

SAMRA UNIVERSITY OF ORIENTAL MEDICINE  
1730 West Olympic Blvd 3<sup>rd</sup> Floor  
LOS ANGELES, CALIFORNIA 90015

**STUDENT ENROLLMENT AGREEMENT**

Applicant's Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

This agreement is a legally binding document when signed by the applicant and accepted by Samra University of Oriental Medicine. Your signature on this agreement acknowledges that you have been given time to read and understand and that you have been given:

- (1) A written statement of the refund policy.
- (2) A Samra University catalog including the description of courses and educational services and policies governing the institution.
- (3) A copy of this Agreement to retain for your records.

This agreement is for the Samra University of Oriental Medicine's Master of Science in Oriental Medicine Degree program. It consists of 3,066 total hours, 1966 didactic hours and 1100 hours of clinic and observations taken over a period of 14 quarters, less transfer and challenge credits.

Once this agreement is in place the required hours for completion of the program are fixed unless a change is agreed to by both parties.

The cost of the program is \$120.00 per unit for didactic courses and \$150.00 for Clinic courses. Malpractice Insurance is \$45.00 per quarter. Other service fees such as the herbal sample fee, late fees, parking, make-up examinations, graduation fees, etc. may also be charged to the student. .

Samra University of Oriental Medicine reserves the right to change the amount of tuition and other fees the student must pay when necessary. Normally tuition and fee changes are announced at least one full term before becoming effective.

The normal time needed to complete this program is 3 ½ years or 14 quarters of full time study. Transfer credits and challenge examination credits can reduce the time but no one can complete the program in less than 45 units of coursework or clinic hours taken at Samra University of Oriental Medicine. The maximum amount of time allowed to complete the degree program is 8 calendar years. Leave of Absence time is not counted towards the 8 years.

The primary languages of instructional study are English, Korean and Mandarin Chinese. The primary language for the Clinic is English. International students, who come from a country where English is not the primary language, must prove their capability to speak and understand English or pass the Test of English as a Foreign Language (TOEFL) and the Test for Spoken English (TSE) at the appropriate levels prescribed.

## BUYER'S RIGHT TO CANCEL

The applicant has the right to cancel this Student Enrollment Agreement and receive a refund for monies paid, less the non-refundable \$ 100.00 Application fee and, if applicable, the \$ 100.00 I-20 fee.

The applicant must submit notice prior to the first day of instruction of the desire to cancel the Enrollment Agreement and submit it to the Registrar for approval. If the notice is mailed, the postmark must be on or before the first day of instruction. Withdrawal from courses, singly or otherwise, without cancellation of the Enrollment Agreement, follows the Tuition Refund policy stated in the catalog.

The institution will also refund any fees collected from a third-party on the student's behalf. If Samra University cancels or discontinues a course of instruction, Samra University will make a full refund of all charges associated with that course or allow the student to enroll in an independent study for that course charging regular tuition, not the regular independent study fee. Refunds will be paid within 30 days of cancellation.

## NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR INSTITUTION

Units earned in Samra University of Oriental Medicine's Master of Science in Oriental Medicine Degree Program in most cases will probably not transfer to any other college or university. For example, if you entered our institution as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our institution. In addition, if you earn a degree, diploma or certificate in our Master of Science in Oriental Medicine Degree Program, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

## NOTICE

*ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE, WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY A THE DEBTOR HEREUNDER.*

My signature below on this ***STUDENT ENROLLMENT AGREEMENT*** certifies that I have read, understood and accept my rights and responsibilities and that Samra University of Oriental Medicine's cancellation and refund policies have been clearly explained to me.

If any inconsistency exists between the English Version and the Korean or Chinese (Mandarin) Version of this document, the English Version will prevail.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that Samra University of Oriental Medicine has met all requirements for the administration of any state financial aid program under Chapter 2 of part 42 or any federal student assistance program under Title IV of the Federal Higher Education Act of 1965 (P.L. 89-329), extension of that Act, amendment to that Act and the rules and regulations adopted under that Act.

Signature of Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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**REFUND POLICIES**

Application to the University

- 1) Application Fee - \$100.00 (non-refundable)
- 2) I-20 Processing Fee - \$100.00 (non-refundable)
- 3) Cancellation of Student Enrollment Agreement for full refund of fees:
  - a) written notice prior to the first day of classes submitted to the Registrar
  - b) mailed notification must be post-marked prior to the first day of classes

Tuition refunds will be made consistent with the state and federal requirements. Students wishing to cancel their enrollment must notify the Registrar of their intention in writing. The effective date of notice is postmarked or handed to the Registrar or to an authorized University administrative officer. An enrollee may cancel his/her enrollment prior to or on the first day of class in any given session and receive a full refund of all tuition and refundable fees paid toward the session.

Withdrawal from classes but not cancellation of Student Enrollment Agreement

Students wishing to withdraw from individual classes after the beginning of classes must complete and ADD/DROP form and get approval from the Academic Dean. The form may be mailed or handed to the Registrar. With regards to fees and refunds, the postmark is the official date of notification for mailed documents.

Tuition refund policies also apply to any student who may be terminated from the program by the administration.

The tuition refund for any course is based on the pro rata percentage of course hours conducted by the University prior to official cancellation of enrollment until sixty percent of the course has been conducted.

10% of course conducted	Tuition Refunded - 70%
20% of course conducted	60%
30% of course conducted	50%
40% of course conducted	40%
Greater than 41% of course conducted	No Refund

The institution will refund any fees collected from a third party on the student's behalf. If Samra University cancels or discontinues a course of instruction, Samra University will make a full refund of all charges associated with that course.

My signature below on this Financial Agreement certifies that I have read, understood and accept my rights and responsibilities and that the Samra University of Oriental Medicine's cancellation and refund policies have been clearly explained to me.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_