholarship and loan programs, and athletic and other school-administered programs.

I HAVE READ THIS ENROLLMENT AGREEMENT. I HAVE A COPY OF THE 2010-2011 CATALOG (PRINT FROM WWW.MIDWIFERY.EDU) WHICH CONTAINS THE REQUIREMENTS FOR COMPLETING THE PROGRAM I AM ENROLLING IN. I UNDERSTAND THAT TUITION AND FEES MAY INCREASE AND THAT ADMINISTRATIVE POLICIES IN THIS AGREEMENT MAY BE UPDATED PERIODICALLY WITHOUT NOTICE.

Student Signature

Date

MCU Administrator Signature

Date