

# ENROLLMENT AGREEMENT FOR ONE TERM OF STUDY



All programs include at least some required courses via distance education.

*This Enrollment Agreement is applicable to  
the following courses and programs at Adizes Graduate School:*  
AGS IS NOT ACCEPTING NEW STUDENTS IN 2018

All for-credit courses individually and those that lead to the following  
Certificates and Degrees with continuing students  
include the following:

### **Interdisciplinary Programs**

Doctor of Philosophy (Ph.D.) in Organizational Transformation

### **Synergetic™ Programs with Adizes Methodology**

Professional Doctorate in Organizational Diagnosis

### **Includes:**

Instructions for submission of this document  
Student Worksheet and Instructions for payment of tuition and fees  
Request for Assistantship (work/study program)  
Written Notice of Cancellation Form

This Enrollment Agreement is valid beginning 1/2/18 through 1/1/19 or  
until new updates become available and are posted in this document online.

**This Enrollment Agreement is legally binding when  
signed by the student and accepted by the School.**

### **Adizes Graduate School: Location of Classes**

All instruction is provided online or, if on-site - at the Adizes Graduate School headquarters  
1212 Mark Avenue, Carpinteria, CA 93013, or at rented professional conferencing facilities  
in Santa Barbara, California.

## **Student Information**

*Student PRINT NAME:* \_\_\_\_\_

*COMPLETE ADDRESS:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*PRIMARY EMAIL:* \_\_\_\_\_

*ALTERNATE EMAIL:* \_\_\_\_\_

*TELEPHONE:* \_\_\_\_\_

*#1 EMERGENCY CONTACT, NAME:* \_\_\_\_\_

*EMERGENCY CONTACT, EMAIL:* \_\_\_\_\_

*EMERGENCY CONTACT, TEL:* \_\_\_\_\_

*#2 EMERGENCY CONTACT, NAME:* \_\_\_\_\_

*EMERGENCY CONTACT, EMAIL:* \_\_\_\_\_

*EMERGENCY CONTACT, TEL:* \_\_\_\_\_

### **Schedule of Classes for 2017:**

WINTER Term 1 - Enrollment must be completed by [December 15, 2017](#). Class begins [January 15, 2018](#) online.

SPRING Term 2 - Enrollment must be completed by [April 15, 2018](#). Class begins [May 14, 2018](#) online.

SUMMER - To Be Arranged

FALL Term 3 - Enrollment must be completed by [August 10, 2018](#). Class begins [September 10<sup>th</sup>](#).

## ENROLLMENT EXPENSE DISCLOSURE AND AGREEMENT: REFUNDABLE COURSE FEES

### STUDENT FINANCIAL OBLIGATIONS EACH TERM. Payable in advance on a class-by-class basis.

(each unit of credit = 15 hours instruction)

Tuition: **\$400 PER CREDIT** for online classes  
**\$850 PER CREDIT** for Phase Training (Phase O-XI)  
**\$1500 PER CREDIT** for Phase E2 (no internship required)

Internship/Lab: **\$600 PER CREDIT** for internship work in the Diagnosis, Design and Teleology tracks only  
**\$400 PER CREDIT** for online labs in the Diagnosis, Design and Teleology tracks only

Paid to the Adizes Institute for Internship/Lab supervision in the CSOMT Programs:

Phase 1: \$5000.	Phase III: \$3800.	Phase VII: \$4400.	Phase X: \$4400.
Phase IV: \$2800	Phase IX: \$3200.		
Phase V: \$5600	Phase VI: \$5000	Phase VIII: \$1400	

Examinations: No fee for Masters Examination, Doctoral Qualifying Review or Defense.  
 \$100-per exam for Phase Training except:  
 \$150 Phase I, III, VII, X combined  
 \$200 Phase IV, IX combined  
 \$300 Phase V, VI, VIII combined

Software: **\$25 PER MONTH OR PARTIAL MONTH OF ONLINE ACCESS** refundable each month 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 **Spiral Dynamics** online class may require an extra materials fee of up to \$100 paid to a vendor for assessments. This fee is refundable, like all examinations, if the assessments are not taken. Books, testing materials, and other course materials are assigned by the instructor for each course and acquisition of these resources are the responsibility of the student.

## PROGRAM AND SCHOOL EXPENSES

**Student Protection Information** - Any questions a student may have regarding this enrollment agreement, any questions or problems concerning the school which have not been satisfactorily answered, any unanswered questions or for filing a complaint may be directed to the Bureau for Private Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA. 95798-0818. International Tel: 916-431-6959. Toll-Free in the U.S. 888-370-7589. Fax: 916-263-1897. Web: [www.BPPE.CA.Gov](http://www.BPPE.CA.Gov).

**NON-REFUNDABLE CHARGES:** Also see AGS Refund Policy in the Program Catalog.

**Registration:** The registration fee of \$100 for your first class is nonrefundable. A one-time fee for new students only.

**STRF:** The Student Tuition Recovery Fund (STRF) is not presently charged for California students as of 1/1/2015.

**Incidentals:** Office supplies, internet, class materials, equipment, books, subscriptions, library services, copying, postage, transportation, rooms and meals for conferences are neither provided by nor refundable through AGS. Students who elect to travel to live-seminars rather than to take online courses are responsible for their costs.

**Late Application:** \$250

**Transfer of Credit:** No charge to transfer credit.

**Experiential Credit:** There is a fee of \$100 for documentation of experiential credit.

**Transcripts:** Provided by email at no charge in a secure un-editable PDF form. The first three transcripts shipped by post are free and a \$10 fee is charged for each additional transcript.

**Repeating Examinations:** No fee for second attempt at Phase examinations. Second attempt at the Master's Thesis or Exam \$750. Second attempt at Doctoral dissertation or defense \$2300. Additional terms of study may be required by a Doctoral Committee.

**Housing / Onsite Events:** Moderate accommodations will be identified and information sent to participants who plan to come to events arranged by the School. The estimated cost for seminars in Santa Barbara, California, are \$150 per night for a room and some meals. All travel costs are the student's responsibility. The School has no responsibility to find or assist a student in finding housing, does not contract with housing vendors, and has no private facilities for student or faculty housing.

**REFUND POLICY AND EXAMPLE OF CALCULATION:**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after completing an Enrollment Agreement, whichever is later. 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. There are no refunds granted after 60% of any course has been completed.

For example, if the student completes only 3 of 11 formal lessons of instruction in a class, and paid \$2000, they would receive a refund of \$1454.54. Calculation:  $\$2000/11=\$181.81/\text{week} \times (11-3=8) \text{ weeks} = \$1454.54$

Refunds will be paid within 45 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.

**If English is not your primary language, and you are unable to understand the terms and conditions of the enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language. You have the right to request professional translation of this document and all policies at Adizes Graduate School from the translator of your choice at your expense.**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Adizes Graduate School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or Doctoral degree you earn in Adizes Graduate School is also at the complete discretion of the institution to which you may seek to transfer. If the credits or Doctoral degree 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 Adizes Graduate School to determine if your credits or Doctoral degree will transfer.

This applies to all courses and all programs at Adizes Graduate School.

*Student PRINT NAME:* \_\_\_\_\_

*I have read and understand these policies, statements, refundable and non-refundable fees and expenses:*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**ESTIMATED MAXIMUM TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM (ALL PROGRAMS):****ORGANIZATIONAL TRANSFORMATION (MA/PhD, Dual-Track MA/PhD):**

The total maximum cost for the Master of Arts is (10 courses, 5 credits each at \$400/credit or \$2000 per course) + \$100 administrative fee + up to \$1000 for software access fees = \$21,100.

The total maximum cost for the Ph.D. (9 courses, 3 terms of supervised dissertation writing x \$2000, for a total of 60 credits) is \$24,000 + \$100+ up to \$1200 in software access fees = \$25,300.

The dual-track PhD is 14 courses +3 terms of supervision (x\$2000) + \$100 + up to \$1700 = a maximum cost of \$35,800.

**CHANGE MANAGEMENT THEORY (Certificate, MA, PhD - PROGRAMS ARE SEQUENTIAL):**

The Certificate (SCMT) is (4.5 credits for exam-based courses x \$850 = \$3825) + (5.5 credits @400/credit for 2 online courses = \$2200) + up to \$200 in software access fees + \$300 exams + \$100 = maximum cost \$6625.

The Master of Arts includes the Certificate in SCMT (\$6625) plus four additional online courses at 5 credits each (4 x \$2000) + up to \$400 software access (\$8400 additional) = a maximum program cost of \$15,025.

The Ph.D. includes 60 units of credit in 9 online courses and 3 terms of supervision at \$400 per credit (\$24,000) + up to \$1,200 in software access fees for a maximum total of \$25,200.

**BUSINESS ADMINISTRATION (Certificate, MA - PROGRAMS ARE SEQUENTIAL):**

The Certificate in Business Administration includes 17 units at \$400 each (\$6800) + up to \$400 software access + \$100 = \$7,300. total maximum cost for the program.

The Master of Arts (MSBA) includes the Certificate in Business Administration above (\$7300) plus the Certificate in Clinical Sybergetic™ Organizational Management & Transformation (\$15,275.minus \$100 fee already paid)= a total cost of \$22,475.

**SYMBERGETIC™ ORGANIZATIONAL TRANSFORMATION WITH SPECIALIZATION:**

Diagnosis (phases I, II, III) - Maximum cost with Masters, \$42,700, without, \$51,100

Design (phases IV, V, VI) - Maximum cost with Masters, \$47,500, without \$58,000

Teleology (phases IV, VIII, IX & XI) - Maximum cost with Masters, \$48,300, without \$56,700

**CLINICAL SYMBERGETIC™ ORGANIZATIONAL MANAGEMENT & TRANSFORMATION (SEQUENTIAL PROGRAMS):**

The Certificate (CSOMT) maximum total cost would be (5.5 credits x \$850 = \$4675) + (10 credits x \$400=\$4000 for two online courses) + (Phase E2 @ \$6000) + up to \$200 in software access fees + \$400 for exams + \$100 Admission = \$15,375.

The Master of Arts (CSOMT) includes the Certificate in CSOMT (above) plus 8 units of credit in phase training (8 x \$850=\$6800) and two online courses (2 x \$2000) + up to \$200 software access fees, two exams (\$350), for a total of \$11,350+\$15,375 = \$26,725

+ \$23,600 FOR INTERNSHIP/LAB SUPERVISION PAID TO THE ADIZES INSTITUTE, NOT AGS.

The Doctorate (CSOMT) requires an additional 45.5 units in 10 online courses (\$18,200), supervised writing (6.5units x \$400 (\$2600) + up to \$800 access fees + phase training (7.5units x \$850 = \$6375) + exams (\$400) = \$28,375 (.5 credit for final project)

+ \$12,000 FOR INTERNSHIP/LAB SUPERVISION PAID TO THE ADIZES INSTITUTE, NOT AGS.

*I have read and understand the program costs and all related cost information:*

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Signature

Date

**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.

**STUDENT’S RIGHT TO CANCEL.** The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, before materials are received, or the seventh day after enrollment, whichever is later. There are no refunds after 60% of any course has been completed. **The last page of this document provides a convenient Cancellation Form (Notice of Cancellation).**

If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student returns materials. Cancellation is effective on the date written notice of cancellation is SENT. You may cancel this enrollment agreement and receive a refund of moneys paid directly to the School by providing written notice by email or by certified mail to: Registrar, Adizes Graduate School, 1212 Mark Avenue, Carpinteria, CA 93013.

Adizes Graduate School does not participate in federal student loan programs and accepts no loan payments directly. Per Educational Code §94911(f)), (g) (1) (2) If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The student is solely responsible for contracting for a loan and liable for all consequences of default. If the student defaults on a federal or state loan, both of the following may occur:

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

By your signature, you acknowledge that you understand all program and course requirements including costs and the credit/clock hours required to complete a course. 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 acknowledges that a performance fact sheet, cost expectations, program catalog, cancellation and refund policies have been provided to you.** 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, and the 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, and 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 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 Refund and Cancellation Policies have been clearly explained to me. Do NOT sign this form if you do not understand English fluently.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SCHEDULE OF PLANNED CLASSES (ONE TERM)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I am enrolling in the following class(es) *THIS TERM ONLY* (write in classes below).**

**Term:** *Winter Spring Summer Fall*

**Class Name:** \_\_\_\_\_

**Class Name:** \_\_\_\_\_

**Online Classes - Winter 2017-18**

Enrollment must be completed by **December 15, 2017**.  
Class begins **January 15, 2018**.  
**\$75 software access fee.**  
Class ends **March 31, 2019**.

**Online Classes - Spring 2018**

Enrollment must be completed by **March 15, 2018**.  
Class begins **May 14, 2018** online.  
**\$75 software access fee.**  
Class ends **July 28, 2018**.

**Summer 2018**

Class dates in June, July or August will be announced.  
Summer classes are arranged as needed. There may be no summer classes in a given year. Enrollment deadlines will be announced

**Online Classes - Fall 2018**

Enrollment must be completed by **August 10, 2018**.  
Class begins **September 10<sup>th</sup>** online.  
**\$100 software access fee.**  
Due to Thanksgiving Holiday in USA, Class ends **December 1, 2018**

## NEW STUDENT ORIENTATION AND ABILITY TO BENEFIT FROM INSTRUCTION

### ORIENTATION

**Allow 10 days (TEN DAYS) over three (3) weeks minimum for Orientation and Software Training.**

There are three parts to the AGS orientation.

The Self-Assessment in this application is both part of the required assessment process for Admissions and the first part of your preparation and Orientation to online learning. You will receive formal feedback on this document from the Student Dean during Admissions. The Orientation process (via email) takes 4-5 days, depending upon your responsiveness.

Software Training is provided a week prior to the start of the first class. Training is self-guided and takes about 90 minutes. The final 'quizzes' will be reviewed and discussed before you are admitted to your first online course. The Software Training process (via email and online) takes 4-5 days. No purchase or download needed.

Optional Entrance Exercises: Certain basic theoretical concepts and terminology provide a critical foundation to the course of study. The Entrance Exercise will identify key areas for reference in Adizes and Spiral Dynamics texts. You will find yourself referring to these texts throughout your course of study.

### ALL STUDENTS

#### Books and materials:

Students, especially overseas students, are advised to allow sufficient time for ordering books prior to the start of each course. A minimum of four weeks (**FOUR WEEKS**) is suggested.

**I understand that I am expected to allow sufficient time for ordering books, for Orientation and Software Training processes prior to the start of my first class. I understand that the school is required to assess my ability to benefit from instruction through the Admissions Processes described herein.**

**Location of classes:** Most classrooms may be accessed via the internet. Live sessions are hosted at a pre-arranged venue in Santa Barbara, California. Details are provided and are available on the internet at least 2-3 months prior to each session.

**Course Descriptions:** All courses are described in detail in the AGS Program 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. On-ground courses and seminars vary in duration from 1-7 days. Each online course is 5-11 weeks, requiring 15 hours of reading/writing/research per week. Each online course is 2-5 units of graduate credit calculated in semester hours. Each credit requires approximately 45 hours of student engagement with the instructor and doing homework and projects. Each week in each term is considered a "lesson" for the purposes of tuition refund calculation as described in the AGS Catalog and website. There are at least three terms of study offered yearly plus live seminars and on-ground courses.

***I have read and understand the above and allowed sufficient time to prepare:***

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



**PRE-ENROLLMENT DISCLOSURE: NOTICE TO PROSPECTIVE STUDENTS**

This institution is approved by the bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_

Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**71716. Distance Educational Programs - Specific Provisions for Instruction Not in Real Time.**

An institution shall transmit all of the lessons and other materials to the student if the student:

(A) has fully paid for the educational program; and  
(B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

(d) The enrollment agreement shall disclose the institution's and student's rights and duties under this section.

STUDENT WORKSHEET (all amounts in US Dollars):

**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.**

**THIS PAGE CONTAINS THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT THIS TERM.**

**FOR ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM -see page 5**

**FEES AND CHARGES DUE WITH THIS ENROLLMENT AGREEMENT:** The student is responsible for calculating and paying the following fees and charges, **before the first day of class:**

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.

TODAYS DATE (M/D/Y): \_\_\_\_\_

Online Class: \_\_\_\_\_ Tuition: \$ \_\_\_\_\_ S/W Access: \$ \_\_\_\_\_

Online Class: \_\_\_\_\_ Tuition: \$ \_\_\_\_\_ S/W Access: \$ \_\_\_\_\_

On-ground Class: \_\_\_\_\_ Tuition: \$ \_\_\_\_\_

On-ground Class: \_\_\_\_\_ Tuition: \$ \_\_\_\_\_

NON REFUNDABLE FEES (if applicable: STRF, Late Application Fee): \$ \_\_\_\_\_

REGISTRATION FEE FOR THE FIRST CLASS TAKEN AT AGS ONLY, \$100: \$ \_\_\_\_\_

**I WILL PAY THIS AMOUNT DUE NOW** ..... \$                       
(Did you include your registration, software access, all tuition fees, and other fees where applicable?) **ONLINE**

*PAYMENTS: (contact Registrar@Adizes.com for instructions)*

*This Enrollment Agreement is legally binding when signed by the student and accepted by the School:*

Print Name: \_\_\_\_\_ Registrar Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Registrar Signature: \_\_\_\_\_

Registrar date: \_\_\_\_\_

..... **Don't forget to order your books!**

**THIRD PARTY PAYOR** (Contact name, telephone, email, institution):

\_\_\_\_\_  
\_\_\_\_\_

# CALIFORNIA RESIDENTS ONLY

## STUDENT TUITION RECOVERY FUND

Name: \_\_\_\_\_ My State/Country of residence: \_\_\_\_\_

**IF YOU DO NOT RESIDE IN CALIFORNIA, STOP HERE.**

The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. **You may be eligible** for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before the course of instruction was completed.
- 2) 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.
- 3) 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 costs.
- 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

More details regarding residency and other requirements or any questions regarding STRF, may be directed to the Bureau for Private Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. International Tel: 916-431-6959, Toll-Free in the U.S. 888-370-7589. Fax: 916-263-1897. Web: [www.BPPE.CA.Gov](http://www.BPPE.CA.Gov).

Student Tuition Recovery Funds were paid by all California students prior to 1/1/2015. At this time THERE IS NO LONGER a state-imposed assessment for the Student Tuition Recovery Fund (STRF).

**You are not eligible for protection from the STRF if either of the following applies:**

- 1. You are not a California resident, or are not enrolled in a residency program, or**
- 2. 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.**

**California residents, NAME:** \_\_\_\_\_

**Signature:**

**I have read the Required Statements above:** \_\_\_\_\_

# INSTRUCTIONS FOR MAIL / FAX

THERE ARE NINE (10) NUMBERED PAGES THAT MUST BE FAXED TO ENROLL IN YOUR CLASSES EACH TERM (Pages 1-9)

ALL STUDENTS MUST ALSO INCLUDE A SIGNED AND DATED SCHOOL PERFORMANCE FACT SHEET:

<http://adizesgs.org/performance-facts/>

*(The most recent Performance Facts are at the top of the list.)*

**CALIFORNIA RESIDENTS:** also include the Student Tuition Recovery Fund page (p. 11)

**FAX TO: 805-456-1959 ATTN: Admissions**

**PLEASE DO NOT EMAIL SCANNED IMAGES**

**(OPTIONAL) YOU MAY SEND SIGNED COPIES TO:**

Adizes Graduate School  
ATTN: Registrar  
1212 Mark Avenue, Carpinteria, CA 93013 USA

## ***PAYMENT INSTRUCTIONS:***

Contact [Registrar@Adizes.com](mailto:Registrar@Adizes.com)

**PAYMENTS MUST BE MADE THROUGH OUR ONLINE SYSTEM.**

If you require other arrangements, please contact Admissions.

## **QUESTIONS?**

**Call the Registrar at 805-566-0742 Pacific Time**

**or**

**Call the Director of Academic Services at 971-246-5057 Pacific Time**

# Notice of Cancellation



**We are required to provide you with this opportunity to cancel before the first class session. Refunds require withdrawal prior to the beginning of the 6th week of class. Once the sixth week of any class has begun, there will be no refund of tuition.**

## Students Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after completing an Enrollment Agreement, whichever is later. Withdrawal notices will only be accepted in writing by email or by certified mail. Withdrawal is effective upon date of notice.

A fax AND email combined is 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 Headquarters  
1212 Mark Avenue  
Carpinteria, CA 93013

**IF YOU WANT TO CANCEL WITHOUT PENALTY,  
YOU MUST MAIL, EMAIL or FAX YOUR CANCELLATION  
IN WRITING ON THE FIRST DAY OF CLASS.**

Sign only if you are **CANCELLING ENROLLMENT.**

***“I cancel the contract for the school.”***

\_\_\_\_\_  
Date of Cancellation of Class

FAX TO: **805-456-1959**  
**ATTN: Admissions**

\_\_\_\_\_  
Name of Student Canceling Class

EMAIL: [Registrar@Adizes.com](mailto:Registrar@Adizes.com)

\_\_\_\_\_  
Signature of Student Canceling Class

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. Review the Refund Policy in this document for details.