

**Inter American University of Puerto Rico
Cyber Study Center
13574 Village Park Drive, Suite 150
Orlando, FL 32837
Phone (407) 218- 4164**

ENROLLMENT AGREEMENT FOR 2017-2018 ACADEMIC YEAR

This Enrollment Agreement (“Agreement”) is entered into as of the date last signed below by and between you (the “Student” or “You”) and the Universidad Interamericana de Puerto Rico Inc., a non-profit educational corporation organized under the laws of Puerto Rico and registered to do business in Florida under the name “Inter American University of Puerto Rico” and “Cyber Study Center,” (“University”). Together, the University and Student are the “Parties” to this Agreement.

Academic Credentials. The Florida Commission for Independent Education (“FCIE”) has licensed the University (License No. 3849) to offer the following academic credentials: Associate of Applied Science (A.A.S.), Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Master of Arts (M.A.), Master of Science (M.S.), and Master of Business Administration (M.B.A.).

Accredited Degree Programs. FCIE has licensed the University (License No. 3849), to offer the following degree programs through distance learning, all of which are accredited by the Middle States Commission on Higher Education. Check the degree program right for You:

- | | |
|---|--|
| <input type="checkbox"/> A.A.S. in Business Administration | <input type="checkbox"/> B.A. in Criminal Justice |
| <input type="checkbox"/> A.A.S. in Accounting | <input type="checkbox"/> B.S. in Computer Science |
| <input type="checkbox"/> A.A.S. in Computer Science | <input type="checkbox"/> B.A. in Psychology |
| <input type="checkbox"/> B.A. in Early Childhood Education | <input type="checkbox"/> M.B.A. in Business Administration (*) |
| <input type="checkbox"/> B.B.A. in Marketing | <input type="checkbox"/> M.S. in Computer Science |
| <input type="checkbox"/> B.B.A. in Human Resources Management | <input type="checkbox"/> M.S. in Computer Science with Specialization in Networks and Security |
| <input type="checkbox"/> B.B.A. in Operations Management | <input type="checkbox"/> M.A. in Criminal Justice |
| <input type="checkbox"/> B.B.A. in Management | <input type="checkbox"/> M.A. in Educational Computing |
| <input type="checkbox"/> B.A. in Criminal Justice | <input type="checkbox"/> M.A. in Criminal Justice |
| <input type="checkbox"/> B.A. in Office Management Systems | |

(*) The University offers a General MBA Program and (4) specializations. If you chose M.B.A. in Business Administration, choose one of the following: General, Accounting, Finance, Managerial Information Systems or Human Resources.

Tuition and Fees. The cost of (1) undergraduate tuition (for Associate of Applied Sciences and Bachelor programs) is \$183.00 per credit and (2) graduate tuition (Master programs) is \$210.00 per credit (“Tuition”). Additional fees (“Fees”) are specified in the (2017-2018) Undergraduate or Graduate Catalog, as applicable (“Catalog”) to You.

Student Financial Responsibility. The Student agrees to pay the University all Tuition and Fees. A student is not officially enrolled in a course until the student completes and accepts all Tuition and Fees electronically through the WEB BANNER portal at <http://web.inter.edu> or by completing an acceptance of charges form through the CYBER STUDY CENTER. The calendar indicates the last day for this. The University reserves the right to send all outstanding balances on a Student account to a collection agency. Past due accounts will result in a “hold” on the student account which will prevent the Student from registering for a future term or receiving services such as transcripts, diplomas or grade reports until all outstanding balances are paid.

Payment Forms. The Student agrees to pay the University using one of the following payment methods: Credit and Debit Cards (VISA, MASTER CARD and AMERICAN EXPRESS), Cashier Checks, Money Orders or Manager’s Check.

Financial Aid. The Student may apply for Federal financial assistance through the Cyber Study Center using the Campus code for the relevant degree program. The University does not guarantee that any student will qualify for Federal financial assistance. The University is not currently qualified to participate in Florida scholarship and loan programs.

Refund Policy. The University agrees to refund all Tuition and Fees if the Student withdraws during the first week of class of a Semester or Trimester academic term. The University agrees to refund 50% of Tuition and Fees if the Student withdraws during the second week of class of a Semester or Trimester academic term.

Cyber Study Center. Middle States Commission on Higher Education accredits the University including its several campuses in Puerto Rico (in Aguadilla, Arecibo, Barranquitas, Fajardo, Guayama, Metropolitan, Ponce and San German) (the “Campuses”) that offer one or more accredited degree programs through the Cyber Study Center. Middle States recognizes the Cyber Study Center located in Orlando, Florida as another instructional site. Students enrolled through the Center in a Campus may take select classes through the Center offered by other Campuses. Cyber Study Center resources are available exclusively to Florida students of the University who are enrolled in one of the FCIE-licensed degree programs or non-degree classes such as continuing education classes. No other students of the University may utilize Cyber Study Center facilities. You must notify the Cyber Student Center if you move outside the State of Florida. In this event, the University will no longer classify you as a student of the Cyber Study Center, but only as a student of the Campus offering your degree program. Your distance learning classes should not be affected and you will not be entitled to any refund due to relocating.

Spanish Language. CLASSES FOR ALL LICENSED DEGREE PROGRAMS OTHER THAN THE MBA-GENERAL AND MBA-FINANCE PROGRAMS ARE TAUGHT IN SPANISH. TEXTBOOKS IN MOST DEGREE PROGRAMS AND COURSES ARE IN ENGLISH, ALTHOUGH SOME LEARNING MATERIALS ARE IN SPANISH. PROFICIENCY IN READING AND UNDERSTANDING ENGLISH AND SPANISH IS REQUIRED. Completing a course or program in a language other than English may reduce employability if a student is not bilingual. Students who are bilingual may have a marketplace advantage, although the University does not guarantee it.

2017-2018 Term Schedules. The schedule for the 2017-2018 academic term follows:

- 2018-10 (Semester: August 2017 to December 2017)
 - Semester term starts on August 14, 2017
 - Cancellation of courses for students that have not paid Tuition and Fees on August 21, 2017
 - Last day to withdraw from individual or all courses with a grade of “W” on December 1, 2017
 - Semester term ends on December 13, 2017
- 2018-30 (Semester: January 2018 to May 2018)
 - Semester term starts on January 22, 2018
 - Cancellation of courses for students that have not paid Tuition and Fees on January 29, 2018
 - Last day to withdraw from individual or all courses with a grade of “W” on May 1, 2018
 - Semester term ends on May 24, 2018
- 2018-13 (Trimester: August 2017 to October 2017)
 - Trimester term starts on August 2, 2017
 - Cancellation of courses for students that have not paid Tuition and Fees on August 8, 2017
 - Last day to withdraw from individual or all courses with a grade of “W” on October 21, 2017
 - Trimester term ends on October 31, 2017
- 2018-23 (Trimester: November 2017 to February 2018)
 - Trimester term starts on November 1, 2017
 - Cancellation of courses for students that have not paid Tuition and Fees on November 8, 2017
 - Last day to withdraw from individual or all courses with a grade of “W” on February 17, 2018
 - Trimester term ends on February 27, 2018
- 2018-33 (Trimester: Late February 2018 to Early June 2018)
 - Trimester term starts on February 28, 2018
 - Cancellation of courses for students that have not paid Tuition and Fees on March 7, 2018
 - Last day to withdraw from individual or all courses with a grade of “W” on May 26, 2018
 - Trimester term ends on June 4, 2018

Satisfactory Academic Progress Norm. The University requires that You demonstrate satisfactory academic progress by maintaining a minimum GPA and completing academic programs in a maximum specified period of time. Consult the Catalog for more information.

Student Services. The Cyber Study Center and Campuses have designated staff to assist students with academic advisement, personal advisement and placement services without additional charge. **THE UNIVERSITY MAKES NO GUARANTEE OF EMPLOYMENT TO ANY STUDENT**, but makes every effort to assist students with employment (*e.g.*, through resume preparation, job interview training, online job search training, contacting prospective employers about job openings, providing official transcripts, etc.).

Internship. Some degree programs may require completion of a supervised internship (*e.g.*, education and psychology). Students interested in taking an internship must contact the Executive Director of the Cyber Study Center at least 10 months before registering for the internship. The University will make every effort to provide internship placement to a student whenever a degree program requires an internship. The University has affiliation agreements in education and psychology. But internship placement may depend upon a criminal background check conducted at student expense and compliance with other employer policies (*e.g.*, vaccination, English proficiency, dress, confidentiality, professional ethics, etc.). To receive placement and credit, students must comply with the employer’s reasonable requirements, as well degree program requirements. For Cyber Study Center supervised internships, the location must be within 90 miles of the Cyber Study Center.

Student Concerns. The health, safety and satisfaction of students and staff are the University's primary objective. Accordingly, the University asks students enrolled through the Cyber Study Center to report any concerns or complaints. You must advise the Center Director in writing in accordance with the grievance procedure described in the Catalog. The Center Director will consider, investigate, and try expeditiously to resolve the matter. BY REGISTERING AT THE UNIVERSITY, YOU AGREE TO EXHAUST THIS ADMINISTRATIVE RESOLUTION PROCESS BEFORE COMMENCING LITIGATION.

B.A. in Early Childhood Education (Only). The University's B.A. in Early Childhood Education: Elementary Level Education (K-3) and (4-6) qualifies eligible students to apply for a valid standing teaching certificate in the Commonwealth of Puerto Rico. Eligibility is subject to change by the Puerto Rico Department of Education, but presently requires that students be at least 18, maintain an overall GPA and major GPA of 3.00 (if graduating on or after 2010), pass the *Pruebas de Certification de Maestros* exam, and provide personal and professional documentation. Students with a currently valid standard teaching certificate issued by Puerto Rico or a currently valid certificate issued by the National Board for Professional Teaching Standards (NBPTS) may apply for reciprocal treatment in Florida. This requires completing the Florida Bureau of Teacher Certification CG-10 application form and submitting a processing fee, official transcripts, teaching certificate(s), and fingerprints. The Florida Bureau of Teacher Certification treats (K-3) and (4-6) as (K-6). Students without a valid standard teaching certificate may qualify for a Temporary Certificate or teacher preparation program or must pass the Florida Teacher Certification Exam (FTCE). For more information on teacher certification requirements, visit on-line the Florida Bureau of Teacher Certification website or speak with a Cyber Study Center advisor. In the event of a conflict between the terms of the website and this Agreement, the website's terms will govern. THE UNIVERSITY DOES NOT WARRANT, REPRESENT, OR GUARANTEE THAT GRADUATES OF THE EARLY CHILDHOOD EDUCATION PROGRAM WILL RECEIVE ANY TEACHING CERTIFICATE OR BE LICENSED TO TEACH IN ANY JURISDICTION.

Limitation of Liability. Neither Party to this Agreement shall have any liability to the other Party for lost profits or business opportunities, or any other indirect, incidental, consequential, special, punitive or reliance damages caused, related to or arising out of this Agreement and the services to be performed under it.

Entire Agreement. This Agreement, together with the Catalog, whichever is applicable, contains the entire understanding of the Parties hereto relating to the subject matter hereof, supersedes any prior written or oral agreement, proposals, or understanding between the Parties with respect to the subject matter hereof, and cannot be changed or terminated orally. This Agreement may not be modified, altered or amended, except in writing signed by the Parties hereto.

Mediation. The Parties to this Agreement agree to attempt to resolve any dispute, claim or controversy arising out of or relating to this Agreement by mediation to be held in Orlando, Florida and to bear their own attorney's fees and costs associated with mediation. The Parties also agree that their respective good faith participation in mediation is a condition precedent to

pursuing any other available legal or equitable remedy, including litigation, arbitration, or other dispute resolution procedures.

Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The Parties hereby consent to the jurisdiction and venue of the state and federal courts located in Orlando, Florida.

Severability. The provisions and obligations of this Agreement are severable and divisible. Should any part of this Agreement be rendered or declared illegal or unenforceable, that provision shall be severed from this Agreement without invalidating any other provision of this Agreement and the remainder of this Agreement shall be enforceable.

Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original and each of which together shall constitute a single instrument. Transmitted copies of this Agreement (reproduced documents that are transmitted via photocopy, facsimile or another process that accurately transmits the original) are considered documents equivalent to original documents.

By signing below, You acknowledge receipt and review of this Agreement, as well as the Catalog, and understand that together they represent a binding contract between You and the University.

Student

Name: _____ Email: _____

Signed: _____ Date: _____

(If the applicant is under eighteen (18) years of age, a parent or legal guardian of the applicant with authority must sign).

University Representative

Name: _____ Title: _____

Signed: _____ Date: _____