

APPLICATION FOR ADMISSION

This agreement does not contain all the policies, regulations, academic requirements and processes that governing SUAGM: Universidad Ana G. Méndez. The Students may find these documents accessing the University Website: <http://agmonline.suagm.edu/> Institutional documents are subject to change periodically.

STUDENT INFORMATION

Student Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Mobile Phone:** _____

Date of Birth: ___/___/___ **Gender:** ___ M ___ F **Email:** _____
MM DD YYYY

STUDY PLAN

Degree you wish to Pursue:

Master in Business Administration (MBA)
___ Management (39 credits)

Master in Education (M.Ed.)
___ Teaching of English as a Second Language (39 credits)

Master in Science in Environmental Management (MS)
___ Environmental Planning (42 credits)

Student Status: ___ Full time ___ Part time

Start Date: _____

Estimated time to complete this Program: 18 months

The actual time to complete the program will depend on the amount of credits the student takes per term and the time and effort committed to the program.

Academic Year:

___ 2016-2017
___ 2017-2018
___ 2019-2020

Type of admission:

___ New
___ Transfer
___ Readmission
___ Special

Name

Signature

Date

PREVIOUS COLLEGE STUDIES

List the universities where you have studied. (Begin with the most recent)

College or University	Address	Date (Start & End)	Credits	Degree earned

WORK EXPERIENCE

List the companies where you have worked. (Begin with the most recent)

Employer's name	Address	Date (Start & End)	Position

CREDIT VALUE

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences consist of hours of instruction and individual or group activities as indicated in the course module under the guidance of a qualified instructor. Each course is consist of three (3) credit hours.

TUITION

Cost per Credit Hour: \$ 260

FEES

	Amount	Frequency
Technology Fee: \$	<u>255</u>	Per Semester
Technology Fee: \$	<u>127.50</u>	Summer Term

BOOKS AND SUPPLIES (estimated)

	Amount	Frequency
Books: \$	<u>250</u>	Per Semester

All learning resources, textbooks and teaching materials are provided through the virtual library and Blackboard platform. In some cases, faculty will recommend textbooks, which students will acquire through the suppliers of your choice.

OTHER COSTS

	Amount
Copies of Credit Transcript: \$	6
Graduation Fee: \$	15
Diploma Duplicate: \$	10
Graduation Certification: \$	5

REFUND POLICY

Any student who requests a total withdrawal of courses on or prior to 60% of the part of term registered will be reimbursed according to the following formula:

$$\frac{\text{TOTAL DAYS ELAPSED}}{\text{TOTAL PART OF TERM DAYS}} = \% \text{ OF TOTAL COST}$$

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.

Partial withdrawal: Course Drop/Add Period

Students may cancel a course before the first day of the part of term without costs or charges.

Students who withdraw partially within the first week beginning with the first day of class of each part of term will be reimbursed 75% of the total tuition. After this time, the student who drops a course is responsible of 100% course charges

PAYMENT METHODS

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made by checks and credit cards (Visa or Master Card). Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. The Bursar's Office will not accept claims without receipts.

TUITION CHANGES

All tuition, general fees and service charges are subject to change. The University agrees to provide reasonable advanced notice of any increases. All increases will only apply to subsequent terms, not the one in which the student is currently enrolled.

CANCELLATION POLICY

Cancellation of this agreement can happen at any time with written notice to either party. The student is required to pay all fees due to the University. After the Scheduled start date, all courses will become a permanent part of the student's record. Students may ask the Integrated Service Coordinator to cancel their registration by filling the appropriate cancellation request forms and submitting them to the Office of the Registrar or the Office of the Vice Chancellor of Student Affairs, subject to the withdrawal procedures and refund policies as defined in the Universities Catalog and Student Handbook. The University may also terminate this agreement if the student has not met all the admission requirements, fails to pay the tuition or if the student fails to meet the Satisfactory Academic Progress required by the Institution and program.

GROUNDS FOR TERMINATION

I agree to comply with the rules and policies and understand that the University shall have the right to terminate my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the University reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

GRADUATION REQUIREMENT

I understand that in order to graduate from my selected program and to receive a degree, I must successfully complete the required number of credits hours as specified in the catalog and on my Enrollment Agreement, comply with all written, practicum, internship and course work required by the program I selected and satisfy all financial obligations to the University.

EMPLOYMENT ASSISTANCE

I understand that the University has not made and will not make any guarantees of employment or salary upon my graduation. The University will provide me with placement assistance, which will consist of identifying employment opportunities and advising in the attempt to obtain the opportunities.

FALSE INFORMATION

Any candidate who submits false information to attain admission to the Institution will be immediately disqualified for admission.

If, after admission, it is discovered that a student furnished false information, he or she will be subject to the appropriate disciplinary measures, including canceling his or her enrollment and losing the credits completed satisfactorily.

NON-DISCRIMINATION STATEMENT

The Ana G. Méndez University System does not exclude participation, or deny benefits or discriminate against any person because of age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political affiliation, political ideas or religious or being a victim or be perceived as a victim of domestic violence, sexual or stalking aggression or being military, ex-military, serve or have served in the Armed Forces of the United States or hold veteran status or any other category protected by law.

ACKNOWLEDGEMENT

This enrollment application and the institutional catalog contains the entire agreement between the University and myself, and no further modification or representation except as herein expressed in writing will be recognized.

NOTICE TO PROSPECTIVE STUDENTS

DO NOT SIGN THIS ENROLLMENT AGREEMENT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED A COPY OF THE ENROLLMENT APPLICATION DOCUMENTS AND CAN ACCESS THE CATALOG AT: <http://agmonline.suagm.edu/catalogos>