

## Nevada Enrollment Agreement

1750 NE 167<sup>th</sup> Street  
North Miami Beach, FL 33162  
(954) 262-8500 Toll Free: 800-986-3223, ext. 28500  
[www.education.nova.edu](http://www.education.nova.edu)

Las Vegas Instructional Site  
Flamingo Pecos Plaza, Suite 103  
Las Vegas, Nevada 89121  
(702) 868-3323

Nova Southeastern University (NSU) has established specific policies, procedures and guidelines defining its relationship with its students. This student relationship is outlined in an enrollment agreement contained with the Application of Admission. It is a requirement that every student receives a copy of the enrollment agreement, signed by the student or his/her guardian and by an authorized representative of NSU. Please complete the form and submit with your Admission Application.

NSU ID: N \_\_\_\_\_

First Name	M.I. (optional)	Last Name	
Address	City	State	Zip Code

Academic Goal:  Master's Degree  Educational Specialist Degree  Doctorate Degree  Non-Degree

Academic Term/Year:  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Summer 20\_\_\_\_

### TRANSFER OF CREDIT:

Transfer of graduate-level credits up to a maximum of six (6) semester hours from an accredited institution (with a grade of "A" or "B") may be allowed upon approval of the Dean of Academic Affairs. These credits must have been earned within the past five years, were not used as part of a completed degree and will be used in the overall total of 36 credits required for the M.S. or Ed.S. degree, but not toward the student's grade point average or candidacy requirement. No transfer of credit will be allowed for CUR 526, EDU 708, EDU 721, Capstone, Administrative Internship, Supervised Teacher Internship, or Applied Professional Experience courses. Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school. Students who wish to transfer credit should contact the admissions office of the receiving school for information. Refer to the school's catalog for specific transfer of credit requirements.

### TUITION AND FEES

All tuition and fees are subject to change without notice. Current tuition costs vary by degree and/or level of the program/non-degree program. A complete listing of tuition and fees is available in the current [catalog and student handbook](#).

### TUITION REFUND POLICY (FCE Policy 1.1.1)

A student who cancels his /her registration before the first class meeting/session is entitled to a full tuition refund; student fees are also refundable.

A student who drops a course after the first class meeting will receive a prorated tuition refund. The prorated tuition refund will be based on the number of class meetings/sessions held during the term as of the date of receipt of a completed Student Transaction Form (STF).

A student who drops a course after the first class meeting must:

1. Notify the Office of Student Services Registration Department of the intent to drop a course.
2. Complete a STF to drop or withdraw and return the completed form to a Student Educational Center or mail or fax the completed form to:

Nova Southeastern University  
Abraham S. Fischler College of Education  
Office of Student Services ATTN: Registration Department  
1750 NE 167th Street  
North Miami Beach, FL 33162  
Fax (954) 262-2336

A student may not withdraw one week before the end of the term/semester. Students are considered active participants in all classes for which a registration has been accepted and processed. Active participation (i.e., educational activity) includes attendance, logging onto an online course, the submission of assignments, or examinations, etc. A student who stops attending class will receive a final grade based on course requirements and work completed. An official drop request must be submitted and received by the Office of Student Services in order to drop/withdraw a student from class.

FCE Refund amounts based on a 14 week to 16 week schedule	
<b>100%</b>	Written notice of drop/withdrawal before the official start date of the term
<b>50%</b>	Written notice of drop/withdrawal before the end of the 6 <sup>th</sup> week of class following the official start date of the term
<b>25%</b>	Written notice of drop/withdrawal before the end of the 8 <sup>th</sup> week of class following the official start date of the term.
<b>No Refund</b>	No refunds will be granted after the end of the 9 <sup>th</sup> week of the class meeting.

  

FCE Refund amounts based on a 6 week to 8 week schedule	
<b>100%</b>	Written notice of drop/withdrawal before the official start date of the term
<b>50%</b>	Written notice of drop/withdrawal before the end of the 3 <sup>rd</sup> week of class following the official start date of the term
<b>25%</b>	Written notice of drop/withdrawal before the end of the 4 <sup>th</sup> week of class following the official start date of the term.
<b>No Refund</b>	No refunds will be granted after the end of the 4 <sup>th</sup> week of the class meeting.

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**Student Acknowledgement:**

Please do not sign this Enrollment Agreement before you read it in its entirety. Please note that the catalog and student handbook is the governing document for all program-related information and NSU's Abraham S. Fischler College of Education policies, procedures, and regulations. Failure to read this publication does not excuse students from the rules and procedures contained in it.

I understand that I am responsible for tuition and fees pertaining to the programs required course of study. I can expect an increase in the per credit hour rate at least once per year, which will increase the total cost for the program. Any changes made to tuition and fees will be published to students as they are made.

I have received a copy or have access to an electronic copy of the current catalog and student handbook of NSU's Abraham S. Fischler College of Education, the provisions of which I accept. I have read and understood all provisions of this agreement.

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Student's Signature

Date

NSU ID: N\_\_\_\_\_