

C. PAYMENT

Hawthorn University strives to be an affordable online higher education Institution with low costs per credit, no semester fees and a pay as you go policy. **Tuition is due upon enrollment into a course and must be paid in U.S. currency by check, money order, or credit card.** Students pay only for the courses in which they are currently enrolled. Students will receive the course syllabus and other course related materials upon receipt of course tuition.

D. REFUND POLICY

STUDENT'S RIGHT TO CANCEL

The program in which you are enrolling is distance education - not offered in real time. The institution will release the first lesson and materials to you within 24 hours, typically immediately, after the execution of the enrollment agreement, which includes payment for the first course. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You will receive a refund of all monies paid within 30 days of cancellation. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current period of attendance in your program through the last day of attendance.

Cancellation of this agreement can occur up to: **01/31/2018**
Date

Period of Attendance means:

- 2 credit course = 4 weeks (20 days)
- 3 credit course = 8 weeks (40 days)
- 4 credit course = 12 weeks (60 days)

Note: The period of attendance days for the refund policy is based on a five-day week (Monday through Friday). The learning management system is available 7 days a week, 24 hours a day for the duration of the course.

Cancellation is effective on the date the notice of cancellation is provided to the institution. The notice may be provided in any form. Written may be sent to PO Box 275, Whitethorn, CA 95589, orally by phone, email to registrar@hawthornuniversity.org or the preferred online method through the student portal's Course Withdrawal Request.

This Institution shall transmit all of the lessons and other materials, as applicable, 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. If the 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.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current period of attendance in your program through the last day of attendance. Refunds will be paid within 30 days. Notification of program withdrawal may be provided in any form. Written may be sent to PO Box 275, Whitethorn, CA 95589, orally by phone, email to registrar@hawthornuniversity.org, or the preferred method online through the student portal's Program Withdrawal Request.

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.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the date the written withdrawal request is received by the University or the date the University terminates the student. The amount owed equals the daily charge for the current period of attendance (total institutional charge, minus non-refundable fees, divided by the number of days in the period of attendance), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students, scheduled days is based on a five-day week (Monday through Friday), which does not include any defined holiday as stated below.

- January 1st.
- The third Monday in January, known as "Dr. Martin Luther King, Jr. Day."
- The third Monday in February.
- March 31st known as "Cesar Chavez Day."
- The last Monday in May.
- July 4th.
- The first Monday in September.
- September 9th, known as "Admission Day."
- The fourth Friday in September, known as "Native American Day."
- The second Monday in October, known as "Columbus Day."
- November 11th, known as "Veterans Day."
- December 25th.
- Good Friday.
- Every day appointed by the President or Governor for a public fast, thanksgiving, or holiday.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Hawthorn University does not participate in Title IV financial aid programs.

WITHDRAWAL FROM A COURSE

You may withdraw from a course at any time and receive a pro rata refund of tuition if you have completed 60 percent or less of the scheduled days in the period of attendance through the last day of attendance in the course, within 30 days of withdrawal.

Notification of course withdrawal may be provided in any form. Written may be sent to PO Box 275, Whitethorn, CA 95589, orally by phone, email to registrar@hawthornuniversity.org, or the preferred method online through the student portal's Course Withdrawal Request. Refunds will be paid within 30 days of withdrawal.

To remain an active student a student must be continuously enrolled in a minimum of one course and making satisfactory progress, as defined in the catalog.

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 daily charge for the current period of attendance (total institutional charge, minus non-refundable fees, divided by the number of days in the period of attendance), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students, scheduled days is based on a five-day week (Monday through Friday), which does not include any defined holiday as stated above in the Withdrawal from the Program section.

• **Special Consideration:** In case of a student illness or accident, death in the family, or other circumstances beyond the control of the student, Hawthorn University will give special consideration to the student's request for cancellation beyond the minimum refund policy.

SAMPLE REFUND CALCULATION

Total charged and received for period of attendance: • Period of Attendance = 8 weeks (40 days) • \$200.00 per credit, 3 credit course	\$600.00
Cost per day (\$600.00/40) =	\$15.00
Number of days attended =	20
Percentage of attendance (20/40) =	50% If 60% (24 days) or more of the scheduled days in the period of attendance have been schedule through the last day of attendance no refund will be provided.*
Amount due to the University (daily charge for the course x number of days attended minus any California holidays listed above)	\$300.00
Amount of refund = 20 x \$15.00	\$300.00

UNDERSTANDINGS

INITIAL

1. **Catalog:** Information about Hawthorn University is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Hawthorn University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Hawthorn University, the student agrees to abide by the terms stated in the catalog and all school policies.

2. **Additional Fees, as applicable:**

Maintaining Matriculation	After the allotted time for a thesis or dissertation course has expired, students must pay ½ the amount of their thesis or dissertation course to maintain their enrollment status.	Varies by Program
Course Challenge	Students who have the prerequisite knowledge and wish to receive credit for their prior learning or experience.	\$150.00 per Course
Graduation	Processing transcript and diploma with domestic mailing.	\$75.00
	Processing transcript and diploma with International mailing	\$110.00
Additional Diploma	Students requesting an additional copy of their diploma.	\$75.00
Transcript Request	Students requesting an additional official transcript.	\$15.00
Program Change	Students who transfer from one Hawthorn program to another.	\$100.00
Course Extension	No fee for first extension. A maximum of 8 additional 14-day extensions will be allowed per course.	\$60.00 each
Late Registration	No fee to register within 10 day break period. Late registration fees will be charged for each additional 10 day extension.	\$35.00 each
Reentry	Students who wish to return to the University within a year.	\$100.00
	Students who wish to return after a year will need to submit a new application and an additional application fee of \$60.00.	\$160.00
Leave of Absence Reinstatement	Students who wish to resume their studies and return to active status within the LOA period.	\$100.00
Probation Reinstatement	Students who petition to return from probation.	\$100.00
Returned Check		\$25.00
Transfer Credit	Flat rate for evaluation of credits from another Institution.	\$100.00
Student ID Card Replacement	No fee for first card.	\$10.00

3. **Location of Instruction:** Distance Education Programs - coursework is completed at a location determined by the student.

4. **Orientation:** All students are enrolled into an orientation course prior to the execution of the enrollment agreement. The orientation course is provided at no cost and must be completed within 7 calendar days.

5. **Degree:** I understand that I will be awarded a Degree or Certificate when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.

6. **Enrollment Agreement:** All admission activities and instruction occurs in English. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.

7. **Student Identity Verification:** There are no charges related to student identity verification.

8. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits earned at Hawthorn University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Science in Traditional Nutrition program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, or 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 Hawthorn to determine if your credits, certificate, or degree will transfer.

9. **Distance Education Equipment Requirements:**

Students must have access to a computer with the following configurations in order to benefit and easily navigate Hawthorn University’s learning platform. A broadband connection is required. The computer should have a soundcard and speakers, webcam, and microphone. Students will need Adobe Acrobat Reader (free download) and a Skype account.

Additionally Window Users should have:

- Windows 7, 8, or 10.
- Minimum of 8 GB Memory.
- Browser: Google Chrome version 47 or higher (Recommended)/Internet Explorer 11.0 or higher/Mozilla Firefox 40.0 or higher (If Internet Explorer 11 or higher is used, it must be in Compatibility View. Instructions for configuring Compatibility View are available in the Forms/Publications section of the student's learning portal.).

Mac Users should have:

- Mac OS X or higher.
- Minimum of 8 GB Memory
- Browser:Google Chrome version 47 or higher (Recommended) /Safari 6.2.2 or higher/Mozilla Firefox

10. **Career Services:** Hawthorn University does not prepare graduates for a specific occupation or employment. As such, the University does not provide career services. It is understood that the University does not promise or guarantee either employment or level of income or wage rate to any student or graduate.

11. **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the Institution may be directed to the Distance Education Accrediting Commission at 1101 17th Street NW, Suite 808, Washington, D.C. 20036, www.deac.org, telephone number (202) 234-5100 and/or the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

12. **Complaints:** A student or any member of the public may file a complaint about this Institution with Distance Education Accrediting Commission by calling (202) 234-5100 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, www.deac.org and/or Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, www.bppe.ca.gov. For more information on policies and procedures see the catalog at www.hawthornuniversity.org/ADMISSIONS/hawthorn-university-catalog-admissions.html.

13. **Financing:** The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

14. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 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.
- The student may not be eligible for any other federal student financial aid at another Institution or other government assistance until the loan is repaid.

15. **Academic Integrity and Honor Pledge:** All students and faculty at Hawthorn University are expected to be honorable and observe this Honor Code. The University promotes, as part of its mission and purpose, the development of men and women of strong character and responsibility. Honesty and dependable self-discipline are extremely important. Academic honesty is taken seriously. Proper citations are required for all written assignments. Students must refer to the online document "Citation Guidelines" for all assignments. Cheating, plagiarism, and other forms of academic dishonesty or academically unethical behavior are in conflict with the spirit and intent of higher education. If an instructor uncovers evidence clearly indicating that work was not produced entirely by the student, or is not cited in the proper format, the instructor should immediately contact the student. Penalties for academic dishonesty may range from a simple warning, through repeating the course, up to and including suspension and/or expulsion, especially for repeat offenses.

As a member of the Hawthorn University community, I affirm that I have read and do pledge to abide by the following Academic Honor Code.

I agree to use my knowledge and degree or certificate from Hawthorn University according to all applicable laws. I understand that the programs offered do not qualify me to practice medicine. I understand that enrollment in Hawthorn University programs does not guarantee employment. I agree not to reproduce copy or otherwise duplicate, publish or disseminate in any way materials received from Hawthorn University without the express written permission of Hawthorn University. I understand and consent that any teacher-student telephone conference may be recorded. I understand and consent that webinars may be recorded and made available to the public on our website. I will not reproduce the recording and will not lend, sell or otherwise dispose of it to anyone, or make a transcript of any such recording except for personal use only.

16. **Student Tuition Recovery Fund:** 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 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.

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.

SAMPLE