



Truth Theological Seminary

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E-mail-registrar@truthseminary.com

STUDENT ENROLLMENT AGREEMENT AND REGISTRATION FORM

學號 ID	學生正楷英文姓名 Student Name (Print)	Quarter/Year
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此為北美真道神學院與簽約學生兩者間成立之合約。學生應依學業目錄所列之費用繳付各種費用。所列費用變更時，校方應先行通知。簽約學生在本學季註冊選修之科目及應繳之費用如下。學生應在本院上課。

This agreement is entered between Truth theological Seminary (referred as TTS hereafter) and the undersigned student (referred as YOU hereafter). You are responsible for the payments of applicable fees listed on TTS catalog. All fees are subject to change without prior notice. Below-listed are the fees you are obligated to pay TTS for the classes you have enrolled for this registration. All classes will be instructed at TTS campus.

課號	Course Code								TOTAL	
上課總時	QCH								上課總時 QCH	
學分	Unit								學分 Units	
學費	Tuition								學費 Tuition	Refundable
個別授課費	Private Lesson								個別課費 P/L Fee	Refundable
個別課指導教授	Private Lesson Instructor								註冊費 Registration	\$45 Non Refundable
<i>OFFICE USE</i>	Installment Date								逾期 Late Fee	Non Refundable
	Amount Paid								加退選 Add-Drop Fee	Non Refundable
	Check / Cash								應付金額總數	
	Receipt #								Total Amount of Obligation	

校方會從每個加州居民學生所繳學費中，抽取一部份支付 [加州學生學費歸還基金 STRF]。有關內容，請看背頁。

A portion of each Californian student's tuition is paid into the STUDENT TUITION RECOVERY FUND (STRF). See the reverse side for description of the STRF.

從校方會交一份學業目錄給學生，內含退費辦法、學業課程、教育服務及學校介紹等資料。這些資料會關係該生的入學決定。該學業目錄僅作提供資料用，不應視作合約，故本院得保留不事先通知學生而更改目錄內學位計劃、規定、學雜費、以及課程說明的權利。

You have been given a TTS catalog including a written refund provision, a description of the course or educational service including all material facts concerning TTS and the programs or courses of instruction, which are likely to affect your decision to enroll. The Catalog provides information and does not constitute a contract. TTS reserves the right to make changes in the programs, regulations, tuition fees, and courses described in the catalog without notice.

取消合約：學生得取消合約，根據合約背頁所登載之[退費辦法]辦理手續以領回退款。學生本人須往註冊組填寫[加退選課申請單](105號表格)。

BUYER'S RIGHT TO CANCEL: You have the right to cancel this enrollment agreement and obtain a refund according to the refund provision disclosed at the back of this agreement. To cancel this agreement, you must fill out an [Add/Drop Petition] (Form 105) and notifying Registrar at TTS Office.

法律效力：此合約在學生本人簽名及院方接受後，立即發生法律效力；且簽約學生應即保存一份副本。簽約學生在簽名時應已細閱並充分瞭解這份合約的內容，應是本院的權利和責任，且校方亦已清楚向簽約學生解釋[退費辦法]。

Legally Binding: This agreement is a legally binding instrument when signed by you and accepted by TTS. Immediately upon signing this agreement, you will be given a copy of it to retain. **Your signature below certifies that you have read and understood, and agreed to your rights and responsibilities, and that TTS cancellation and refund provisions have been clearly explained to you.**

對本院有問題卻沒有獲得滿意的答覆時，可直接向 Bureau for Private Postsecondary and Vocational Education 投訴，地址如下：

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the School should be directed to the Bureau for Private Postsecondary and Vocational Education at

400 R Street, Suite 5000, Sacramento, CA 95814

Student's Signature	Date	Date / Signature of Registrar	R	A/D
			F	

若以下項目有變更, 請填寫 **Complete Items Changed**

地址 / Address			
電話 Tel.: ☐ Day	夜 Evening	手機 Cellular	電郵 E-Mail
所屬教會 Church Attending		教會牧師 Pastor	

REFUND PROVISIONS

Cancellation Of Student Enrollment Agreement

The student has a right to cancel a Student Enrollment Agreement no later than the midnight of first day of instruction. To cancel, the student must notify Truth Theological Seminary (TTS) with a written notice of cancellation to the Registrar office either in person or by certified mail. The cancellation takes effect when such notice is received. The Registrar will issue a confirmation with the effective cancellation date.

In such case, the student will receive a full refund of all tuition paid. However, the \$35 application fee and the registration fees (up to \$35) are non-refundable.

If TTS has loaned to the student any equipment, books or other materials, the student shall return these on loan items to TTS in good condition within 10 calendar days following the effective date of cancellation. If the student fails to return such loaned items in good condition within the said period, TTS may deduct the documented costs for such items from the refund. Once the student has paid for the loaned items, the student may keep the paid items without further obligation.

Withdrawal From Course

The students have the right to obtain refund when withdrawal takes place at any time up to the 60% completion of the course program. Withdrawal from course takes place when any one of the following occurs:

1. When the student fills out a petition (Form 105) and submits the form to Truth Theological Seminary's Registrar in person or by certified mail. The withdrawal takes effect when the request is received.
2. When TTS terminates the student's enrollment.
3. When the student has failed to attend classes for a three-week period without notifying the attendance officer or making proper arrangements. In this case, the date of withdrawal shall be deemed to be the date of the third absence.

When a student withdraws from an enrolled course during the period allowed for tuition refund, the student is obligated to return TTS the on loan items in good condition within 10 calendar days following the effective date and to pay only for educational services rendered and for the unreturned on loan items.

Guidelines

1. TTS will issue a refund to the student within 30 calendar days following the effective cancellation / withdrawal date.
2. It is the policy of TTS not to pay the refund to any third party payers.
3. To determine the amount to be refunded, the following formulas will be applied:
(The Amount To Be Refunded) = (Total Amount The Student Paid) – (A) – (B) – (C)
(A) = Total of applicable non-refundable fees = (\$35 Admission fee) + (\$25 Registration fees, or \$35 when late registration had been charged) + (other late charges)
(B) = Costs of unreturned on loan items
(C) = (Total Tuition Amount of The Withdrawn Course) / (Total Instruction Hours of The Course)*(Total Hours The Instruction Completed)

The following table illustrates the tuition refund scale:

Until the End of	2 nd week	3 rd week	4 th week	5 th week	6 th week	7 th week
% Of Completed Instruction	20%	30%	40%	50%	60%	70%
Refund Portion	100%	70%	60%	50%	40%	0%

For example, if the student completes only 4 hours on a 20-hour course and paid \$150.00 tuition, the student will receive a refund of \$120.00 to recover the unused tuition.

4. When the amount to be refund is a negative figure after the above calculation, the figure is the amount the student owes TTS. The Financial officer will notify the student for such amount due and set arrangement to pay off.
5. It is the student's obligation to pay off any the amount due TTS.

STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student 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 judgment.

To be eligible for STRF, the student must be a "California resident" and reside in California at the time the Student Enrollment Agreement is signed or when the student receives lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident".

To qualify for STRF reimbursement, the student must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If the student does not any receive notice from the Bureau, the student has 4 years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two years of the final judgment.

It is important that the student keeps copies of the Student Enrollment Agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R. Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427