

# Degree Program TUITION AGREEMENT

## Master's Degree in Transpersonal Psychology

**Learner Name:** \_\_\_\_\_  
 (First) (Middle) (Last)

**Address:** \_\_\_\_\_  
 (Street/Apt#/Box#) (City/ Province/Town) (State)

\_\_\_\_\_  
 (ZIP Code) (Phone/Mobile# - Area Code, Country Code and Number)

**I. Degree Program and Fees:** This agreement is for the **Master's Degree Program in Transpersonal Psychology**, which is a thirty-nine (39) credit-hour program, consisting of 11 three-credit courses and a 6-credit portfolio/practicum course. The tuition breakdown below does not cover the cost of any housing and transportation costs associated with the Practicum or textbooks necessary to complete the degree. The learner is responsible for acquiring the textbooks required to complete each course. Textbooks may be purchased from local or online bookstores, or ordered through interlibrary loan from any library.

<b><u>BREAKDOWN OF TUITION AND FEES</u></b>		<b><u>Miscellaneous Fees and Charges</u></b> <b><u>The learner is responsible for the following fees and charges as applicable:</u></b>	
<b>Tuition Per Course</b>	<b>Amount (US \$)</b>	<b>Description</b>	<b>Amount (US \$)</b>
3 Credit Course per Term (\$485/credit hour) (1 course) \$ 1,455	1,455.00	Registration Fee (Application and Records Processing (one-time payment))	125.00
<b>Administrative Fees per Course</b>	<b>Amount</b>	Re-Admission (non-refundable)	75.00
Registration Fee (REG)	75.00	Graduation (non-refundable)	150.00
Technology Fee (TECH)	50.00	Official Transcript (per copy) (non-refundable)	35.00
Library and Information Resource Fee (LIRN)	60.00	Incomplete Grade Course (non-refundable)	100.00
<b>Total per 3 Credit Course</b>	<b>1,640.00</b>	Late Payment (non-refundable)	30.00
11 courses x 1,640.00	18,040.00	Withdrawal Processing Fee (non-refundable)	25.00
e-Portfolio Practicum Charges	4,870.00		
<b>TOTAL DEGREE PROGRAM TUITION INCLUDING PRACTICUM</b>	<b>22,910.00*</b>		

**\*Tuition may be reduced due to scholarship or discretionary discount.**

**II. Required Texts:** Visit the website [http://www.ampac.edu/pdfs/AmPac\\_textbooks.pdf](http://www.ampac.edu/pdfs/AmPac_textbooks.pdf) (Booklist) for text information and pricing.

**III. Payment Methods:** Payment must be in US currency. Please select payment method and contact the Bursar's Office for payment details as applicable:

Check    Cash    Credit Card    Payment Plan    Other \_\_\_\_\_

**Payment Plan Option:** Please contact the Bursar's Office for further details.

**V. Refund and Cancellation Policy:** When a learner applies to American Pacific University, his/her application is reviewed and upon approval the learner is notified of his/her acceptance to the institution. In the event that the learner decides not to participate in the program, a request for withdrawal must be submitted in any manner by, phone call, email, fax, or postal mail. If the learner provides a written notice of intent to withdraw, it must be submitted to the following address: 75-6099 Kuakini Hwy, Kailua-Kona, HI 96740, Attention: Records Office. This can be done by hand or mail delivery. The written notice of withdrawal, if sent by mail, is effective based on the postmark date, properly addressed with sufficient postage. The Registration Fee (Application and Records Processing) of \$125 is non-refundable, if the learner cancels after five (5) business days from initial payment being received.

Below is the breakdown for the tuition refund for an eight (8) week course for learners who withdraw once the course has begun. American Pacific University’s policy is fair and equitable, and no exceptions to the policy will be made. Please allow thirty (30) days for processing of your refund. **Note: No refund requests will be considered unless the learner’s account is current.**

1 <sup>st</sup> Week .....	80%
2 <sup>nd</sup> Week.....	60%
3 <sup>rd</sup> Week .....	40%
4 <sup>th</sup> Week .....	20%
5 <sup>th</sup> Week .....	0%

\*Once the term has started, there is no refund for any **Administrative Fees Per Course** paid (including registration, technology, and library and information resources fees). American Pacific University may give special consideration to a learner’s request for cancellation beyond the minimum DETC refund policy in a case of learner illness or accident, death in family, or other circumstances beyond the learner’s control.

**VI. Learner’s Right to Cancel:** Learners who cancel within five (5) business days after the date payment is received are entitled to a refund of all money paid to the institution. A learner has the right to cancel the agreement for a course of instruction until midnight of the fifth business day after signing this Tuition Agreement and making payment. Cancellation may be submitted in any manner, phone call, email, fax or postal mail. If the learner provides a written notice of cancellation it must be submitted to the following address: 75-6099 Kuakini Hwy, Kailua-Kona, HI 96740. This can be done by hand or mail delivery. The written notice of cancellation, if sent by mail, is effective based on the postmark date, properly addressed with sufficient postage. If the Tuition Agreement is cancelled by midnight of the fifth business day on which the learner received the Tuition Agreement, the University will refund the learner any money paid 30 days after the notice of cancellation is received, less the Registration Fee (Application and Records Processing) of \$125.

**VII. Maximum time allotted for completion of this program:** 3 YEARS. If a learner has been placed under academic suspension or has not enrolled for 2 consecutive terms they must submit an “Application for Readmission Form”. A fee of \$75.00 may be required if a learner wishes to file an extension or re-enroll.

**VIII. Grievance Policy:** All grievances/complaints must be delivered in written correspondence and presented to the Academic Review Committee. Such correspondence should be addressed to: Attn: Chair, Academic Review Committee, American Pacific University, 75-6099 Kuakini Hwy, Kailua-Kona, HI 96740.

**Note: Enrollment is contingent upon receipt of learner’s application, all official transcripts, and the learner ‘meeting all admissions standards and requirements.**

**My signature below certifies that:** 1) I have been given reasonable time to read and understand it and that I have a clear understanding of your cancellation and refund policies (see website for an example of how it applies); 2) I have a clear understanding of 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 my decision to apply and enroll; 3) I understand my rights and responsibilities as a learner (please refer to website in Learner Right and Responsibilities Section); and 4) I understand that this is a legal and binding contract. I will receive a copy of this agreement after it is reviewed and accepted by American Pacific University staff. I also am in agreement that by submitting this document electronically, I am in acceptance of it being a legal and binding contract.

Signature of Learner \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)

<b>Office Use Only:</b>
_____ TAFORM DATE
Date Received: _____
Bursar: _____
Records: _____