

# ENROLLMENT AGREEMENT FORM



**ATMU**  
American Tech and Management  
University

6200 Stoneridge Mall Road - Suite 300.  
Pleasanton, CA 94588, USA  
[www.atmu.education](http://www.atmu.education)

*This Enrollment form is for the School term 2017/2018*



## CALIFORNIA STATE LICENSE TO OPERATE

As a prospective student, you are encouraged to review this Enrollment form prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

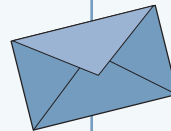
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site.

**ATMU** is licensed to operate as a private postsecondary institution in the [State of California](#) is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: [P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.](#)

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education <http://www.bppe.ca.gov>.

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento,  
CA 95833  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Physical Address (as of November 20, 2010):  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Phone: (916)431-6959  
Toll Free: (888)370-7589  
Main Fax: (916)263-1897  
Licensing Fax: (916)263-1894  
Enforcement/STRF/Closed Schools Fax: (916)263-1896



**ATMU** is working as a non Accredited Institution:

A. Students cannot holding an **ATMU** degree and qualify for the California/other states licensure exams.

B. Students holding an **ATMU** degree cannot use this degree to apply for state jobs e.g. in California. Also students might not be eligible to apply for other jobs using the **ATMU** Degree.

C. Students enrolled in the **ATMU** program are not eligible for federal financial aid programs.



## INFORMATION ABOUT AMERICAN TECH AND MANAGEMENT UNIVERSITY

For any inquiries or complaints: Students, applicants, and the general public may contact ATMU for information, clarification, or for any further instruction in securing information or answers to complaints, through any of the following:

**Address:** 6200 Stoneridge Mall Road - Suite 300. Pleasanton, CA 94588, USA

**Website:** [www.atmu.education](http://www.atmu.education)

**Phone:** +19498646086



## ENROLLMENT FORM DETAILS

### Enrollee's Personal Data:

Student Name : \_\_\_\_\_

Social Security Number / ID Number : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_

State/Province : \_\_\_\_\_

Zip : \_\_\_\_\_

Country : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Email : \_\_\_\_\_

**Institution Catalog and School Performance Fact Sheet**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. ATMU 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, salaries or wage, and most recent three-year cohort default rate, if applicable. Prior to signing this agreement, I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable. Included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

I have with the institution signed and dated the required information disclosed in the Student Performance Fact Sheet

YES: \_\_\_\_\_ NO: \_\_\_\_\_

Student date & signature: \_\_\_\_\_

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.

Student date & signature: \_\_\_\_\_

Any question a student may have regarding this enrollment agreement that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address : Bureau for Private Postsecondary Education  
25035 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Telephone: (916)431-6959  
Fax number: (916)263-1897  
Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

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Toll-free : (888)370-7589

Or by completing a complaint form, which can be obtained on the bureau’s Internet Web Site:

[www.bppe.ca.gov](http://www.bppe.ca.gov)

[www.bppe.ca.gov/enforcement/complaint.shtml](http://www.bppe.ca.gov/enforcement/complaint.shtml)

Date & Initials Student \_\_\_\_\_/Institution \_\_\_\_\_

**Program selected by applicant for enrollment:**

- Online program
- Onsite program

**Undergraduate level:**

- Bachelor of Business Administration
  - Bachelor of Business Administration with specialization in Business Administration
  - Bachelor of Business Administration with specialization in Financial Management
  - Bachelor of Business Administration with specialization in Human Resource Management

**Graduate level:**

- Master of Business Administration

**Post graduate level:**

- Doctor of Business Administration

Please mark.

**Program Start-Date:**

Programs start: Monthly on the first week of the month

BBA Expected completion Date: App. 48 months after start.

MBA no Thesis Expected completion Date: App. 12 months after start.

MBA with Thesis Expected completion Date: App. 18 months after start.

DBA Expected completion Date: App. 36 months after start.



**PROGRAM CREDITS:**

**BA level:** 150 Learning hours per Credit. 42 contact hours per module.

Year 1 to 3: 420 clock hours/year, year 4: 210 clock hours. Total Clock hours: 1470. Semester 8 is final project paper with no mandatory clock hours.

**Master level:** 150 Learning hours per Credit. 42 contact hours per module. 420 clock hours/year

MBA without Thesis 30Credits

MBA with thesis: 45 Credits

**DBA:** 150 Learning hours per Credit. 42 contact hours per module. 420 clock hours/year. 410 clock hours \*year one only. Remaining hours are research.



## TUITION FEES AND OTHER CHARGES

1. **Application Processing Fee:** \$250 per student. This is a one-time fee (nonrefundable).

2. **Tuition Fees:**

BA level (120 Credits): 15,000 USD (Equal to 125 USD per Credit)

Master level (without Thesis) (30 Credits): 7,500 USD (Equal to 250 USD per Credit)

Master level (45 credits): 11,250 USD (Equal to 250 USD per Credit)

Doctor of Business Administration (90 Credits): 22,250 USD (Equal to 250 USD per Credit)

**2.1 Tuition includes/excludes and provides for:**

Additional readings in e-library is paid separately directly to publishing houses, One (1) Examination per module. As students are given 3 chances to pass each module, extra exams are charged extra\* per module per instance. If the student does not pass the module after a 3rd attempt, the module has to be redone, and new exams can be granted.

Printing for one degree/diploma certificate and one transcript when the course has been passed.

(Excluding sending originals. Any fee for forwarding will be invoiced separately).

Ebooks or other readings are paid separately.

**Late Tuition Fees Payment:** In case of students being late more than one month in paying the tuition fees, the university holds the right to apply late fees penalty and/or unenroll the student from the semester, module or year. If the student is over 3 months late in payment, the university holds the right to expel the student totally from the program.

3. **Student Tuition Recovery Fund for the State of California:**

In addition to the tuition fees, California students are encouraged to abide by the rules & guidelines for the State of California Student Tuition Recovery Fund (STRF), and pay the state-imposed assessment, as of current rules. The rules and guidelines are detailed in Section G.2. of this ATMU Enrollment Form.

4. **Extra Charges:**

Printing of extra certificates: 250 USD per Certificate

Extra Exams: 250 USD per Exam

Extra Grading/regrading of assignments: 50 USD per Grading

Extra transcript of records: 100 USD

Fee for sending/ mailing certificates or transcripts to locations outside of the US: 150 USD.

*(additional to fees charged by the forwarding company)*

5. **Equipment needed**

As a student you are responsible for having access to a PC or Laptop/ Ipad or other electronic tool to go online and work on your assignments and projects.

You will also need to have setup email account privately or having consent by your company to use the office email services.

6. **Loans**

ATMU does not offer any loans or other financial assistance. If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.



## PAYMENT TERMS PER PROGRAM:

### 1. Bachelor of Business Administration Program:

#### 3-year program: Total 120 credits

Total Payment: Equal 125 USD per credit

Plus 250 USD applicationfee.

Fees are paid persemester before a semester starts.

### 2. Master of Business Administration:

#### Master level (without Thesis) (30 Credits): 7,500 USD (Equal to 250 USD per Credit)

Plus 250 USD applicationfee.

Fees are paid persemester before a semester starts.

#### Master level (45 credits): 11,250 USD (Equal to 250 USD per Credit)

Plus 250 USD applicationfee.

Fees are paid persemester before a semester starts.

### 3. Doctor of Business Administration Program:

#### 3-year program with 90 Credits

Equal to 250 USD per Credit

Plus 250 USD applicationfee.

Fees are paid persemester before a semester starts.

### 4. Credit transfers

ATMU believe in borderless education and do not charge any credit transfer fees.

An application fee of 250USD as for all other students is to be paid at signing up.

#### Credit transfer rules of The State of California.

(1) a maximum of 75 percent of the units or credit that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:

(A) Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;

(B) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.

(2) No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in subsection (1)(A).

(3) No more than 30 graduate semester credits or its equivalent awarded by another institution may be credited toward a doctoral degree. This subdivision does not apply to graduate programs that lead to a profession or an occupation requiring state licensure where the licensing agency has a regulation permitting a different standard.

## Policy for experiential learning:

(1) The prior learning is equivalent to a college or university level of learning:

(A) The learning experience demonstrates a balance between theory and practice .

(B) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

(2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

(3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain : (A) to what college or university level learning the student's prior experience is equivalent and (B) how many credits toward a degree may be granted for that experience.

(4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:

(A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;

(B) The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and

(C) The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.

(5)(A) The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning.

(B) The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution's policies and are consistent.

(6) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

(7)(A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.

(D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.

(E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.





## GENERAL GUIDELINES FOR ATMU STUDENTS

### 1. STUDENT'S RIGHT TO CANCEL/ WITHDRAW.

Any student has the right, without explanation, to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The cancellation has to be in writing. Any student may withdraw from the school at any time, after classes start, and receive a pro rata refund of 60 percent (60%) or less, calculated based on the remaining scheduled days in the current payment period in the program, and based on the last day of attendance.

The refund granted will have a further deduction for a registration or administration fee, not to exceed \$250.00, and the final refund amount will be paid or credited to the student within 45 days of withdrawal.

For the purpose of determining the final amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount for refund equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the remaining number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday within the catalog.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owned on the load, and or;
- b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the load is repaid.

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Payments to STRF is non refundable

### 2. State of California Student Tuition Recovery Fund (STRF).

**California students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:**

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;

Your total charges are not paid by any third-party payer such as an employer, government program or other payer;

Your total charges are paid by a third party, and 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:**

You are not a California resident, or are not enrolled in a residency program, or;

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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF benefits, if you are a California resident or are enrolled in a residency program, prepaid tuition, have paid the STRF assessment, and have suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

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.

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 cost.

There was a material failure to comply with the CPPEA Act of 2009, or with the rules and regulations administered by the BPPE, within 30 days before the school closed. If the material failure began earlier than 30 days prior to closure, this period may go beyond the 30-day guideline and will be appropriately determined by the Bureau.

An inability, after diligent efforts, to prosecute, prove, and collect on a judgment against the institution for a violation of the CPPEA Act of 2009.

### 3. Library

ATMU has an agreement with Pearson Publishing. Mandatory books are not included in the tuition. Additional books and references each student has the option to pay for online access to books covering each module. Alternatively students have to secure the books on their own. List of books are included in the supplied ePortal. Access to the ePortal is included in the tuition. Additionally, modules may include movies and additional reading.



## TERMS AND CONDITIONS FOR STUDENT APPLICATION:

### 1. Important Notices: Students must read these terms and conditions, completely and carefully, before signing their application for Enrollment.

These terms and conditions constitute the agreement between the parties, supersede any promises, representations, warranties whether written or oral made by or on behalf of one party to the other. ATMU reserves the right to vary these terms and conditions without your consent at any time prior to entering a contract with you, as a student. In such circumstances where appropriate change has been deemed necessary by this institution because of policy changes or because of updated rules and regulations from the BPPE, we will provide you with a revised set of Terms and Conditions. Nothing in these terms and conditions will exclude any liability which one party would otherwise have to the party in respect of any statements made fraudulently.

All students agree to be bound by the rules, regulations and procedures of ATMU, as may be amended from time to time. These can be found at our website: [www.atmu.education](http://www.atmu.education), and hard copies are available on request.

Any reference in these terms as to liability of students shall also infer liability on the parents or guardian of the students and such liability is joint and several.

ATMU may assign, sub-contract in whole or in part some or all of the benefit and or burden of this agreement without any approval from any or all students.

## 2. Transferability of Credits

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at ATMU 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 the 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 ATMU to determine if your (credits or degree, diploma or certificate) will transfer.”

## 3. Application and Deposit Payment Confirmation

Students should complete their application, and submit this Enrollment Agreement form, with all pertinent required supporting attachments, to the Admissions Office of ATMU.

If the application is accepted, a written offer will be sent by ATMU, and for the student to confirm acceptance, he/she must present this offer letter, accompanied by:

Payment of a Deposit amount, as assessed/described in the offer letter towards tuition fees, and accommodation {if applicable}, in advance. As required, payment of any insurance premium, or proof of alternative cover.

If the student applies for a full or partial scholarship, it will be mentioned in the acceptance letter what the scholarship will cover and what will not be covered.

This is when your contract with us is initiated. While the amount of the deposit is already shown in the offer letter, other charges/ payments and terms will be further assessed and will depend on the specific program chosen by the student.

## 4. Deferrals

You may defer the start of your course, on the grounds that you have been prevented by some events from starting your course, up to a maximum of two times. You must ensure that your intention to defer is covered by a Request for Deferral, with a full explanation of your reason for the request, is presented in writing, and is sent to the ATMU admissions office, at least four weeks before your course start date. The Request for Deferral should also include details of your preferred new start date for your course. If your request arrives after the start of the 4-week grace period for deferment, which is before the start date of your course, normal cancellation rules/charges will apply.

All Requests for Deferral, however, are subject to the availability of your chosen new course start date at the time we receive your request to defer. This will be advised to you accordingly.

## 5. Tuition and Accommodation Fees

All payments should be made in full as of the payment plan. If bank or credit card charges are incurred by ATMU on such payments, where these charges have been incurred, through no fault of ATMU, these will be re-invoiced to student's accounts, so that ATMU receives the payment in full.

### **Late Tuition Fees Payment:**

In case of students being late more than one month in paying the tuition fees, the university holds the right to apply late fees penalty and/or unenroll the student from the semester, module or year. If the student is over 3 months late in payment, the university holds the right to expel the student totally from the program.

Any variation to standard payment terms must be by prior arrangement and agreed in writing. If you do not pay full fees within four weeks before the start date we reserve the right to cancel your academic place and your accommodation place and to charge interest on the outstanding balance. Interest will be charged at the rate of 2.5 % above the base rate of Bank of America per month or part thereof.

Fees remain payable and outstanding, if a “notice of withdrawal” has not been given in accordance with these conditions.

## 6. Prices

The prices stated in the ATMU brochure are valid for confirmed bookings, upon student acceptance into a program of choice, and as payments are received by ATMU. Please contact us for details and price validation, or visit our website: [www.atmu.education](http://www.atmu.education)

## 7. Complaints and dispute resolution

Any complaint is formless and does not require a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights, remedies or complaints.

Any student who wishes to complain has the right to initially state his/her complaint, directly to the person in question.

If there will be further complaints, these are to be documented in a complaint form that is available in the ATMU website [www.atmu.education](http://www.atmu.education). A filled-out complaint form should be send to [info@atmu.education](mailto:info@atmu.education)

Further to this, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number\*) or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>

\*Phone: (888) 370-7589, press 3 when prompted.

7.1. For further assistance and clarifications on Complaints under Terms and Conditions, please visit our website: [www.atmu.education](http://www.atmu.education)

## 8. University Acceptance Criteria

Students are accepted onto the programs on the strict understanding that progression through the course and successful completion of the course are conditional with satisfactory attendance and successful attainment of specified progression grades. During the course induction, all students will be made aware of the criteria for successful completion of the course. The assessment of student performance will be constantly subject to the following criteria, and in accordance with university rules and regulations:

- Course work
- Internal center examination results
- Attendance
- Efforts in class discussions and in homework submissions

Students who do not meet the attainment criteria for successful completion will not be allowed to proceed with their original course. In such cases, students will be offered advice on suitable alternative study plans that may involve additional time and expenditure with regards to tuition.

## 9. Attendance

Students are accepted onto the program on the strict understanding that they attend all classes, including online classes. By signing the application form, students accept/ permit the Program Manager to make assessments for either course continuance or student withdrawal, should students incur attendance issues, and fail to meet attendance criteria.

## 10. English Language Admissions Criteria

Students whose first language/students who have not earlier studied programs in English are requested to prove their English skills as below to enter ATMU degree programs:

**Bachelor of Business Administration (BBA):** IELTS 5,0 or alternative ATMU approved test

**Master of Business Administration (MBA):** IELTS 5,5 or alternative ATMU approved test

**Doctor of Business Administration (DBA):** IELTS 6,0 or alternative ATMU approved test

## 11. Breakages

Students are responsible for payment for any damage caused by them to ATMU. Students in residential accommodation may be required to sign an inventory on arrival and departure. ATMU reserves the right for redress with payments, for damages or exceptional cleaning, from the students.

## 12. Refund Policy

ATMU has the following guidelines to facilitate payments of tuition fee refunds. These guidelines have been provided to explain to students, sponsors, and all staff on when refunds of the tuition fee will be made by the University and how they will be calculated.

**A full refund of tuition fees paid will be made, under the following conditions:  
(unless the student received a full or partial scholarship):**

The University is unable to provide the academic course offered;

The University withdraws an offer of Enrollment for any reason (except if the student has provided incomplete or incorrect information, in which case, remedies to correct the situation between University and the student will be exercised)

A student exercises the right to cancel the enrollment agreement and requests a refund of charges paid, through attendance at the first class session, or by the seventh day after enrollment, whichever is later. The 250 USD deposit is not refunded, if the student cancels his/her own participation.

**ATMU will refund unearned institutional charges, if the student cancels an enrollment agreement or withdraws after a period of attendance under the following conditions:**

Student has completed 60 percent or less of the period of attendance; refund amount shall be on a pro rata basis for the remaining scheduled period of attendance. In this regard, students who have completed more than 60 percent of the scheduled period of attendance, do not have right for refund.

**ATMU will pay or credit refunds within 45 days of a student's cancellation or withdrawal.**

**How to get refund**

A student who wants a refund, following the rules above is to use the form on the ATMU website [www.atmu.edu](http://www.atmu.edu)

**The Refund Request form has to be sent within the deadlines mentioned above, to [admission@atmu.edu](mailto:admission@atmu.edu)**

**Calculations of the final refund amount will be determined by ATMU in accordance with set policies and guidelines for Refunds, and will be based on criteria as set forth in Provision G.1. of this Enrollment Agreement.**



## STUDENT ACKNOWLEDGMENTS

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. 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.

1. I hereby acknowledge receipt of the school's catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. \_\_\_\_\_ Student initials.
2. I hereby acknowledge receipt of the 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. \_\_\_\_\_ Student initials.
3. I have carefully read and received an exact copy of this enrollment agreement. \_\_\_\_\_ Student initials.
4. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain a satisfactory academic progress, as described in the school catalog, and that my financial obligations to the school must be paid in full before a certificate may be awarded. \_\_\_\_\_ Student initials
5. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.  
\_\_\_\_\_ Student initials
6. I understand that complaints, which can not be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Bureau for Private Postsecondary Education All student complaints must be submitted in writing. \_\_\_\_\_ Student initials



## CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by American Tech and Management University.

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 to the institution, and that the institution's cancellation and refund policies have been clearly explained to me.

My signature below signifies that I have fully read and understood all aspects of this agreement, and do recognize my legal responsibilities in regard to this contract.

This agreement is legally binding when signed by the student and accepted by the institution.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \_\_\_\_\_

TOTAL CHARGES FOR ENTIRE PROGRAM: \_\_\_\_\_

TOTAL CHARGES FOR THE STUDENT TO PAY UPON ENROLEMENT: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

Name & Signature of Student

Date

\_\_\_\_\_

Name & Signature of School Official

Date

### REPRESENTATIVE'S CERTIFICATION:

I hereby certify that \_\_\_\_\_ (name of applicant) has been interviewed by me and, in my

judgement, meets all requirements for acceptance as a student in the \_\_\_\_\_

(program name) at American Tech and Management University in California, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_

\_\_\_\_\_

Name & Signature of School Official

Date

Date & Initials Student \_\_\_\_\_/Institution \_\_\_\_\_

# ENROLLEMENT FORM

6200 Stoneridge Mall Road - Suite 300.  
Pleasanton, CA 94588, USA

[www.atmu.education](http://www.atmu.education)

*This Enrollment form is for the School term 2017/2018*