



ENROLLMENT AGREEMENT

This Enrollment Agreement is applicable to the following courses and programs at Adizes Graduate School:

All online courses individually and those that lead to the following degrees:

Master of Arts in Organizational Transformation
Doctor of Philosophy in Organizational Transformation
Dual-Track M.A. / Ph.D. in Organizational Transformation

This Enrollment Agreement may also be used for live/online combination courses applicable to the above programs.

This Enrollment Agreement consists of:

6 Pages for All Students

1 additional Page for California Residents only

Instructions for submission of this document
Instructions for payment of tuition and fees

Written Notice of Cancellation
for students who wish to withdraw from a Program
on or prior to the first day of class.

This Enrollment Agreement is valid beginning 10/11/11 through December 15, 2012 or until new updates become available and are posted in this document online.

This Enrollment Agreement is legally binding when signed by the student and accepted by the School.



ENROLLMENT EXPENSE DISCLOSURE AND AGREEMENT

Student Protection Information - Any questions or problems concerning the school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. International Tel: 916-431-6959, Toll-Free in the U.S. 888-370-7589. Fax: 916-263-1897. Web: www.BPPE.CA.Gov.

STUDENT FINANCIAL OBLIGATIONS EACH TERM. Payable in advance on a class-by-class basis. Only one class is required each term:

Tuition: \$2000 PER ONLINE CLASS, which is the equivalent of \$400/credit for a five (5) credit class
Software: \$25 PER MONTH OR PARTIAL MONTH OF ONLINE ACCESS refundable for each month unused
Examples: Term One - 5/7/10 - 7/28/10 = 3 months access fees = \$75
Term Two - 9/17/10 - 12/4/10 = 4 months access fees = \$100
Enrollment: \$100 IS DUE WITH YOUR VERY FIRST CLASS - a one-time fee for new students only
External Credit: No charge to transfer credit. There is a fee of \$1000 for documentation of experiential credit.

Materials: The books "Managing Corporate Lifecycles", "Mastering Change", and "Spiral Dynamics" will be provided upon enrollment in a Degree Program and payment of the \$100 registration fee. The Spiral Dynamics online class may require an extra materials fee of \$36 due with enrollment.

Incidentals: Office supplies, internet, class materials, equipment, books, subscriptions, library services, copying, postage, transportation, rooms and meals for conferences are not refundable through AGS. Students who elect to travel to live-seminars rather than to take online courses will be responsible for their own costs.

THE TOTAL ESTIMATED MAXIMUM COST FOR THE MASTER OF ARTS IN ORGANIZATIONAL TRANSFORMATION COULD BE AS MUCH AS \$20,000 TUITION + \$100 ADMISSION + \$1000 (10X\$100 IN SOFTWARE ACCESS FEES) = \$21,100. THIS PROGRAM IS 10 CLASSES (50 CREDITS).

THE TOTAL ESTIMATED MAXIMUM COST FOR THE PH.D. IN ORGANIZATIONAL TRANSFORMATION COULD BE AS MUCH AS \$24,000 + \$100 + \$1200 = \$25,300. THIS PROGRAM IS 9 CLASSES AND 3 TERMS OF SUPERVISED WRITING (TOTAL: 12 CLASSES, 60 CREDITS)

THE TOTAL ESTIMATED MAXIMUM COST FOR THE DUAL-TRACK MA/PHD DEGREE PROGRAM IN ORGANIZATIONAL TRANSFORMATION IS (14COURSES +3 TERMS OF SUPERVISION) X \$2000 + \$100 + UP TO \$1700 = \$35,800. THIS PROGRAM IS 14 CLASSES AND 3 TERMS OF SUPERVISED WRITING (TOTAL 17 CLASSES, 85 CREDITS FOR THE PHD ONLY, PLUS 5 CREDITS FOR THE MASTERS THESIS OR EXAM IF AWARDED).

Nonrefundable Charges

Also see AGS Refund Policy in the Program Catalog.

Registration: The registration fee of \$100 for your first class is nonrefundable.
Software: \$25 for any month or partial month that access is provided to the student is non-refundable.
STRF: The School pays the annual Student Tuition Recovery Fund assessment on behalf of each student.

This Enrollment Agreement is legally binding when signed by the student and accepted by the School.

Stephanie D. Galindo, Director of Academic Services 10-17-11

Student Name PRINTED:

I have read and understand the above:

Signature

Date

Page one of six. . . Please continue.....



Name: _____

LEGAL DOCUMENT: This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given access to a Catalog containing a written statement of the refund policy for tuition including examples of how it applies , a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Please retain a copy.

STUDENT’S RIGHT TO CANCEL. The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Adizes Graduate School does not participate in federal student loan programs and accepts no loan payments directly. Per Educational Code §94911(f), (g)(1)(2) If the 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. The student is solely responsible for contracting for a loan and liable for all consequences of default.

By your signature, you acknowledge that you understand that the Master of Arts requires 10 classes and a comprehensive written examination or a Masters Thesis; the Ph.D. requires 9 academic courses and 3 terms of supervised dissertation writing, a written Concept Paper and final Dissertation to the Doctoral Committee, and a live oral defense (viva voce). The dual-track MA/PhD program follows the Ph.D. requirements plus 5 MA courses. You understand that Santa Barbara, California is the usual location for all on-site sessions, and that travel expenses are neither managed nor refunded by the School.

Your signature acknowledges that a performance fact sheet, cost expectations, program catalog, cancellation and refund policies have been provided to you.

Student Right to Cancel: You may cancel this enrollment agreement and receive a refund of moneys paid directly to the School by providing written notice by certified mail to: Registrar, Adizes Graduate School, 1212 Mark Avenue, Carpinteria, CA 93013. The student has a right to a full refund of all tuition and administrative charges less the amount of \$100 for the application/registration fee if s/he cancels this agreement prior to or on the FIRST day of instruction. There are no refunds granted after 60% of any course has been completed.

Refund Policy and Example: The student may withdraw from a course up to and including the sixth week after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges. For example, if the student completes only 3 of 11 formal lessons of instruction in a class, and paid \$2000, they would receive a refund of \$1454.54. Refunds will be paid within 30 days of withdrawal or cancellation. If the school cancels a course for which the student has paid tuition, the school will provide a full refund of tuition charges to the student. A more specific example of the refund policy is given in the Program Catalog and online.

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 Refund and Cancellation Policies have been clearly explained to me. Do NOT sign this form if you do not understand English fluently.

If English is not your primary language, and you are unable to understand the terms and conditions of the enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language. You have the right to request professional translation of this document and all policies at Adizes Graduate School from the translator of your choice at your expense.

Signature

Date

Print Name: _____

Page two of six. . . Please continue.....



NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, 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 (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

INSTITUTIONAL PERFORMANCE FACT SHEET (Please initial in the space provided)

Student Performance Fact Sheet

_____ Completion rates, professional placement, salaries: The Adizes Graduate School makes no claims as to professional placement or salaries that can be earned as a result of completing a Degree at the school. The School programs are not intended to lead to any type of licensure or specific career opportunities. Most students are mid-career professionals and do not change occupations following enrollment in the classes or programs at Adizes Graduate School.

_____ No students have graduated from the Ph.D. Program at this time. One student has graduated from the Masters Degree Program. The programs are new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

_____ Any questions a student may have regarding this fact sheet or enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. International Tel: 916-431-6959, Toll-Free in the U.S. 888-370-7589. Fax: 916-263-1897. Web: <http://www.BPPE.CA.Gov>.

_____ 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

_____ The link to the Catalog is provided on <http://www.AdizesGraduateSchool.org>: At the bottom of every page of this website you may click on the "Manuals" link which will take you to a list of critical documents. You are instructed hereby to review the AGS Program Catalog **prior to** signing this Enrollment Agreement.

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, and salaries or wages, **prior to** signing this agreement.

_____ 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. You are also encouraged to read the school's Policy Manual and all other documents provided to you with regard to the procedures, protocols and degree program requirements at Adizes Graduate School.

_____ I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage 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. I have read the AGS Program Catalog provided on the website (www.AdizesGraduateSchool.org) and, in particular, the Notice Concerning Transferability of Units at the top of this page.

Signature Date

Print Name: _____



Name: _____

Complete Address: _____

Telephone: _____ Email: _____

I am enrolling in the following class(es):

Term - Date Write-in Class name(s) for **THIS TERM ONLY** below.

_____ Class Name: _____

_____ Class Name: _____

Online Classes - "Winter2011-12"

Application must be completed by **December 1, 2011**.
Software training **January 6-9, 2011** online
Class begins **January 16, 2011** online, \$100 software access fee

Live seminars - Spring Mid-Term- "Spiral Dynamics TBA"

Application must be completed by **February 15, 2012**.
Software training **TBA** online
Live Seminar **TBA**
3-weeks Online **TBA**

Online Classes - "Spring 2012"

Application must be completed by **March 15, 2012**.
Software training **April 27-30, 2012** online
Class begins **May 7, 2012** online, \$75 software access fee

Online Classes - "Fall 2012"

Application must be completed by **July 15th, 2012**.
Software training **September 7-10, 2012** online
Class begins **September 17, 2012** online, \$75 software access fee

Live seminars- "Spiral Dynamics TBA"

Application must be completed by **October 1, 2012**.
Software training **TBA** online
Live Seminar **TBA**
3-weeks Online **TBA**

Online Classes - "Winter2012-13"

Application must be completed by **November 15, 2012**.
Software training **January 11, 2013** online
Class begins **January 21, 2013** online, \$100 software access fee

Page four of six. . . Please continue.....



NEW STUDENT ORIENTATION AND ABILITY TO BENEFIT FROM INSTRUCTION

Orientation: Allow 10 days (TEN DAYS) for Orientation and Software Training.

There are three parts to the AGS orientation.

The Self-Assessment in this application is both part of the required assessment process for Admissions and the first part of your preparation and Orientation to online learning. You will receive formal feedback on this document from the Student Dean during the Admissions process to assess 'ability to benefit' from instruction. The Orientation process (via email) takes 4-5 days.

Software Training is provided a week prior to the start of the first class. Training is self-guided and takes about 90 minutes. The final 'quizzes' will be reviewed and discussed before you are admitted to your first online course. The Software Training process (via email and online) takes 4-5 days. No purchase or download needed.

Optional Entrance Exercises: Certain basic theoretical concepts and terminology provide a critical foundation to the course of study. Once accepted to AGS, you will be sent three free books. The Entrance Exercise will identify key areas for reference in these texts. You will find yourself referring to these texts throughout your course of study.

ALL STUDENTS

Books and materials:

Students, especially overseas students, are advised to allow sufficient time for ordering books prior to the start of each course. A minimum of four weeks (FOUR WEEKS) is suggested.

I understand that I am expected to allow sufficient time for ordering books, for Orientation and Software Training processes prior to the start of my first class. I understand that the school is required by law to assess my ability to benefit from instruction through the Admissions Processes described herein.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Location of classes: All classrooms may be accessed via the internet. Live sessions are hosted at a pre-arranged venue in Santa Barbara, California. Details are available on the internet at least 2-3 months prior to each live session.

Course Descriptions: All courses are described in detail in the AGS Program Catalog and on the AGS website. Class groups may be combined, instructors may be changed and courses may be cancelled during or prior to the start of class. Courses may be re-sequenced. Student input will be utilized in managing the curriculum, and sought prior to any major changes in ongoing curriculum design that may affect the program they have chosen.

Course of Study: This agreement is for the courses or educational services provided by Adizes Graduate School. AGS offers a Master of Arts and a Doctor of Philosophy (Ph.D.) in Organizational Transformation. Each online course is 11 weeks, requiring 15 hours of reading/writing/research per week. Each course is 5 units of academic credit. The Masters Degree requires a total of 10 classes plus an exam or thesis. The Ph.D. Program consists of 9 classes, a dissertation and three (3) terms of supervised dissertation writing. The dual-track program follows the requirements of the Ph.D. plus five (5) M.A. courses. Each week in each term is considered a "lesson" for the purposes of tuition refund calculation as described in the AGS Catalog and website.

Page five of six. . . Please continue.....



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 THE DEBTOR HEREUNDER.

FEES AND CHARGES DUE WITH THIS ENROLLMENT AGREEMENT

The student is responsible for the following fees and charges, **before the first day of class:**

Online Class Tuition: \$2000 per class (or \$1000+ per class if approved for the Assistantship Program)

Access Fees: \$25 software access **for each month that you will be online** (see registration dates)

Registration: \$100 non-refundable one time charge for your first class (new students only)

Equipment, textbooks, office supplies, materials, subscriptions or fees for services to support this course of study, transportation, meals and personal incidental costs related to undertaking this course of study are non-refundable except according to the service provider policies and will not be negotiated by AGS. The **Spiral Dynamics** online class may require an extra materials fee of \$36 due with enrollment.

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.

Class: _____ **Tuition:** \$ _____ **S/W Access:** \$ _____

Class: _____ **Tuition:** \$ _____ **S/W Access:** \$ _____

Additional Fees: \$ _____ + _____ + _____ = **Subtotal** \$ _____

Print Name: _____

Total USD DUE NOW \$ _____ **TO BE PAID ONLINE (see instructions)**
(Did you include your registration, software access, all tuition fees, and material fees if applicable?)

Signature Required

Date

CALIFORNIA RESIDENTS: Student Tuition Recovery Funds are paid by the School **for all California students**. You may be eligible for STRF if you are **a California resident** or are enrolled in a residency program, prepaid tuition, paid the 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 this 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. MORE DETAILS NEXT PAGE

CALIFORNIA RESIDENTS ONLY

Student Tuition Recovery Fund

Name: _____ My State/Country of residence: _____

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.

The STRF was established by the Legislature of the State of California to protect any **California resident** who attends a private post-secondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgement. To be eligible, you must be a California resident and reside in California at the time the enrollment agreement is signed.

More details regarding residency and other requirements, and any questions regarding STRF may be directed to the Bureau for Private Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. International Tel: 916-431-6959, Toll-Free in the U.S. 888-370-7589. Fax: 916-263-1897. Web: www.BPPE.CA.Gov.

STRF assessments are currently paid by the School. However, we are required to provide you with the following:

Required Statements: 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, who is a California resident, or are enrolled in a residency program, and prepay all or 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.”

Student Tuition Recovery Funds are presently paid by the School for all California students. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 this 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.

_____ **I have read the Required Statements above. CALIFORNIA RESIDENTS MUST RETURN THIS DOCUMENT WITH THEIR ENROLLMENT AGREEMENT!**



ENROLLMENT INSTRUCTIONS:

ALL STUDENTS:

SEND SIX PAGES OF THIS AGREEMENT

BY FAX TO: 270-626-7243 ATTN: Admissions

CALIFORNIA RESIDENTS:

**SEND SIX PAGES OF THIS AGREEMENT
AND THE Student Tuition Recovery Fund (total 7 pages)**

BY FAX TO: 270-626-7243 ATTN: Admissions

NEW STUDENTS:

**BEFORE YOUR FIRST CLASS
WE REQUIRE A HAND WRITTEN SIGNATURE ON FILE SO,
NEW STUDENTS MUST ALSO MAIL SIGNED ORIGINALS TO:**

**Adizes Graduate School
ATTN: Registrar
1212 Mark Avenue, Carpinteria, CA 93013 USA**

PAYMENT INSTRUCTIONS:

PAYMENTS MUST BE MADE THROUGH OUR ONLINE SYSTEM.

If you require other arrangements, please contact Admissions.

1. Go to <http://www.adizesgraduateschool.org/>
2. Click on the **Application** page
3. Follow the instructions for paying tuition and software access fees online.
4. New students also pay the \$100 administrative fee with your first course.
5. If you are enrolling in a course that includes a live seminar, you will pay tuition as usual on the Application page of our website.

QUESTIONS? Call 253-884-2549 or 805-565-2901 Pacific Time

Notice of Cancellation

Sign only if you are **NOT ATTENDING CLASS.**

We are required to provide you with this opportunity to cancel before the first class session. **Refunds require withdrawal prior to the beginning of the 6th week of class. Once the sixth weeks of any class has begun, there will be no refund of tuition.**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after completing an Enrollment Agreement, whichever is later. Withdrawal notices will only be accepted in writing, by email or by certified mail. Withdrawal is effective upon date of notice.

A fax AND email combined is acceptable. It is recommended that you send your cancellation notice by a *trackable* postal or courier service. To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

REGISTRAR:
Adizes Graduate School Headquarters
1212 Mark Avenue
Carpinteria, CA 93013

Director of Academic Services
Mailing Address only: Adizes Graduate School
PO Box 518
Vaughn, WA 98394

**IF YOU WANT TO CANCEL WITHOUT PENALTY,
YOU MUST MAIL, EMAIL or FAX THIS CANCELLATION
IN WRITING ON THE FIRST DAY OF CLASS.**

"I cancel the contract for the school."

Date of Cancellation of Class

FAX TO: 270-626-7243

Name of Student Canceling Class

EMAIL: Stephanie@Adizes.com

Signature of Student Canceling Class

POST: 1212 Mark Avenue
Carpinteria, CA 93013

REMEMBER: YOU MUST CANCEL IN WRITING. You do **not** have the right to cancel just by telephoning the school or by not coming to class. Refunds will be impacted by your delay.

If you have any complaints, questions, or problems which you cannot work out with the school, you may write or call Bureau for Private Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. International Tel: 916-431-6959, Toll-Free in the U.S. 888-370-7589. Fax: 916-263-1897. Web: www.BPPE.CA.Gov