



# Penn Foster College Tuition Protection Agreement

- You must have a Secondary School or High School Diploma, or equivalent to enroll in this degree program.
- You must have access to a computer with high-speed Internet to complete this program.

## **Payment Plan:**

Unless you (the student) select the Full Payment Plan Option, the first monthly payment will become due approximately twenty-eight (28) days after the Enrollment Form has been processed. In the event a monthly payment is ten days late, a \$15.00 late fee will become due. If the default is not covered within **forty (40) days** of the institution's notice, we reserve the right to call the total program price due immediately plus any related collection or attorney fees. Should you decide to cancel, the amount due is based on the cancellation policy.

## **Tuition:**

Your tuition includes books, study guides, and learning aids. Your program consists of four semesters. You must complete a separate re-enrollment application for each semester. The tuition is based upon \$70 per credit for the first semester. All subsequent semesters will be \$90 per credit. The A.S. in Business Management degree consists of 63 credits (Semester One: 14 credits, Semester Two: 16 credits, Semester Three: 18 credits, Semester Four: 15 credits). Penn Foster College reserves the right to adjust the tuition and fees in subsequent semesters. In addition, a non-refundable shipping and handling fee of \$180 will be charged per semester.

## **Graduation:**

Upon successful completion of four (4) semesters and full payment of tuition and fees, you will be awarded an Associate of Science Degree. You will have 12 months to complete each semester. You may request two six-month extensions at any time provided your program is completed within six years. The fee for each six-month extension is \$75.00. Penn Foster College reserves the right to academically cancel any student who fails to demonstrate satisfactory progress toward their degree. Job placement is not guaranteed to graduates upon program completion. We reserve the right to update or substitute course materials. You may be charged for replacement books and/or materials.

## **Cancellation Policy:**

In the event you cancel or withdraw from Penn Foster College, a refund of tuition will be provided as follows (to view online visit [www.pennfostercollegeintl.com/refund-policy.html](http://www.pennfostercollegeintl.com/refund-policy.html)):

- 1). If you cancel within five (5) days after midnight of the day you sign the Enrollment Form, you will receive a refund of all monies paid to Penn Foster. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund;
- 2). If you cancel after five (5) days, but before submitting a completed assignment, you will receive a refund of all monies paid less a non-refundable registration fee of 20% of your program tuition or \$200.00, whichever is less, and if applicable, the non-refundable admissions and shipping and handling fees;
- 3). If you cancel after completing at least one assignment but less than 50% of the semester assignments, in addition to retaining the non-refundable registration fee and if applicable the non-refundable admissions and shipping and handling fees, your tuition obligation is as follows:
  - a). Up to and including 10% of the semester, Penn Foster will retain 10% of the refundable tuition;
  - b). If you cancel after 10% and up to and including 25% of the semester, Penn Foster will retain 25% of the refundable tuition;
  - c). If you cancel after 25% and up to and including 50% of the semester, Penn Foster will retain 50% of the refundable tuition.

If you cancel after completing 50% of the semester, Penn Foster shall be entitled to the total semester tuition and applicable fees. No refunds will be issued after 12 months.

You may cancel or withdraw by mailing your intent to Student Service Center, P.O. Box 1900, Scranton, PA 18515-1900 U.S.A. A reinstatement fee of \$25.00 will be charged for reactivation of a previously cancelled enrollment if reactivated within 180 days of cancellation.

## **Privacy Policy:**

We make your information available to other organizations offering products and services that may interest you. However, we do not share our email addresses. If you wish us not to disclose this information, please mail your name and address requesting to "OPT OUT" to Penn Foster, Dept. PRP001, 925 Oak Street, Scranton, PA 18515-0700 U.S.A.

**Code of Conduct:** By signing this agreement, I agree to abide by all the standards and policies outlined in the Penn Foster College Student Handbook.

## **TRUTH IN LENDING DISCLOSURE**

<b>ANNUAL PERCENTAGE RATE</b> <small>The cost of your credit as a yearly rate.</small>	<b>FINANCE CHARGE</b>	<b>AMOUNT FINANCED</b> <small>The amount of credit provided to you or on your behalf.</small>	<b>TOTAL OF PAYMENTS</b> <small>The amount you will have paid after you have made all payments as scheduled.</small>	<b>TOTAL SALE PRICE</b> <small>The total cost of your purchase on credit, including your down payment.</small>
<b>Pricing based on program and payment plan chosen.</b>				

## **Payment Schedule:**

Number of Payments	Amount of Payments	When Payments Are Due
		Monthly. First payment is due 28 days after your enrollment is processed.
		Final monthly payment.

**PROOF OF HIGH SCHOOL DIPLOMA OR EQUIVALENT:** Although a student may be accepted and begin studies, she/he is not officially admitted until information on completion of high school or GED is submitted to Penn Foster. Please download the Proof of High School form from the Forms and Handbook section of our website. Complete all requested information, sign, and return this form by fax or mail. You may mail it to the Student Service Center, 925 Oak St., Scranton, PA 18515 U.S.A. (under contract with Penn Foster College, Arizona.)

**IF ENGLISH IS NOT YOUR PRIMARY LANGUAGE:** Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-Based Test (iBT), or a 6.0 on the International English Language Test (IELTS), or a 44 on the Pearson Test of English Academic Score Report (PTE Academic).

**ADVANCED STANDING STUDENTS:** If you wish to transfer credits from another institution, please arrange for official transcripts to be sent to Student Service Center, P.O. Box 1900, Scranton, Pennsylvania 18515-1900 U.S.A., (under contract with Penn Foster College, Arizona). Since Advanced Standing Students earn their degree in a shorter period, a corresponding reduction of tuition will be credited to the student.

**NOTICE TO GUARANTOR** — You are being asked to guarantee payment to Penn Foster for the tuition and fees of the student listed on this agreement, who is under the age of eighteen (18). Think carefully before you do so. Be sure you can afford to pay, and that you want to accept responsibility.

**BASIC GUARANTY** — To induce Penn Foster College to enter into a payment plan for the tuition and fees of the student listed on this agreement, I/we guarantee prompt and full payment of all tuition and fees as outlined in the Tuition Protection Agreement and agree to be bound by its terms and conditions.

Complaints: Any questions or problems not satisfactorily answered by the Student Services Department or the Chief Academic Officer at Penn Foster College (1-888-427-1000) should be directed to the Arizona State Board for Private Postsecondary Education, 1400 West Washington Street, Room 260, Phoenix, AZ 85007 U.S.A. Phone 602-542-5709; website address: <http://azppse.state.az.us>.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76.)