



WESTERN GOVERNORS UNIVERSITY

4001 South 700 East, Suite 700, Salt Lake City, UT 84107

Ph: (801) 274-3280 Fax: (801) 880-6443 Enrollment: 866-225-5948

Enrollment Agreement

Student First Name:	Last Name:	
Mailing Address:		
City:	State:	Zip/Postal Code:
Phone:	Social Security Number:	

Western Governors University (the University, or WGU) and _____(the student) hereby enter into a legal agreement governing the student's and the University's obligations in accordance with the laws of the state of Florida.

This agreement does *not* contain all the policies, procedures, rules, regulations, and academic requirements applicable to WGU, its students, and its programs. Additional provisions governing the relationship between the student and the University are contained on the University Website and in the Student Handbook, which is available online both before and during a student's enrollment at WGU and is subject to periodic change.

By signing this agreement the student acknowledges that, in lieu of a printed institutional catalog, he or she has reviewed the University website at www.wgu.edu, and the Student Handbook, and agrees to the policies, procedures, regulations, and academic requirements included therein.

The student also acknowledges that, because WGU does not have a physical campus, the student's access to the University website, and contact with WGU enrollment and admissions staff, constitutes the equivalent of a campus tour.

Program Title:

This Agreement governs the Student's enrollment and degree awarded upon successful completion of the following program: **Bachelor of Science, Nursing Prelicensure**

Type of program: **Undergraduate**

Standard Number of Competency Units (credit equivalents) for this program: **120**

Note: For undergraduate programs, the total number of Competency Units (CUs) may be adjusted downward based upon the student's prior academic experience, which may waive specific requirements for the program. WGU agrees to complete a Transfer Evaluation for undergraduate students to determine which requirements will be cleared through transfer prior to the start of the student's first term at WGU.

Scheduled Start Date: _____

For most programs, WGU starts new groups of students at the beginning of every month. The student or the University may agree to a later start, or a later start may be necessitated if all of the student's preenrollment paperwork is not completed as of the applicable deadline. This agreement will remain in effect for any delayed start date up to four (4) months beyond the Scheduled Start Date, unless a material change in the program or tuition necessitates a new agreement.

Scheduled End of First Term: _____

Initials _____

Estimated Time to Complete this Program: 5 terms

The actual time to complete the program will depend upon the student’s prior academic background, the amount of time and effort committed to the program, and the pace at which the student is able to complete the required assignments and assessments.

Student Status:

Full time Part time

Tuition, Fees, and Other Costs:

Tuition at WGU is time-based, that is, the University charges a standard flat per-term tuition, not per credit or per-course. The tuition for the above program will be **\$5,280** for the initial six-month term, which is based upon the tuition rate in effect on the Scheduled Start Date and will not increase during the term.

Tuition will remain the same for each subsequent six-month term unless superseded by any general tuition increases for all students in this program. Other provisions covering tuition and fees are described in the Student Handbook and are included here by reference.

Tuition Payment Deadlines:

Payments or payment arrangements must be completed and received by the WGU Bursar’s Office by:

- New student with first term tuition - 22nd day of the month prior to your first-term start date.
- Renewal term tuition - 1st day of the term.
- Payment plan - This option divides the total tuition rate for the six month term into four payments. The \$145 resource fee and any special program fees, such as lab fees or nursing program fees, are added to the total tuition rate for the term and divided into the four payments due. The first payment consists of one fourth of the program tuition & fees; plus a \$55 enrollment fee (due only with the initial payment); less any WGU confirmed discounts. The first payment must be made by the 22nd of the month prior to your start date. The remaining three payments are due on the first day of the three months following your start date. Students will be charged a \$30 late fee if payment is not submitted within 15 days of the due date. Students may enroll in the payment plan through their student portal. Please note that making a payment does not enroll a student into a payment plan. The student must enroll in the plan, accept the terms and conditions by electronic signature and make the first payment to be confirmed as enrolled in a payment plan.
- Financial Aid - First-term financial aid student – Eligibility must be confirmed by the 22nd of the month prior to first term start date.
- Renewal term financial aid student - 30th day of the term.
- Students in an active bankruptcy are not eligible for a WGU payment plan.

Other Fees for this Program:

	Amount	Frequency
Application Fee	\$65	One Time
Resource Fee	\$145	Per Term
Prelicensure Clinical Nursing Education Fee	\$500	Per Term

Other student responsibilities:

- ATI TEAS Exam: \$115 (at PSI Testing Centers; cost differs at other sites)
- Uniforms: \$146.30 (plus shipping, handling, and applicable taxes)
- iTouch unit or handheld device that is compatible with Nursing Central Software (cost varies)
- Lab kit fees: \$263.09
- Drug Screen, Criminal Background Check, and Immunization Tracking System: \$94**

** Price includes one alias search. There will be a separate charge for each additional alias search. Due to expenses associated with accessing court documents, the fees for students in the following states will be as follows: MI (\$10), NV (\$12). All fees are subject to change.

Initials _____

Cost of Required Books and Supplies:

The University provides electronic textbooks (e-texts) and other learning resources that are included as part of the required Resource Fee each term. The University may also recommend textbooks for some courses, but the specific textbooks needed are determined by ongoing conversations between the student and his or her mentor(s) during the term. WGU students may purchase textbooks from the sellers of their choice. For the program listed above, the University *requires* the following:

Books / Supplies	cost

Items Required to be Purchased from Other Sources:

	cost
	cost

Tuition Changes:

The University reserves the right to adjust tuition rates at any time, but any increase will apply only to subsequent terms, not the one in which the student is currently enrolled. The University agrees to provide reasonable advance notice of any increase, but because the University enrolls students constantly and does not operate on a fixed academic calendar, it cannot guarantee a specific amount of time before general tuition rate increases become effective

Class Schedule:

The degree program listed above has a pre-determined default course schedule, which will be defined in the student’s personalized Degree Plan, but it can be customized, with mentor approval, to meet the student’s needs and to reflect the student’s prior academic and professional background.

Because WGU is an online university, students are generally able to access course material and other academic resources on an as-needed basis at any time, seven days a week. These include the Degree Plan, courses of study, learning resources, and communities. The availability of other academic support will vary based upon faculty and staff availability.

Postponing the Scheduled Start Date:

The University may postpone the Scheduled Start Date if the student has failed to meet pre-enrollment and admissions requirements, including, but not limited to, paying required application fees, passing any required admissions tests or assessments, submission of all previous college transcripts, proof of completion of relevant diplomas or degrees, completion of financial aid requirements, if applicable, payment of tuition or making arrangements for its payment, and any specific pre-enrollment requirements that apply to the above program. The University may also postpone the Scheduled Start Date if, in its sole discretion, it determines that the course of study, faculty staffing, or other considerations make the scheduled start date unpractical or undesirable. Under such circumstances the student has the option to start at a later date.

Cancellation of this Agreement by the Student:

WGU seeks to enroll only students with a genuine and strong interest in attending and graduating from the University. Prior to the Scheduled Start Date, the student may terminate this agreement at any time, for any reason, through a verbal or written notice to the University of his or her intention to discontinue the enrollment process. After the scheduled Start Date, a student may give a notice of intent to withdraw, which will be honored by the University, subject to its withdrawal procedures and refund policies as defined in the Student Handbook.

Initials _____

Cancellation of this Agreement by the University:

Prior to the Scheduled Start Date, the University may terminate this agreement if the student has failed to meet pre-enrollment and admissions requirements, including, but not limited to, paying required application fees, passing any required admissions tests or assessments, submission of all previous college transcripts, proof of completion of relevant diplomas or degrees, completion of financial aid requirements, if applicable, payment of tuition, or making arrangements for its payment, and any specific pre-enrollment requirements that apply to the above program. Failure to complete the above will constitute grounds for an automatic termination of this agreement if not corrected within 30 days of the Scheduled Start Date, unless extended by the University.

After the Scheduled Start Date, the University may terminate this agreement if the student still has not met any of the pre-enrollment or admission requirements specified above. In accordance with policies defined in the Student Handbook, the University may also terminate the agreement if the student fails to meet Satisfactory Academic Progress, or if the student violates the University's policies for academic authenticity or its code of conduct for student behavior. The University may also administratively withdraw a student, resulting in the automatic termination of this agreement, if WGU determines that the student is no longer enrolled based on a variety of reasons such as a lack of academic activity, failure to establish academic verification at the beginning of a new term, or failure to pay tuition.

Refund Policies:

Prior to the Scheduled Start Date, if the student cancels this agreement, all tuition that has been paid will be refunded. The application fee (\$65.00) will be refunded if the student cancels this agreement during the first three days after signing. After the Scheduled Start Date, any refunds will depend upon the elapsed time since the student enrolled, as governed by the policies defined in the Student Handbook. Students with a withdrawal date that occurs up through the completion of 60% of a term are eligible for a refund of a prorated portion of the tuition and library fee. Students with a withdrawal date that occurs after 60% of the term has been completed are not eligible for a refund.

Determining Withdrawal Dates:

Withdrawal dates are determined in two ways, either through student-initiated withdrawal (official) or through WGU administrative withdrawal (unofficial). Student-initiated withdrawal occurs when the student notifies WGU of the intent to withdraw. Administrative withdrawal occurs when WGU determines that the student is no longer enrolled based on a variety of reasons such as a student's lack of academic activity, failure to establish academic activity verification at the beginning of a new term or failure to pay tuition.

Calculating the Refund:

The percentage calculation for refund eligibility is based on the number of calendar days enrolled (start of term to withdrawal date) divided by the total number of calendar days in the term. If the percentage is less than or equal to 60% of the term, the student is eligible for a refund. The refund amount is calculated by multiplying the tuition by the percentage of days remaining in the term after the withdrawal date, assuming the student has completed 60% or less of the term.

Refunds:

Once eligibility for a refund is calculated, the Financial Services office processes tuition charges and refunds within 30 days, as applicable. Funds reimbursed to the student are reimbursed via the original payment method; i.e., tuition paid by check is refunded via check, and tuition paid by credit card is refunded (less non-refundable convenience fee) to the credit card used for payment. In the case of financial aid recipients, WGU is required to return unearned financial aid to the appropriate grant or loan program based on the Return of Title IV Financial Aid funds calculation, and as a result of this calculation, students may owe WGU a portion of tuition and fees that are not covered. All funding sources including scholarships - both internal and external, waivers, discounts and grants are subject to return of Title IV calculation. In the case of third party funds (i.e., employer contributions, government funding, military payments, etc.), WGU will first verify with the original payer for the appropriate handling of the refund. The student is responsible for any portion of the tuition and fees owed after refunds to all payers.

Tuition Appeal:

In the case of exceptional circumstances where a student is not entitled to a refund under the policies outlined above, the student may make an appeal for tuition considerations by submitting a written explanation of the circumstance that warrants an exception to the published refund policy. Exceptional circumstances might include incapacitating illness or injury. Supporting documentation to verify the circumstance is required. All appeals should be sent to Student Services at studentservices@wgu.edu.

Grievance Policy:

Grievance policies and procedures are defined in the WGU Student Handbook. The student acknowledges that any grievances not resolved on the institutional level may be forwarded to:

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0700
888-224-6684

Effective Date:

This agreement becomes effective when signed by both the student and an authorized representative of the University.

Student Acknowledgement:

The student acknowledges that the University has not, and cannot, make any guarantee of employment upon completion of this program.

Student Name _____

Signature _____ Date _____

Legal Representative if Student is under 18 years of age _____

Signature of Legal Representative _____

University Representative _____ Date _____