

**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 2022-2023 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” (the “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.).

**Cyber Study Center.** Middle States Commission on Higher Education (“MSCHE”) accredits the University including its several campuses in Puerto Rico (in Aguadilla, Arecibo, Barranquitas, Fajardo, Guayama, Metropolitan, Ponce and San German) (together, the “Campuses” and, individually, a “Campus”) that offer one or more accredited degree programs through the Center. MSCHE recognizes the 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. Center resources are available exclusively to Florida students of the University who are enrolled in one of the licensed degree programs or exempt non-degree classes such as continuing education classes. No other students of the University may utilize Center facilities. You must notify the Center if you move outside the State of Florida. In this event, the University will no longer classify you as a student of the 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.

**Location.** The Center is located at 13574 Village Park Drive, Suite 150, Orlando, FL 32837. Auxiliary classroom space and exam proctoring services for online courses are offered less than 100 yards away across the greenway at 13526 Village Park Drive, Suite 222, Orlando, FL 32837.

**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.

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

- A.A.S. in Business Administration (60 Credit Hours)
- A.A.S. in Accounting (61 Credit Hours)
- A.A.S. in Computer Science (62 Credit Hours)
- B.A. in Early Childhood Education (126-128 Credit Hours)
- B.A. in Special Education (121 Credit Hours)
- B.A. in Teaching of English as a Second Language at the Secondary Level (127 Credit Hours)
- B.B.A. in Entrepreneurial and Managerial Development (122 Credit Hours)
- B.B.A. in Accounting (124 Credit Hours)
- B.B.A. in Marketing (122 Credit Hours)
- B.B.A. in Human Resources Management (122 Credit Hours)
- B.B.A. in Operations Management (122 Credit Hours)
- B.B.A. in Finance (125 Credit Hours)
- B.B.A. in Management and Organizational Innovation (124 Credit Hours)
- B.B.A. in Information Technology (122 Credit Hours)
- B.A. in Criminal Justice (121 Credit Hours)
- B.S. in Computer Science (122 Credit Hours)
- B.A. Studies in Religion (120 Credit Hours)
- B.A. in Social Work (120 Credit Hours)
- B.A. in Psychology (120-121 Credit Hours)
- B.B.A. in International Business (128 Credit Hours)
- B.A. in Office Management Systems (120 Credit Hours)
- M.B.A. in Business Administration (\*) (42 Credit Hours)
- M.Ed. in Bilingual Education (36 Credit Hours)
- M.S. in Organizational Change Leadership (30 credit Hours)
- M.S. in Computer Science (37 Credit Hours)
- M.S. in Computer Science with Specialization in Networks and Security (39 Credit Hours)
- M.A. in Criminal Justice (33-36 Credit Hours)
- M.A. in Educational Computing (39 Credit Hours)
- M.A. in Educational Management and Leadership (39 Credit Hours)

(\*) 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 \$190.00 per credit and (2) graduate tuition (Master programs) is \$215.00 per credit (“Tuition”). Additional fees (“Fees”) are specified in the (2022-2023) 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 by visiting the Cyber Study Center (“Center”). 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 Tuition and Fees to the University using one of the following payment methods: Credit or Debit Card (Visa, Mastercard or American Express), Cashier's Check, Money Order or Manager's Check.

**Financial Aid.** The Student may apply for federal financial assistance through the University using the Center campus code for the relevant degree program. The Center is approved for the training of students under the various GI Bill® programs. Veterans intending to enroll and receive VA educational benefits should submit an application through the Center to the Office of the Registrar of the campus in which the Student intends to pursue studies. The University does not guarantee that any student will qualify for federal financial assistance. The University is not currently qualified to participate in Florida state 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 or by the third day of the Summer 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 or on the fourth day of the Summer academic term. Refunds shall be made within 30 days of the date the University determines that the student has withdrawn.

**Student Services.** The 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.).

**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.

**Termination.** This Agreement may be terminated for cause if either Party (1) commits a material breach of any provision of this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice from the non-breaching Party, specifying the breach in reasonable detail; (2) files a petition in bankruptcy; (3) is adjudicated bankruptcy; (4) becomes insolvent; or (5) has involuntary bankruptcy proceedings against it which are not vacated within sixty (60) days of service of commencement of such proceedings; provided that if a cure cannot be effected within such period and the breaching Party promptly commences a cure within such period and diligently pursues the cure until fully effected, the thirty (30) day period shall be extended to include such reasonable period of time that is necessary in order to complete the cure, but no more than thirty (30) additional days from the end of the first thirty day period.

**Effect of Termination.** If this Agreement is terminated due to Your own fault, then You must pay the School all outstanding Tuition and Fees. If the Agreement is terminated due to the School's fault, then you will not owe the School any outstanding Tuition and Fees.

**2022-2023 Class Schedules.** The schedule for the 2022-2023 academic term follows:

- Semester/Class Schedule: Summer 2022
  - Summer term starts on June 1, 2022 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on June 6, 2022
  - Last day to withdraw from individual or all courses with a grade of "W" on June 24, 2022
  - Semester term ends on June 29, 2022
- Semester/Class Schedule: August 2022 to December 2022
  - Semester term starts on August 15, 2022 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on August 22, 2022
  - Last day to withdraw from individual or all courses with a grade of "W" on December 2, 2022
  - Semester term ends on December 17, 2022
- Semester/Class Schedule: January 2023 to May 2023
  - Semester term starts on January 23, 2023 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on January 30, 2023
  - Last day to withdraw from individual or all courses with a grade of "W" on May 11, 2023
  - Semester term ends on May 22, 2023
- Trimester/Class Schedule: August 2022 to October 2022
  - Trimester term starts on August 1, 2022 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on August 8, 2022
  - Last day to withdraw from individual or all courses with a grade of "W" on October 21, 2022
  - Trimester term ends on October 30, 2022
- Trimester/Class Schedule: November 2022 to February 2023
  - Trimester term starts on November 6, 2022 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on November 14, 2022
  - Last day to withdraw from individual or all courses with a grade of "W" on February 17, 2023
  - Trimester term ends on February 27, 2023
- Trimester/Class Schedule: Late February 2023 to May 2023
  - Trimester term starts on March 1, 2023 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on March 9, 2023
  - Last day to withdraw from individual or all courses with a grade of "W" on May 19, 2023
  - Trimester term ends on May 27, 2023
- Semester/Class Schedule: Summer 2023
  - Summer term starts on June 1, 2023 (class starts)
  - Cancellation of courses for students that have not paid Tuition and Fees on June 8, 2023
  - Last day to withdraw from individual or all courses with a grade of "W" on June 23, 2023
  - Semester term ends on June 28, 2023

**Internship.** Some degree programs require completion of a supervised internship (*e.g.*, education, psychology, social work). Students interested in taking an internship must contact the Executive Director of the 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) a criminal background check conducted at student expense and (b) 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 as degree

program requirements. For Center supervised internships, the location must be within 90 miles of the 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 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 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, 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.

**No Intended Third-Party Beneficiaries.** Nothing in this Agreement shall be deemed to create rights in any persons, class of persons, or entities that are not Parties to this Agreement.

**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: \_\_\_\_\_