



**PAYMENT AGREEMENT (Choose One)**

**FULL PAYMENT:** Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount \$: \_\_\_\_\_ Date: \_\_\_\_\_  
DEADLINE: **Friday, January 13, 2012** (\*Credit Card Usage Fee of \$25 per transaction, \$2000 maximum)

**FINANCIAL AID**

**INSTALLMENT PLAN:** \$1500 minimum to be eligible - Payment Amounts \$ \_\_\_\_\_ (divide total by 3)

The installment tuition payment plan is available to all students with a financial obligation of \$1500 or more. Under this plan, students pay tuition expenses in three (3) equal monthly installments. There is no interest or service charge for this plan.

**DEADLINES:** Payment 1: **Friday, January 13, 2012\***

Payment 2: **Friday, February 10, 2012\***

Payment 3: **Friday, March 9, 2012\***

**YSU DOES NOT SEND REMINDER NOTICES FOR PAYMENTS DUE**

\*There is a \$50 fee for the first missed deadline. There is an additional \$100 fee for the second missed deadline. All student accounts must be paid in full by the 3rd payment date published above. Course additions made after the 1st day of the trimester must be paid at the time additions are being made. These additional payments can be made with student loan proceeds, with cash or check, or in accordance with the University installment plan if the Bursar's terms are applicable. A student's Registration is subject to immediate cancellation if his/her account is not paid in full by this published due date of March 9, 2012. By signing this form you accept responsibility for these fees and terms if the payment schedule is not met.

**REGISTRATION POLICIES AND PROCEDURES**

STUDENTS	PROCEDURE	DEADLINE
CONTINUING	Continuing students can register in person or by mail.	Mon., December 12, 2011*
NEW	New students may register in person or by mail with this completed form.	Wed., January 4, 2012
NO FAXES PLEASE!	FAXES WILL BE RETURNED TO SENDER	*Late Registration Fee: \$100

**ADD\ DROP POLICIES AND DEADLINES**

COURSE LENGTH	ADD DEADLINE	DROP DEADLINE
15 Weeks	Before 3 <sup>rd</sup> Class	Before 7 <sup>th</sup> Class
8 Weeks	Before 2 <sup>nd</sup> Class	Before 3 <sup>rd</sup> Class

\*\* Classes dropped before the above deadlines are a Withdrawal (W). Classes dropped after the above deadlines are a Withdrawal/Failure (WF). Unattended classes that are not officially dropped are an automatic Failure (F). Any class dropped prior to the second week of school will show a 'WX' on the transcript. 'WX' has no academic or financial penalty.

**ATTENDANCE AND REFUND POLICY**

**ATTENDANCE:** Unless otherwise specified by the instructor, students are allowed a maximum of four (4) absences for a 15 week course and two (2) for an 8 week course. Any more than four (4) or two (2) respectively, will result in automatic failure in the class.

**REFUND POLICY:** All students are entitled to a full tuition refund if the registration agreement is canceled before the first day of the trimester. Registration fees are non-refundable. Students may receive a pro-rated refund for the unused portion of the tuition (excluding fees). Withdrawals must be submitted by Monday @ 8:30am of the class week to receive a pro-rated refund for the upcoming week.

Example: A student paying \$2000 in tuition (8 units x \$250/unit) who withdraws from all courses after 4 weeks with 11 weeks remaining would receive a refund of \$1466.67. **Once a class has met for 60% of its total hours, no tuition refunds will be given (in accordance with California regulations).** Cancellation will occur when the student gives written notice of cancellation to the School by mail, by hand, or by email (info@yosan.edu). Forms are available in the Administrative Office. The written notice of cancellation, if sent by mail, is recorded as of the date of the postmark if properly addressed with postage prepaid. The return of federal funds will be administered in accordance with the United States Department of Education regulations. **This document will be retained in the student files.**

You have been given:

- (a) a written statement of the refund policy, including examples
- (b) a catalog including a description of the courses or educational services, including all material facts concerning the school and the program or the course of instruction that are likely to affect your decision to enroll
- (c) a curriculum acknowledgement and release agreement to read, review and sign prior to or at the time of execution of this agreement
- (d) a tour of the university facilities at some point prior to initial enrollment

Your signature on this agreement acknowledges that you have been given reasonable time to read and understand these materials and that you accept the terms and conditions included therein. This agreement will become part of your permanent academic record and you will be given an exact copy. This agreement is for educational services leading to the degree of Master of Acupuncture and Traditional Chinese Medicine. A total of 3375 hours are required to complete the program. Start date: \_\_\_\_\_ Scheduled completion date: \_\_\_\_\_

In consideration of the mutual agreements established in this document, my signature below signifies that I have read, understood, and agreed to my rights and responsibilities, and that the University's cancellation and refund policies have been clearly explained to me. I understand that my enrollment and YSU's obligations under this Agreement (except the cancellation and refund policies) may be terminated by YSU if I fail to comply with YSU's attendance, conduct, academic and/or financial requirements.

<b>X</b>	_____	_____	_____	_____
<b>STUDENT SIGNATURE</b>	<b>DATE</b>	<b>ACADEMIC COUNSELOR</b>	<b>DATE</b>	
<b>Office Use Only:</b>				
<b>Registrar/DSA:</b> _____	<b>Date:</b> _____	<b>Data Entry:</b> <input type="checkbox"/> <b>Registration in Champlain</b> <input type="checkbox"/> <b>Accounting</b>		