

ENROLLMENT EXPENSE DISCLOSURE AND AGREEMENT FOR NEW STUDENTS

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 and Vocational Education at P.O. Box 980818, West Sacramento, CA 95798-0818.

STUDENT FINANCIAL OBLIGATIONS PER TERM, Payable in Advance

Tuition: \$2000 per online class is the equivalent of \$400/credit for a five (5) credit class
Software: \$25 per month, or partial month, online access refundable per AGS policy for time 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

Materials: The books "Managing Corporate Lifecycles", "Mastering Change", and "Spiral Dynamics" will be provided upon enrollment and payment of the \$100 registration fee. Books need not be returned.

The **Spiral Dynamics** online class may require an extra materials fee of \$36 due with enrollment.

Nonrefundable Charges

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.

Incidentals: Office supplies, internet, class materials, equipment, books, subscriptions, library services, copying, postage, transportation, rooms and meals for conferences are not refundable through AGS.

Materials: There may be a non-refundable \$36 materials fee for the online Spiral Dynamics class only.

Seminars: Cancellation fees are applicable to optional live seminars, see seminar registration forms.

Students pay for their courses at AGS on a Term-by-Term basis, completing this Enrollment Agreement each term. Although software access fees may be less each term, the total 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.

The total maximum cost for the Ph.D. could be as much as \$24,000 +\$100+ \$1200 = \$25,300.

The total maximum cost for the dual-track Ph.D.program could be up to \$34,000 + \$100+ \$1700 = \$35,800.

I certify that Adizes Graduate School has met the disclosure requirements of Educational Code 94810 of the Private Postsecondary and Vocation Reform Act of 1998.

 _____ Stephanie D. Galindo, Director of Administration _____ 07-26-10 _____
Signature Date

Student Name: _____

I have read and understand the above:

Signature Date

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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, and details are available on the seminar webpage at least 3 months prior to each live session.

Course Descriptions: All courses are described in detail in the AGS Program Catalog and on the website, which supercedes the Catalog. 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 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.

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.

BUYER'S RIGHT TO CANCEL. The student has the right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund by providing written notice by certified mail to: Registrar, Adizes Graduate School, 1212 Mark Avenue, Santa Barbara, CA 93013 USA

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 on this agreement also acknowledges that a performance fact sheet, cost expectations, cancellation and refund policies have been provided to you.

Student Right to Cancel. 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, 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.

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. You certify that you have read the Catalog and, in particular, the Notice Concerning Transferability of Units. **Do NOT sign this form** if you do not understand English fluently. You have the right to request professional translation of this document and all policies from the translator of your choice at your expense.

Signature

Date



**ENROLLMENT AGREEMENT Page three of six
REGISTRATION FOR CLASS(ES)**

Name: _____

Complete Address: _____

Telephone: _____ Email: _____

I am enrolling in the following class(es):

Term - Date

Write-in Class name(s) below:

_____ **Class Name:** _____

_____ **Class Name:** _____

_____ **Class Name:** _____

Online Class - "Fall 2010, Principles of Healing"

Application must be completed by **August 10, 2010**.
Software training **August 27 - September 1, 2010** online
Class begins **September 13th** online, \$75 software access fee

Online Class - "Fall 2010, Professional Ethics"

Application must be completed by **August 20, 2010**.
Software training **October 1-6, 2010** online
Class begins **October 11th** online, \$75 software access fee

Live seminar+Online Class - "Spiral Dynamics, November 2010"

Application must be completed by **October 1, 2010**.
Software training **October 25-28, 2010** online
Live Class **November 8-13** plus 3 weeks online , \$25 software access fee

Live seminar+Online Class - "Adizes BTP, November 2010"

Application must be completed by **October 1, 2010**.
Software training **October 25-28, 2010** online
Live Class **November 15-17** plus 8 weeks online , \$50 software access fee

Online Class - "Winter2010-11, Models of Conflict"

Application must be completed by **December 1, 2010**.
Software training **January 10-13, 2011** online
Class begins **January 17, 2011** online, \$75 software access fee

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STUDENT ORIENTATION

Orientation: There are three parts to the AGS orientation.

The Self-Assessment in this application is the first part of your orientation to online learning. You may receive formal feedback on this document from your advisor or faculty.

The Entrance Exercise: 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.

Software training is provided free (1-2 hours online, mandatory) a week prior to the start of the first class. Training is self-guided but the final 'quiz' will be reviewed and discussed before you are registered for your first online course. No purchase or download needed.

INSTITUTIONAL 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. Most students are mid-career professionals and do not change occupations following enrollment in the Degree Programs at AGS.

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 that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, Phone: (916) 574-7720 or Toll Free: (888) 370-7589.

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. (The link to the Catalog is provided on our home page www.AdizesGraduateSchool.org. At the bottom of every page of our website you may click on the "Manuals" link.)

I certify that I have received the catalog and School Performance Fact Sheet.

Signature

Date



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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. 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.

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.

I enclose payment by bank draft in US Dollars or Credit Card for tuition, registration and software access fees.

Credit Card #: _____ Expiration Date: _____ SEC _____

I will send a wire transfer from: _____

Print Name: _____ **Total USD \$** _____

(Did you include your registration, software access, all tuition fees, and material fees if applicable?)

Signature Required

Date

**CALIFORNIA RESIDENTS MUST SEND PAGES 1-6,
Everyone else MUST SEND PAGES 1-5**

**SEND BY FAX TO: 270-626-7243 ATTN: Admissions
NEW STUDENTS MUST ALSO MAIL SIGNED ORIGINALS TO:
ATTN: Registrar
1212 Mark Avenue, Carpinteria, CA 93013**

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ENROLLMENT EXPENSE DISCLOSURE CONTINUED

If you do NOT reside in California, USA, do NOT sign this page - it is NOT applicable to you.

10. The Student Tuition Recovery Fund is not available to students who reside outside the State of California.

State Of California Student Tuition Recovery Fund

STRF assessments are currently paid by the School. The student is not directly responsible for paying the state assessment amount for the STRF.

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. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau of Post-Secondary and Vocational Education that the school is closed. If you do not receive such notice, you have four years from the date of closure to file an STRF application. If a judgement is obtained, you must file within two years of the judgement. More details regarding residency and other requirements, and any questions regarding STRF may be directed to the Bureau at 400 R Street, Suite 5000, Sacramento, CA 95814-8200.

Student Name: _____

State or Country of Residency: _____

I have read and understand the above:

Signature

Date

THE NORMS OF WORKING ONLINE THAT YOU ARE RESPONSIBLE FOR BEFORE CLASS STARTS



Online education is not the same as sitting in the back of an auditorium with 100 college-age students. You may avoid driving and parking and set your own hours, but your participation is expected and will be highly visible - ***no sleeping back there!***

BEFORE CLASS BEGINS.....

1. You are responsible for making the decision and ongoing commitment to your further education. In this regard, you need to prepare the environment in which you will be working:

- A. Identify the time of day that you are most comfortable doing intellectual work and create a weekly schedule. Prepare uninterrupted blocks of time, as if you were on campus.
 - B. Be sure to confirm this schedule with your family, kids, employer, friends, and pets!
 - C. Be sure that significant others in your life understand that this course of study is a bridge to a better future, and that they support your work right now at this time.
 - D. Visit the [demonstration classroom](#) and make sure your browser functions. Bookmark the log-in page for quick reference. Your time is valuable - check your connection speed.
3. Read the syllabus. If you have questions, contact your instructor.
 4. Order your books. If they will be late, contact your instructor.
 5. Complete the [Entrance Exercises](#) right away.
 6. Learn how to use the [AGS Library](#) resources and identify the ones you like best right away.
 7. It is very important that you think about your time-management, prioritization, and project management skills. Apply them. This project is your opportunity for personal and professional growth. If you dropped before, why will this time be different?
 8. Use the self-assessment tools online ([Are You Ready?](#)). IDENTIFY your strengths and preferences before class starts. Recognize learning styles and learning strategies that will work for you personally as an adult , independent learner.

AFTER CLASS BEGINS..... COMMUNICATION AND PROTOCOL

1. You have paid a fee to attend a unique seminar. The opportunity to discuss these concepts with this group of international colleagues won't come again. You are responsible for engaging in dialogue with faculty and your peers, and finding out how their experience can be of use to you.

2. Recognize that the faculty are not there to TEACH you. They are there to FACILITATE your exploration of the subject matter with your peers. AGS courses are FACILITATED, not taught. This means you are expected to be an ACTIVE LEARNER - engaging others and *seeking* knowledge.

3. Everyone expects you to be **presenting** at this seminar, on **each** critical topic of discussion. You have a highly visible role and your colleagues look to you for continuing contributions. **If you must be late, you must advise your class.** If you cannot meet your schedule, perhaps you are not ready for the commitment.

4. Graduate study is a commitment to yourself, your family and to your peers. If you have problems completing or understanding an assignment, you are responsible to ask for help. **Your instructor should be the FIRST persons you contact**, whether in the AGS Forum, by phone or email. If you experience a problem with your instructor, contact the Student Dean during normal west coast business hours at 253-884-2549.

We are here to guide you across the bridge, but - every day - **you** choose to make the journey.



Notice of Cancellation - Do not sign unless you are **cancelling** your enrollment!

(we are required to provide you with this opportunity to cancel during the first class session)

You may cancel this contract for school without any penalty or obligation no later than the FIRST day of class. The \$100 registration fee for your first class is not refundable. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

A fax or email is not 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
1212 Mark Avenue
Santa Barbara, CA 93013

Director of Administration
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** POSTMARKED ON **THE
FIRST DAY** OF CLASS!!**

"I cancel the contract for the school.

Date

FAX TO: 270-626-7243

Name

EMAIL: Stephanie@Adizes.com

Signature

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 The Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, Phone: (916) 574-7720 or Toll Free: (888) 370-7589.