

Viridis Graduate Institute

Ecopsychology and Environmental Humanities

417 Bryant Circle. Ojai, CA 93023
(011) 805-889-0169 www.viridis.edu

Doctor of Arts Student Enrollment Agreement

Welcome to the Viridis Graduate Institute Community

Viridis Graduate Institute is a 100% Distance Education provider. All program courses are held online in synchronous real time ZOOM session.

Please fill in form completely and submit to Office of the Registrar: vgi.registrar@viridis.edu

STUDENT INFORMATION

First Name _____ Last Name _____

Address Street _____

State _____ Zip / Postal Code _____ Country _____

Email Address _____

Date of Birth _____

Social Security (US Citizen) _____

Passport Number (International Student) _____ Country Issued _____

Contact Phones: Home # _____ Cell # _____

ACCREDITATION

Viridis Graduate Institute is accredited by the Distance Education Accrediting Commission (DEAC) www.deac.org. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA - <http://chea.org>).

STATE AUTHORIZATION

Viridis Graduate Institute, a private institute, has been granted full approval to operate by the Bureau for Private Postsecondary Education (BPPE). An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. CEC §94817.

AGREEMENT INFORMATION

Viridis Graduate Institute (VGI) and _____ (the student) hereby enter into a legal agreement governing the student's and VGI's obligations in accordance with the laws of the state of California. This agreement does not contain all the policies, procedures, rules, regulations, and academic requirements applicable to Viridis Graduate Institute, and its programs. Additional provisions governing the relationship between the student and Viridis Graduate Institute are contained in the Catalog, available at www.viridis.edu and the Student Handbook that are sent to all students, both before and during a student's enrollment at Viridis Graduate Institute (both are subject to periodic change).

PROGRAM INFORMATION

This agreement governs the student's enrollment in the following degree program:

Doctor of Arts in Ecopsychology and Environmental Humanities

Quarter Credits: 90

Program Length: 3 years

Time Commitment for Degree

Doctor of Arts students must complete three (3) quarters of coursework in no less than nine (9) months (Year 1); three (3) quarters of coursework in no less than nine (9) months (Year 2); one (1) quarter of coursework in Year 3 and the Doctoral Capstone Project. The maximum time to complete the program is 3 years (36 months).

Start date: Fall: 2021

Expected Completion: Fall 2024

TERMS OF ENROLLMENT AGREEMENT

The term of this agreement is thirty-six (36) months from the date of the contract acceptance as indicated by the institutional signature and date.

TUITION & FEES

Tuition and Fee rates are set annually and based on a scheduled start date and continuous enrollment. Program tuition and fee rates remain the same for duration of the program with continuous enrollment. A cancellation or withdrawal in enrollment may result in a change to the tuition and fee rates. Tuition and fees cover access to all elements required in an educational offering.

Total Tuition: \$20,700

Technology Fee: \$450 (Nonrefundable)

Doctoral Capstone Project Fee: \$3,000 (Nonrefundable)

TOTAL TUITION & FEES: \$24,150

TUITION PAYMENT SCHEDULE

The student agrees to make twenty-seven (27) monthly payments of \$740.00 dollars and one (1) final payment of \$720.00. Payments begin September 1, 2021.

FEE PAYMENT SCHEDULE

Technology Fee: Year 1 - The student agrees to make one payment of \$225 due September 1.

Technology Fee: Year 2 - The student agrees to make one payment of \$225 due September 1.

Doctoral Capstone Project Fee: Year 3 - The student agrees to make three payments of \$1,000 due July 1, September 1, and November 1.

Your first monthly payment will be September 1, 2021. Subsequent monthly payments will be due on the 1st day of the month. You will be assessed a \$5 late charge for any payment more than ten (10) days past due. This is a Retail Installment Contract and Truth in Lending Disclosures apply. Upon receipt and review of this enrollment agreement, you will receive written notification of the Institute's acceptance or rejection of this agreement. If this agreement is accepted, Viridis Graduate Institute will email you an endorsed copy.

TUITION & FEES		Cost per credit	Tuition	Tech Fees	Tuition & Fees
Year 1 Credit Hours	32	\$ 230.00	\$ 7,360.00		\$ 7,360.00
Year 2 Credit Hours	34	\$ 230.00	\$ 7,820.00		\$ 7,820.00
Year 3 Credit Hours	24	\$ 230.00	\$ 5,520.00		\$ 5,520.00
Tech Fee				\$ 450.00	\$ 450.00
Doctoral Capstone Project Fee				\$ 3,000.00	\$ 3,000.00
TOTALS			\$ 20,700.00	\$ 3,450.00	\$ 24,150.00
PAYMENT SCHEDULE					
Tuition		Due first of the month	27 Payments of \$740.00		
			1 Final Payment \$720.00		
Fees					
Tech Fee Year 1		Due 9/1 Year 1		\$ 225.00	
Tech Fee Year 2		Due 9/1 Year 2		\$ 225.00	
Doctoral Capstone Project Fee		Due 7/1 Year 2		\$ 1,000.00	
		Due 9/1 year 3		\$ 1,000.00	
		Due 11/1 Year 3		\$ 1,000.00	
TOTAL TUITION & FEES			\$ 20,700.00	\$ 3,450.00	\$ 24,150.00

TRUTH & LENDING DISCLOSURE

A degree will not be granted until the tuition plan is paid in full.

1. Sale Price (Tuition & Fees)\$24,150
2. Enrollment Fee (due with Online Application).....\$100
3. Nonrefundable Technology Fee..... \$450
4. Nonrefundable Doctoral Capstone Project Fee.....\$3,000
5. Twenty-seven (27) payments of \$740 one final payment of \$720 \$20,700
6. Annual Percentage Rate 0%
7. Finance Charge \$0
8. Total of Payments..... \$24,150
9. Total Sales Price \$24,150
10. STRIPE Credit Card Convenience Fee..... 2.9%
11. ACH STRIPE Fee..... \$5.00

Textbook Costs

The cost of textbooks is not included in the quoted tuition and are based on *new* book prices. You may purchase from a vendor of your choice. Used and ebooks may be appropriate depending on course requirement. Estimated Costs for textbooks: \$600.

Other General Service Fees Not Included in Tuition

Independent Study Course Fee	\$350.00
Graduation Fee (due 30 days before graduation)	\$50.00
Late Fee (on monthly payments)	\$5.00
Official Transcript Fee	\$10.00
Reactivation Fee	\$50.00
Returned Check Fee	\$30.00
Diploma Replacement	\$75.00
Stripe Credit Card Convenience Fee	2.90%
Stripe ACH Fee	\$5.00
Master Capstone Time Limit Fee (Year 3)	\$500.00
Fee every three months that the student goes beyond the Capstone Project deadline.	
Doctoral Project Time Limit Fee (Year 4)	\$2,000.00
Fee every six months that the student goes beyond the Capstone Project deadline.	

METHOD OF PAYMENT

Payment is due upon the applicant's acceptance into the degree program and in conjunction with the endorsed payment plan. Tuition must be paid by ACH check or credit card. Secure online payment can be made through Viridis Graduate Institute's secure Stripe platform in Populi. VGI encourages students to set up the ACH on Populi.

Financial Aid

Viridis Graduate Institute does not participate in state or federal financial aid funded programs. Though the primary responsibility for education financing rests with the student, we encourage applicants to explore any of the following avenues of financial assistance:

- Viridis Graduate Institute's Interest-Free Tuition Payment Plan
- Employer Tuition Reimbursement Programs. Consult your employer for assistance.

CANCELLATION & REFUND POLICY**Satisfaction Policy**

If for any reason, you choose to discontinue your studies, Viridis Graduate Institute has established this cancellation and refund policy for your protection. Viridis Graduate Institute 's refund policies conform

to the requirements of the Bureau for Private Postsecondary Education (BPPE) Ed. Code §94911, refund policies required by the federal Department of Education in 34 CFR 668, and complies with the refund and termination procedure requirements of the institution's accrediting body, the Distance Education Accrediting Commission (DEAC).

Federal Trade Commission Cancellation Notice

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges, minus the application fee of \$100, paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later. If a student withdraws after seven days, the following refund policy applies.

Other Cancellations: An applicant requesting cancellation more than seven days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the online Application Fee of \$100.00.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Office of the Registrar (vgi.registrar@viridis.edu). The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for three (3) weeks out of the ten (10) week program.
 - D. All applicable refunds will be issued within 30 days of the determination of the withdrawal date.

After the commencement of classes, the tuition refund, minus the online Application Fee of \$100.00 will be determined as follows:

Sample Refund Calculation

In the first quarter, each course is 3 credits at \$230 per credit = \$690 per course. There are three courses per quarter. Each class is 10 weeks = \$69.00 per week per class. All refund examples below assume that the student has paid in full prior to beginning the quarter.

Week 1	Student receives a 100% refund: \$690
Week 2	Student receives an 80% refund: \$552
Week 3	Student receives a 60% refund: \$414
Week 4	Student receives a 40% refund: \$276
Week 5	Student receives a 20% refund: \$138
Week 6	No Refund, students has completed 60% or more of the quarter period of attendance.

A student may submit notice of cancellation or withdrawal in any manner, however, the Institute prefers to receive this notice in writing. Enrollment cancellation may be conveyed to the Institute by email or post mail.

Email: vgi.registrar@viridis.edu

Mail: Viridis Graduate Institute
417 Bryant Circle • Ojai, California 93023

Refunds

Students will receive a refund within 30 days of notification of cancellation.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses 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 (FTC Rule effective 5-14-76).

Viridis Graduate Institute Right to Cancel

Prior to the Scheduled Start Date, Viridis Graduate Institute may terminate this agreement if the student has failed to meet application and admissions requirements, including, but not limited to, paying required online application fee, submission of all previous college transcripts, proof of completion of relevant degrees, or making arrangements for tuition payment, and any specific pre-enrollment requirements that apply to the above program. Failure to complete the above will constitute grounds for an automatic termination of this agreement if not corrected within 30 days of the Scheduled Start Date. After the Scheduled Start Date, the Institute may terminate this agreement if the student fails to meet Satisfactory Academic Progress, if the student violates VGI's policies for academic authenticity or its code of conduct for student behavior, a lack of academic activity, failure to establish academic verification at the beginning of a new term, or failure to pay tuition.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT VIRIDIS GRADUATE INSTITUTE

The transferability of credits you earn at Viridis Graduate Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree or diploma) you earn in the Doctoral Program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, degree, diploma) that you earn at Viridis Graduate Institute 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 Viridis Graduate Institute will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Viridis Graduate Institute to determine if your (credits, degree, diploma) will transfer. Viridis Graduate Institute has not entered into an articulation or transfer agreement with any other college or university. Viridis Graduate Institute does not accept credit for prior experiential learning, including assessment, challenge examinations, and achievement tests due to the specialization of our programs. Viridis Graduate Institute will accept credits from an outside accredited institution subject to the course(s) accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level. VGI will maintain a written record of the previous education

and training of veterans and eligible persons. All records will clearly indicate that credit has been granted, if appropriate, the educational period shortened proportionately and the student notified accordingly per 21.4253 (d)(3).

STUDENT TUITION RECOVERY FUND (California Students Only) (non-refundable)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. **Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges** (5, CCR Section 76120) . VGI does not participate in Title IV funding. Per BPPE regulations: If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student defaults on a federal or state loan, both the following may occur:(1) 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 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 until the loan is repaid.

GRIEVANCE PROCEEDURE

Any questions regarding this enrollment agreement or if a student feels that he or she has been treated unfairly or unjustly by staff or faculty the student must submit a written statement of the grievance to the President of Viridis Graduate Institute. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by completing a complaint form obtained on the bureau's internet web site www.bppe.ca.gov. Telephone: (888) 370-7589 or (916) 431-6959. Website: www.bppe.ca.gov. Students may also file a grievance or complaint with the Distance Education Accrediting Commission (DEAC) through their Online Complaint System. The Distance Education Accrediting Commission address: 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036, Phone: 202.234.5100, Website: www.deac.org.

Statement of Obligation

Viridis Graduate Institute will provide the student curriculum and instruction in English and with every effort toward reasonable care and skill. Viridis Graduate Institute will make all reasonable efforts to deliver the program as described in the Institute's Catalog, however, the Institute shall be entitled: to alter the course schedule provided; to make reasonable variations to the content and syllabi of the program; Viridis Graduate Institute will make available to the student such learning support facilities and other services it considers appropriate for student success.

Non-Discrimination

Viridis Graduate Institute does not discriminate because of race, religion, age, gender, and national origin, physical or mental disability, in any of its academic programs or in any of its employment practices.

STUDENT ACKNOWLEDGEMENTS & PROMISE TO PAY

I understand that when I register for enrollment at Viridis Graduate Institute I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services.

I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan) in which Viridis Graduate Institute is providing me educational services, deferring some of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule per the current Catalog available on Viridis Graduate Institute website.

I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Honor Code

I affirm that I have read and do pledge to abide by the Honor Code and all other rules and regulations of Viridis Graduate Institute as set forth in the current Institute's Catalog. I commit to satisfactorily completing all coursework within the required program timeframe. This includes actively pursuing my studies and regularly submitting coursework. I understand and recognize my legal responsibilities in regard to this contract.

Contract Acceptance

Prior to signing this enrollment agreement, you must be given the Catalog 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.

Student Initial

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.

Student Initial

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

Total Tuition and Fees: \$24,150

TOTAL PROGRAM: \$24,150

Estimated books: \$600.00 (based on new texts, used and electronic sources are acceptable).

Estimated entire TOTAL: \$24,750

*State of California Student STRF Fee: \$10.50 will be charged to the CA resident student.

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON SUBMISSION OF ONLINE APPLICATION:
\$100**

I understand that this Enrollment Agreement is a legally binding contract when signed by the student and accepted by the institution.

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.

Applicant (Student) Signature or Typed Name

Date

I certify that my name, typed on the line above, is my authorized signature for this document.

Lori Pye, Ph.D., President, Viridis Graduate Institute

Date

End Document//

REV 2021