



Indiana Enrollment Agreement

1750 NE 167th Street, North Miami Beach, FL 33162
(954) 262-8500 Toll Free: 800-986-3223, extension 28500
www.education.nova.edu

(Please Print)

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

Academic Term/Year: Fall 20____ Winter 20____ Summer 20____

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

100%	Written notice of drop/withdrawal before the official start date of the term
50%	Written notice of drop/withdrawal before the end of the 6 th week of class following the official start date of the term
25%	Written notice of drop/withdrawal before the end of the 8 th week of class following the official start date of the term.
No Refund	No refunds will be granted after the end of the 9 th week of the class meeting.

FCE Refund amounts based on a 6 week to 8 week schedule

100%	Written notice of drop/withdrawal before the official start date of the term
50%	Written notice of drop/withdrawal before the end of the 3 rd week of class following the official start date of the term
25%	Written notice of drop/withdrawal before the end of the 4 th week of class following the official start date of the term.
No Refund	No refunds will be granted after the end of the 4 th week of the class meeting.

INDIANA

Students residing in the state of Indiana will have full tuition refunded within six (6) business days if the student cancels their enrollment agreement or enrollment application. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

A student withdrawing from an instructional program, after attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

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.

Student's Signature

Date

NSU ID: N _____