

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

State

Zip / Postal Code

Country

Email Address

Date of Birth

Social Security (US Citizen)

Passport Number

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

Viridis Graduate Institute is a nonprofit DISTANCE EDUCATION PROVIDER. All educational offerings are delivered in weekly synchronous real time classes through ZOOM technology, where students and instructors meet in a live interactive classroom.

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

Doctor of Arts with an Emphasis in Ecopsychology and Environmental Humanities

Quarter Credits: 90

Program Length: 3 years

Time Commitment for Degree

Doctoral 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 Dissertation Project. Students have nineteen months (19) from the beginning year 3 to complete the Doctoral Dissertation Project. The maximum time to complete the program is 4 years. Beyond 4 years fees may apply.

Start date: Fall 2021

Expected Completion: Fall 2024

TERMS OF ENROLLMENT AGREEMENT

Viridis Graduate Institute follows a quarter system. The term of this agreement is forty-eight (48) months from the date of the contract acceptance as indicated by the institutional signature and date. Any extension to this agreement may incur a fee.

STATEMENT OF OBLIGATION

Viridis Graduate Institute is a private 501(c) 3 nonprofit Institute operating under the laws of the State of California. 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 must manage its resources efficiently and shall be entitled: to alter the timetable, number of classes, and method of delivery, provided such alterations are reasonable; 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 but may vary what it provides from time to time (provision of faculty availability and / or technology support).

TUITION PAYMENT SCHEDULE

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: \$20,250

Technology Fee: \$450 (Nonrefundable)

Dissertation fee: \$3,000 (Nonrefundable)

TOTAL TUITION & FEES: \$23,700

TUITION & FEES		Cost per credit	Tuition	Fees	Tuition & Fees
Year 1 Credit Hours	30	\$ 225	\$ 6,750.00	\$ 150.00	\$ 6,900.00
Year 2 Credit Hours	33	\$ 225	\$ 7,425.00	\$ 150.00	\$ 7,575.00
Year 3 Credit Hours	27	\$ 225	\$ 6,075.00	\$ 3,000.00 \$ 150.00	\$ 9,225.00
TOTALS			\$ 20,250.00	\$ 3,300.00	<u>\$ 23,700.00</u>

PAYMENT SCHEDULE				
Tuition	25 payments of \$810	Due first of the month		\$20,250.00
Tech Fee Year 1 (non-refundable)		Due 9/1 Year 1	\$ 150.00	\$150.00
Tech Fee Year 2 (non-refundable)		Due 9/1 Year 2	\$ 150.00	\$150.00
Tech Fee Year 3 (non-refundable)		Due 4/1 Year 3	\$ 150.00	\$150.00
Dissertation Fee		Due 6/1 Year 3	\$ 3,000.00	\$3,000.00
TOTAL TUITION & FEES				<u>\$23,700.00</u>

TUITION & TECHNOLOGY FEE MONTHLY PAYMENT SCHEDULE

Tuition: The student agrees to make twenty-five (25) monthly payments of \$810.00. Payments begin September 1, 2020.

Technology Fee: Year 1 - The student agrees to make one payment of \$150 due September 1.

Technology Fee: Year 2 - The student agrees to make one payment of \$150 due September 1.

Technology Fee: Year 3 - The student agrees to make one payment of \$150 due April 1.

Dissertation Fee: Year 3 - The student agrees to make one payment of \$1,500 due June 1 and a second payment of \$1,500 due September 1 unless a Payment Plan has been arranged with the Office of the Registrar.

TRUTH & LENDING DISCLOSURE

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

1. Sale Price (Tuition & Fees)	\$23,700
2. Enrollment Fee (\$100)(not applicable).....	\$0
3. Nonrefundable Technology Fee	\$450
4. Nonrefundable Dissertation Fee.....	\$3,000
5. Payments of <u>\$810</u> over twenty-five (25) months	\$20,250
6. Annual Percentage Rate	0%
(The cost of your credit as a yearly rate)	
5. Finance Charge	\$0
(The dollar amount the credit will cost you)	
6. Total of Payments	\$23,700
7. Total Sales Price	\$23,700
8. Student Tuition Recovery Fund Fee (STRF) California Students	\$0
9. STRIPE Credit Card Convenience Fee	2.9%
10. ACH STRIPE Fee	\$5.00

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.

FEES

A one-time nonrefundable Enrollment Fee of \$100.00 is due with the submission of this Student Enrollment Agreement.

Textbook Costs

The cost of textbooks is not included in the quoted tuition and are based on *new* book prices. You may purchase them from a vendor of your choice. Once enrollment is complete, you will receive the Required Reading List for the full list of textbooks. Estimated Costs for textbooks: \$700.

Other General Service Fees Not Included in Tuition

Independent Study Course Fee	\$350.00
Graduation Fee (due 60 days before graduation)	\$50.00
Late Fee (on monthly payments)	\$5.00
Official Transcript Fee	\$10.00
Reactivation Fee	\$100.00

Returned Check Fee	\$30.00
Diploma Replacement	\$75.00
Doctoral Project Extension Fee (Year 5)	\$5,000
Thesis Extension Fee (Year 3)	\$2,500
Stripe Credit Card Convenience Fee	2.9%
Stripe ACH Fee	\$5.00

Financial Aid

Viridis Graduate Institute does not participate in Title IV state or federal financial aid 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.

METHOD OF PAYMENT

Payment is due upon a student's acceptance into the degree program and in conjunction with the selected 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. There is a \$5 ACH STRIPE fee. There is a 2.9% STRIPE Credit Card Convenience fee.

VGI encourages students to set up the ACH on Populi.

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. If the student enrolls in either the master's or doctoral program, each course is treated separately for the purposes of calculating any refund to the student. No student is obligated for tuition charged for a quarter term that has not commenced when the student withdraws.

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, post mail, and telephone.

Email: vgi.registrar@viridis.edu

Mail: Viridis Graduate Institute

417 Bryant Circle • Ojai, California 93023

Telephone: (011) -805-889-0169

WITHDRAWAL FROM THE PROGRAM & REFUND POLICY

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the weekly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of weeks in the program), multiplied by the number of weeks scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. Refunds are paid within 10 days of notification of withdrawal. Any balance due the Institute is due within ten days of withdrawal.

Sample Refund Calculation

In the first quarter, each course is 3 credits at \$225 per credit = \$675 per course. There are three courses per quarter. Each class is 10 weeks ($\$675 \times 10$) = \$67.50 per week per class. Three classes per week ($\$67.50 \times 3$) = \$202.50 tuition cost per week.

Week 1 tuition cost for three classes \$202.50	Withdraw week 1 student receives a refund of \$607.50 if tuition is paid in full.
Week 2 tuition cost for three classes \$405	Withdraw week 2 student receives a refund of \$405 if tuition is paid in full.
Week 3 tuition cost for three classes \$607.50	Withdraw week 3 student receives a refund of \$202.50 if tuition is paid in full.

Week 4 tuition cost for three classes \$810	Withdraw week 4 no refund as tuition cost equals tuition payment of \$810 if tuition is paid in full.
Week 5 tuition cost for three classes \$1,012.50	Withdraw week 5 student receives a refund of \$607.50 if tuition is paid in full.
Week 6 tuition cost for three classes \$1,215	No Refund, students has completed 60% or more of the quarter period of attendance.

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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. The STRF assessment is not required at this time.

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.

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).

Grievance Procedure

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 with regard to an academic process such as grading, testing, or assignments the student must submit a written statement of the grievance to the President of Viridis Graduate Institute. Any grievance between student and professor, VGI will first make every effort to facilitate a conversation between student and professor to resolve the issue. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or 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 or by fax (916) 263-1897. Website: www.bppe.ca.gov. Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. 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.

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 at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, Website Address: www.bppe.ca.gov, Phone Number (916) 431-6959, Toll Free (888) 370-7589.

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.)

Non-Discrimination

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

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: \$23,700

TOTAL PROGRAM: \$23,700

Estimated books: \$700.00 (based on new texts, used and electronic sources are acceptable).

Graduation fee: \$50.00

Estimated entire TOTAL: \$24,450

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$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