

ENROLLMENT AGREEMENT

2016-2017

EVANGEL UNIVERSITY ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

1111 Glenstone Ave., Springfield MO 65802 | www.evangel.edu | 800-EVANGEL

MASTER OF ARTS IN CHRISTIAN MINISTRIES

(CEC §94911(a))

The **Master of Arts in Christian Ministries** can be completed by any student regardless of the field of their undergraduate degree. The program is a 45-credit professional studies degree that takes approximately four semesters to complete. Applicants with a strong undergraduate program in religion may petition for Advanced Standing in the program, which could allow them to complete the program with 36 credits or approximately three semesters of study. *See MACM Advanced Standing.*

For courses successfully completed as an undergraduate, a student may substitute an advanced course. See the Master of Divinity (M.Div.) degree for examples.

A limited number of courses may be taken through directed research or distance learning. The general requirements for graduation apply as well.

Bible/Theology Core (9 credits)*

| | | |
|---------|--|---|
| BNT 530 | New Testament Introduction or BNT Book Study | 3 |
| BOT 530 | Old Testament Introduction or BOT Book Study | 3 |
| THE | Elective | 3 |

Foundations Core (15 credits)

| | | |
|-------------|--|---|
| BIB 532 | Hermeneutics | 3 |
| BTH/MHT 510 | Mission of God in Biblical & Contemporary Contexts | 3 |
| HOM 529 | Communicating the Message ¹ | 3 |
| PTH 556 | Field Education Research Project ² | 3 |
| RES 531 | Theological Research & Writing | 3 |

Ministry Core (12 credits)

| | | |
|---------|-------------------------------------|---|
| PTH 558 | Journey toward Personal Wholeness | 3 |
| PTH 557 | Spiritual Formation of the Minister | 3 |
| PTH 559 | Relational Dynamics in Ministry | 3 |
| PTH 653 | Leading Christian Ministries | 3 |

Practical Theology Electives (9 credits)³

* Advanced standing for these three courses in the Bible/Theology Core—9 credits total.

¹ If an equivalent course was taken in the participant's undergraduate program, an advanced homiletics course may be substituted.

² See Field Education Research Manual.

³ If seeking ministerial credentials with the Assemblies of God, HIS 532 required if not taken at the undergraduate level.

MACM ADVANCED STANDING

Students who have earned a significant number of credits in religious studies from approved colleges and universities may request exemption from certain required courses in the MACM degree program (see the Bible/Theology Core above), thus granting them Advanced Standing. Life experience does not qualify for Advanced Standing. (See Registrar for further details.)

The following rules apply to MACM Advanced Standing:

1. Advanced Standing cannot exceed nine credits.
2. Advanced Standing is considered for undergraduate courses with satisfactory parallel content, provided the equivalent collegiate courses are double the credit value of the seminary's courses. A minimum grade of B is required and the student must be able to demonstrate competency in subject matter by presentation of an Advanced Standing Portfolio for each course for which advanced standing is desired. A fee of \$50 per course will be charged for each portfolio that is evaluated, regardless of whether or not the advanced standing is granted.
3. Advanced Standing must be requested prior to enrollment but no later than the end of the student's first semester of study at AGTS. Requests should be submitted to the Registrar's Office.
4. Partial course advanced standing will not be granted.
5. If the student later takes a course where advanced standing has been granted, the advanced standing would be nullified.
6. In an area where a student demonstrates competency but the criteria preclude Advanced Standing, a substitute course may be allowed if approved by the faculty adviser and the Dean.
7. All AGTS master students must complete their degree programs within a 10-year time limit, which includes any undergraduate courses used for Advanced Standing and any graduate courses transferred in from other schools. See the AGTS Registrar's Office for more information.

LOCATION / ENROLLMENT DATES

(5, CCR §71800 (a) through (d))

CAMPUS LOCATION WHERE INSTRUCTION WILL BE PROVIDED

Northern California/Nevada District Council of the Assemblies of God Office

6051 South Watt Ave.
Sacramento, CA 95829
916-387-8800

DATES AND PERIOD COVERED BY ENROLLMENT AGREEMENT

Evangel University Assemblies of God Theological Seminary has a rolling admissions policy. Students may enroll in the MACM program during the fall, spring, or summer semesters. The program is a 45-credit professional studies degree that takes approximately four semesters to complete.

WITHDRAWAL AND FINANCIAL AID REFUND POLICY

AGTS abides by the following fair and equitable refund policies for Title IV programs which refunds students for unearned tuition and fees for periods of time if the student withdraws or fails to complete the period of enrollment.

WITHDRAWAL PROCEDURE

Students who withdraw from AGTS are required to complete individual Withdrawal from Class forms for each course, and the Withdrawal from Seminary form.

FINANCIAL AID REFUND POLICY

Individuals dropping Distance Learning courses must complete the required forms and secure the approval of the registrar. When a course is dropped, the following schedule will be used to determine the amount of tuition refund and is determined by the start date of the course for which the student is enrolled.

1. No refund on fees.
2. Refund on tuition:
 - a. Up to and including the first day of class 100%
 - b. First week (2nd-6th day) 90%
 - c. Second week (7th-12th day) 80%
 - d. Third week (13th-19th day) 70%
 - e. No refund after the third week (20th day) 00%
3. Students receiving federal financial aid who totally withdraw from seminary:
(Applies only to students receiving federal financial aid who drop to less than half-time status or who totally withdraw from seminary.) (CEC §94911(f))

Students who withdraw completely from the seminary or who drop to less than halftime status prior to completing at least 60 percent of the semester or payment period must repay all of the unearned portion of the federal aid received. The amount of federal aid earned is determined by

the number of days enrolled at AGTS within the semester or payment period up to 60 percent of that semester.

The number of days a student is not enrolled equals the unearned portion of the semester or payment period. This amount will be returned to the lender and the student must make arrangements in the Bursar's Office for repayment of these funds. If a student is enrolled for at least 60 percent of the semester or payment period, he/she has earned 100 percent of the federal funds received.

For detailed information about the Federal Withdrawal Policy, see the Financial Aid Office.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID RECIPIENTS

See www.evangel.edu/financial/policies for policy on "Satisfactory Progress Standards for Financial Aid Recipients."

ENTRANCE AND EXIT INTERVIEWS

Students receiving a Federal Direct Student Loan, a Federal Unsubsidized Direct Loan or Perkins Loan are required by the federal government to attend entrance and exit interviews. The entrance interview must occur before receiving any loan funds. The exit interview is required when withdrawing, dropping below half-time or graduating from AGTS. Contact Evangel University's Financial Services Office for details.

DEBT LOAD

The goal of AGTS is to provide financial aid to all students in a fair and equitable way. When borrowing money for a seminary education, AGTS encourages borrowing conservatively so that plans and opportunities for ministry are not limited or curtailed because of a high debt load.

LOAN DEFERMENTS

A student may receive deferments of undergraduate loans while attending AGTS. Federal regulations stipulate specific requirements for eligibility and AGTS serves only as that certifying agent. Please contact the AGTS Registrar's Office for further information.

LOAN REPAYMENT REQUIREMENTS / DEFAULT CONSEQUENCES

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of 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 assistance until the loan is repaid. (CEC §94911 (g)(1)(2))

TUITION / FEES / STUDENT TUITION RECOVERY FUND

(5, CCR §71800 (e) through (f) and CEC §94911(b))

The Seminary makes every effort to provide an affordable education at the most reasonable cost possible. Tuition covers only 60 percent of the cost of a master's program at AGTS. The other 40 percent comes from various other sources, including contributions and support from The General Council of the Assemblies of God fellowship. The following fee schedule is effective at the time of publication. Tuition and fees are subject to change each fall. For an updated fee schedule, please contact Evangel University's Bursar's Office.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (Ed. Code §94911)

TUITION AND FEES

| | |
|---|-------------------|
| Tuition | 593 per credit |
| Audit fee (<i>no VA benefits</i>) | 148.33 per credit |

Other fees

| | |
|---|----------------|
| Application for admission (<i>nonrefundable</i>) | 75 |
| Change of course | 6 each |
| Change of degree..... | 15 |
| Change of grade (<i>including change from incomplete to a grade, 3 weeks after semester ends</i>) | 30 each |
| Comprehensive exam retake | 30 each |
| Continuing Ed. reservation deposit (<i>Applies to tuition; nonrefundable, nontransferable</i>) | 30 |
| Deferred payment fee..... | 50 |
| Delinquent accounts collection fee (<i>no VA benefits; percentage of unpaid balance</i>)..... | 40% |
| Diploma replacement fee (<i>masters, no cover</i>) | 25 |
| Directed research fee (<i>nonrefundable, plus tuition</i>)..... | 250 per course |
| Lab fee..... | 10 per credit |
| Late payment fee..... | 25 per month |
| Late registration fee..... | 50 |
| Proctor fee for exams..... | 10 each |
| Proficiency exam fee (<i>nonrefundable</i>)..... | 50 |
| Readmission fee (<i>after two semesters</i>) | 15 |
| Returned check charge | 15 |
| Transcripts (<i>no VA benefits</i>) | 5 each |
| Student Tuition Recovery Fund fee (<i>non-refundable</i>) | 0 |

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are

enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. (5 CCR §76215(b))

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

(5, CCR §76215(a))

Evangel University Assemblies of God Theological Seminary
 Master of Arts in Christian Ministries
 2016-2017

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. (CEC §94911 (d) and (k))

Signature of Student

Date

This student is not operative until the student makes an initial visit to the Sacramento campus, tours the facility, or attends the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs.

Signature of Student

Date of Tour/Visit

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT (CEC § 94911 (c))

| Master of Arts in Christian Ministry | | | | | |
|---|----------------|-----------------|----------------|-------------|--------------|
| Period of Attendance | Credits | Tuition* | Books** | Fees | Total |
| Semester Fall | 9 | 593 | 225 | 0 | 5562 |
| Semester Spring | 9 | 593 | 225 | 0 | 5562 |
| Semester Summer | 6 | 593 | 225 | 0 | 3783 |
| Semester Fall | 9 | 593 | 225 | 0 | 5562 |
| Semester Spring | 9 | 593 | 225 | 0 | 5562 |
| Semester Summer | 6 | 593 | 150 | 0 | 3708 |
| STRF Fee | 0 | 0 | 0 | 0 | 0 |
| Total Program Charges | | | | | 29739 |
| *2016-2017 Tuition | | | | | |
| **Estimate | | | | | |

STUDENT'S RIGHT TO CANCEL

*The student has the right to cancel the enrollment agreement and obtain a full refund pursuant to section 71750 **before** the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. The refund will include charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.*

(5 CEC §94911(e)(1)(2)(3))

REFUND POLICY

Individuals dropping Distance Learning courses must complete the required forms and secure the approval of the registrar. When a course is dropped, the following schedule will be used to determine the amount of tuition refund and is determined by the start date of the course for which the student is enrolled.

1. No refund on fees.
2. Refund on tuition:
 - a. Up to and including the first day of class 100%
 - b. First week (2nd-6th day) 90%
 - c. Second week (7th-12th day) 80%
 - d. Third week (13th-19th day) 70%
 - e. No refund after the third week (20th day) 00%
3. Students receiving federal financial aid who totally withdraw from seminary: *(Applies only to students receiving federal financial aid who drop to less than half-time status or who totally withdraw from seminary.)*

Students who withdraw completely from the seminary or who drop to less than halftime status prior to completing at least 60 percent of the semester or payment period must repay all of the unearned portion of the federal aid received. The amount of federal aid earned is determined by the number of days enrolled at AGTS within the semester or payment period up to 60% of that semester.

The number of days a student is not enrolled equals the unearned portion of the semester or payment period. This amount will be returned to the lender and the student must make arrangements in the Bursar's Office for repayment of these funds. If a student is enrolled for at least 60 percent of the semester or payment period, he/she has earned 100 percent of the federal funds received. *For detailed information about the Federal Withdrawal Policy, see the Financial Aid Office.*

WITHDRAWING FROM CLASSES

After the drop and add period is over, a student has up to nine weeks from the first day of the semester to withdraw from a class. A student who desires to withdraw from any class must secure approval. The proper form should be obtained in the Registrar's Office, the required signatures secured and the form returned immediately.

No refund of tuition or fees will be granted after the third week of a semester. Students receiving financial aid should refer to *Financial Aid Refund Policy*.

Grades for official withdrawals will be withdrawn passing (WP) or failing (WF). After the eleventh week (third week during five-week summer sessions, first week during two-week session and modules), an automatic grade of WF will be given unless extenuating circumstances warrant special consideration. An unexcused absence of two consecutive weeks (three days summer sessions and modules) shall be regarded as an unofficial withdrawal and result in a grade of WF.

WITHDRAWING FROM THE UNIVERSITY

In order to obtain the proper form for cancellation of enrollment **before** term of study begins, the student must write the **Registrar's Office** at Evangel University Assemblies of God Theological Seminary, 1111 Glenstone Avenue, Springfield, MO 65802 and specifically **request** the **Cancellation of Enrollment Agreement** form. Cancellation is effective on the date written notice of cancellation is sent. The institution will make the refund pursuant to section 71750 of the Regulations.

The student must also submit the **Withdraw from Seminary** form located on the University's web site or obtained by request from the Registrar. (5 CEC §94911(e)(1)(2)(3))

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Evangel University Assemblies of God Theological Seminary is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or the Master of Arts in Christian Ministry you earn at Evangel University Assemblies of God Theological Seminary is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution is 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 Evangel University Assemblies of God Theological Seminary to determine if credits or degree will transfer. (CEC §94911 (h) and §94909(a)(15))

NOTICE

(Ed. Code §94911(j)(1)(2))

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
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
(888) 370-7589 or by fax (916) 263-1897

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

NOTICE

(Ed. Code §94916, 94917, 94918)

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

A note, instrument, or other evidence of indebtedness relating to payment for an educational program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate.

In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

CATALOG / SCHOOL PERFORMANCE FACT SHEET

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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

SCHOOL PERFORMANCE FACT SHEET DISCLOSURE

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.
(CEC §94911(i)(1)(2)) and (CEC §94902(a))

Signature of Student _____ Date _____

Signature and Title of School Official _____ Date _____

THIS AGREEMENT IS ACCEPTED BY:

Signature and Title of School Official _____ Date _____

DISTANCE EDUCATION

Distance education courses offered by this institution where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. (5 CCR §71716(a))

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.
(5 CCR §71716(c)(1)(2))

(1) An institution shall transmit all of the lessons and other materials 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, request in writing that all of the material be sent.

(2) If an 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.