



## **University of the People Certificate Program Enrollment Agreement**

**December 2024**

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[www.uopeople.edu](http://www.uopeople.edu) | [student.services@uopeople.edu](mailto:student.services@uopeople.edu)

NOTE: All UoPeople recruitment is conducted in English and the language of instruction is English. All new students from non-English speaking countries are required to demonstrate English language proficiency upon admissions. IF ENGLISH IS NOT YOUR PRIMARY LANGUAGE, AND YOU ARE UNABLE TO UNDERSTAND THE TERMS AND CONDITIONS OF THIS ENROLLMENT AGREEMENT, YOU HAVE THE RIGHT TO OBTAIN A CLEAR EXPLANATION OF THE TERMS, CONDITIONS, CANCELLATION AND REFUND POLICIES IN YOUR PRIMARY LANGUAGE CALIFORNIA PRIVATE POSTSECONDARY ACT § 94906(a)(b).

Contact the UoPeople Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) for further assistance. University of the People, a California nonprofit public benefit corporation (the "University" or "UoPeople") is a private institution approved to operate by the California Bureau for Private Postsecondary Education (the "Bureau" or "BPPE"). Any questions concerning this Enrollment Agreement that are not answered to your satisfaction, may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

Student Enrollment Information:

Student Name:

Applicant ID:

Address:

City:

State/Province:

Zip:

Country:

Phone Number:

Email:

Start Date:

Scheduled Completion Date:

This Enrollment Agreement is for the following Program of study:

Required number of credits:

Required number of courses:



B. Student Status & Definitions:

The period covered by the enrollment agreement shall be as follows: A maximum of two years for any Certificate program, starting from the date on which the Enrollment Agreement is signed.

C. Fees and Charges:

**(a) All fees outlined in this Agreement are in US Dollars.**

**(b) Students are required to pay both the Application Fee and Course Assessment Fees.**

**University of the People does not charge any tuition to students at this time; however, the applicable fees must be paid.**

The following are charges for Tuition and Fees for the current academic year:

**Application Processing Fee:**

\$60 per application, as a one-time fee (nonrefundable) per application.

**Course Assessment Fee:**

\$200 per student per Course Assessment Fee (nonrefundable).

**Tuition:**

There are currently no tuition charges for the student.

**(i) Application Fee; University Grant**

The Application Fee must be paid by an applicant along with his or her application for enrollment. Applicants eligible for a scholarship upon admittance may be awarded a University Grant to waive the Application Fee. The availability and award of University Grants shall be determined by UoPeople.

**(ii) Course Assessment Fees**

The Course Assessment Fee for each course must be paid by the conclusion of the final Examination Period of each term.

If a student completes the final Examination and the Course Assessment Fee is not paid by the end of the term, a financial hold will be placed on the student's file. In this event, the student will not be permitted to register or continue taking courses until all outstanding payments are made and the hold is removed. Students are encouraged to plan, anticipate and budget for all Course Assessment Fee payments to avoid interruption of their academic schedule.

The Course Assessment Fee is not refundable for students who take the exam. Students who drop or withdraw from a course within the required deadline are not required to pay the Course Assessment Fee. Students who remain in their course beyond the course withdrawal deadline are not eligible for a refund of the Course Assessment Fee. The Course Assessment Fee is only refundable in instances where the University has canceled a student's course or if the student's work was not assessed at all during the course.



## **NOTICE CONCERNING CALIFORNIA STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

The University reserves the right to change the cost of the Application Fee and the Course Assessment Fees. The amount of the Course Assessment Fees will be reviewed annually, and any change to the fee amount will be effective as of September 1 for each academic year. Students will be notified of any change in fees no later than June 1 prior to the start of each academic year.

### **(iii) Payment Terms and Financial Arrangements**

All fees are the responsibility of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University. Deadlines for payment of fees are set out in sections C (i) and C (ii) above.

#### **D. False Statements, Misrepresentation, Fraud**

The University reserves the right to deny admission or take any other disciplinary action, including terminating enrollment, if an applicant makes any false or misleading statements, or encourages another applicant to make false or misleading statements, including with respect to the obtaining of a University Grant, regardless of whether such grant is awarded.

#### **E. Charges/Fees**

#### **TOTAL ESTIMATED CHARGES FOR THE CURRENT TERM:**

Full-time enrolled certificate student estimated charges per term are \$400 (\$200 Course Assessment Fee x 2 courses (the recommended full-time term load) plus \$60 Application Fee paid prior to enrollment. The estimated charges will vary based on the number of courses for which a student enrolls based on a per Course Assessment Fee of \$200 This amount may be reduced by a University Grant, if applicable.

#### **F. Mandatory Disclosures and Signatures:**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UNIVERSITY OF THE PEOPLE.**

The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you may seek to transfer. If the credits and/or degree that you earn at this institution are 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 or enroll after attending University of the People to determine if your courses and/or degree

will transfer or be accepted. Those requiring an official transcript from UoPeople in order to transfer to a different institution who have not yet graduated from UoPeople will be required to pay a \$15 fee.

**NOTICE CONCERNING CERTIFICATE PROGRAM STUDENTS**

UoPeople's Certificate Programs consists of eleven (11) certificate programs. Most certificate programs can be completed in approximately 5 months, or two terms, some may take longer. A student will only be enrolled as a degree student in the University if the student completes an application for admission, meets all the requirements for admission, including successfully completing the English Second Language and/or UoPeople Foundations and executes an Enrollment Agreement for a Degree Student. There is no guarantee that a student who successfully completes the Certificate Program Courses will thereafter be able to enroll in the Degree Program. Furthermore, Certificate Program Courses are excluded from the student recognition for GPA achievements (i.e., President's List, Dean's List, Honor's List).

**NOTICE CONCERNING UNIVERSITY OF THE PEOPLE POLICIES AND**

**PERFORMANCE DATA.** Prior to signing this 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, salaries or wages, and the most recent three-year cohort default rate (if applicable) prior to signing this Agreement. The School Performance Fact Sheet is provided to you as part of your online application.

Student Initials:



I certify that I have received the University Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates (if applicable), 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:**

<u>Certificate Program</u>	<u>Application Fee</u>	<u>Course Assessment Fee (per course)</u>	<u>Number of Courses</u>	<u>Total Estimated Fees*</u>	<u>STRF Charges (Non-Refundable)</u>
<u>Certificate in Finance</u>	<u>\$60</u>	<u>\$200</u>	<u>3</u>	<u>\$660</u>	<u>\$0</u>
<u>Certificate in Accounting</u>	<u>\$60</u>	<u>\$200</u>	<u>3</u>	<u>\$660</u>	<u>\$0</u>
<u>Certificate in Entrepreneurship</u>	<u>\$60</u>	<u>\$200</u>	<u>3</u>	<u>\$660</u>	<u>\$0</u>
<u>Certificate in Marketing</u>	<u>\$60</u>	<u>\$200</u>	<u>3</u>	<u>\$660</u>	<u>\$0</u>
<u>Certificate in Strategy</u>	<u>\$60</u>	<u>\$200</u>	<u>3</u>	<u>\$660</u>	<u>\$0</u>
<u>Certificate in Public Health and Health Services</u>	<u>\$60</u>	<u>\$200</u>	<u>4</u>	<u>\$860</u>	<u>\$0</u>
<u>Certificate in Human Biology</u>	<u>\$60</u>	<u>\$200</u>	<u>4</u>	<u>\$860</u>	<u>\$0</u>

<u>Certificate in Epidemiology</u>	<u>\$60</u>	<u>\$200</u>	<u>4</u>	<u>\$860</u>	<u>\$0</u>
<u>Certificate in Behavioral Health</u>	<u>\$60</u>	<u>\$200</u>	<u>4</u>	<u>\$860</u>	<u>\$0</u>
<u>Certificate in Network and Application Security</u>	<u>\$60</u>	<u>\$200</u>	<u>8</u>	<u>\$1,660</u>	<u>\$0</u>
<u>Certificate in Data Science</u>	<u>\$60</u>	<u>\$200</u>	<u>7</u>	<u>\$1,460</u>	<u>\$0</u>

\*The above estimated fees are based on the successful completion of all courses (assuming a single sitting for each course). Students who are required to repeat courses will incur an additional Course Assessment Fee for each additional course taken.

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$0**

I UNDERSTAND THAT THIS AGREEMENT BECOMES LEGALLY BINDING WHEN SIGNED BY ME AND ACCEPTED BY THE INSTITUTION.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my right and responsibilities, and to the institution's cancellation and refund policies have been clearly explained to me.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Any questions a student may have regarding this Agreement that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, W. Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: (916) 431-6959, Toll Free: (888) 370-7589, or Fax Number: (916) 263-1897.**

For School Use Only - Do Not Fill In

I certify that University of the People has met the disclosure requirements of the California Postsecondary Education Act of 2009 and that this Enrollment Agreement is accepted.

Signature: Shaina Lidd

Date of signing:

Name: Shaina Lidd Title of School Official: Senior Director of Student Processing



## THE FOLLOWING TERMS AND CONDITIONS ARE A PART OF THIS AGREEMENT

### G. Terms and Conditions:

#### 1. General.

This Agreement is a **legally binding agreement when signed by the student and accepted by the University**. By signing this Agreement, students acknowledge that they have been given reasonable time to read and understand it and that they have been given: (a) a written statement of the refund policy including examples of how it applies; and (b) a University Catalog and/or a link to a University Catalog including a description of the course or educational service including all material facts concerning the University and the Program or course of instruction that are likely to affect their decision to enroll.

#### 2. Student's Right to Cancel.

A student has the right to cancel this Agreement at any time. A student's notice of cancellation must be received by the University in writing via email to [student.services@uopeople.edu](mailto:student.services@uopeople.edu). Cancellation is effective on the date written notice of cancellation is sent.

Notice of Cancellation is effective if it shows that the student no longer wishes to be bound by this Agreement or to continue his or her attendance at the University. If the student cancels this Agreement, the student shall not be liable to the University and the University shall refund any money paid through attendance at the first-class session or the seventh day after enrollment, whichever is later, excepting any non-refundable fees.

#### 3. Refund Information.

The Application Fee is not refundable except in instances where applicants withdraw their application for admission before an admissions decision is made. Applicants may write a formal request for a refund of the Application Fee to their personal Admissions Advisor. If approved, refunds will be available to the applicant within 30 days of the submission of the formal request and the refund will be issued using the same payment method used by the applicant to pay the fee.

Students have the right to withdraw from a course of instruction at any time. Students who remain in their course beyond the course withdrawal deadline are not eligible for a refund of the Assessment Fee. The Assessment Fee is only refundable in instances where the University has canceled a student's course or if the student's work was not assessed at all during the course. The Student Tuition Recovery Fund fee paid on behalf of eligible Californians is not refundable and any Course Assessment Fee refund will be reduced by the amount of any applicable Student Tuition Recovery Fund fee. The University will not refund Course Assessment Fees paid for exams that have been taken.

AS UNIVERSITY OF THE PEOPLE CURRENTLY DOES NOT CHARGE TUITION FOR PROGRAMS, THERE ARE CURRENTLY NO TUITION REFUNDS AVAILABLE TO STUDENTS.

#### 4. Loans.

If a student obtains a loan to pay for their fees, that student has full responsibility for repaying the full amount of the loan plus interest, less the amount of any refund. If a student receives federal



student financial aid funds, they are entitled to a refund of amounts not paid from federal student financial aid program funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(a) 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 student is entitled to reduce the balance owed on the loan.

(b) The student may not be eligible for any other federal or state student financial aid at another institution or other government assistance until the loan is repaid.

## 5. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of California only. Any unresolved dispute that is related to this Agreement and has not been amicably resolved shall be brought before a court of competent jurisdiction in the State of California, which will have sole jurisdiction in this regard.

## 6. Termination Date.

This Agreement will terminate as follows:

Two (2) years from the date studies commence. Students must have completed their Certificate program prior to the termination date. Failure to do so will result in a termination of a student's enrollment. Extensions of time for extenuating circumstances will be considered on a case-by-case basis upon a showing of good cause.

Information on reinstatement procedures is contained in the University Catalog.

## 7. University Obligations.

University of the People offers a unique, exclusively online learning experience that combines peer-based and collaborative learning with information technologies and the internet. All learning takes place online, and courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period for preparing for and taking the final exam. The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Via the Virtual Learning Environment, students share resources, exchange ideas, discuss weekly topics, submit assignments, and take exams.

To ensure the integrity and academic excellence of the University, and to ensure that students derive maximum benefit from their program of studies at the University, the University is obliged to:

- (a) implement its mission and institutional goals;
- (b) deliver up-to-date and high-quality academic programs and instructional materials, and ensure that academic standards are maintained;





- (c) provide student services, academic advising and ancillary support services to help students complete their studies successfully;
- (d) maintain its technological systems to enable students to access their courses, records, forms and University information;
- (e) evaluate and improve its programs, courses and services;
- (f) provide accurate and truthful information regarding its programs and services;
- (g) uphold all University policies and procedures and apply these fairly;
- (h) maintain and protect student records and privacy; all in accordance with the University's Privacy Policy;
- (i) ensure the engagement of competent and qualified University directors, officials, faculty and employees; and
- (j) manage the University's affairs ethically, financially, responsibly and in full compliance with the law.

## 8. Student Obligations.

To ensure the integrity and academic excellence of the University and to ensure that each student derives maximum benefit from his or her program of studies at the University, students are obliged to:

- (a) read and comply with the Code of Conduct (set out in the [University Catalog](#)) and other provisions of the University Catalog (including those in relation to the matters restated here);
- (b) comply with all other University policies, requirements and procedures;
- (c) conduct coursework with integrity, including submitting their own original work;
- (d) conduct themselves in a professional manner, treat all other students, faculty, volunteers and administrators with respect, and refrain from any behavior that may be deemed to be offensive, discriminatory, threatening, bullying or deliberate embarrassment or harassment of others;
- (e) refrain from engaging in deceptive, dishonest or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior;
- (f) comply with the instructions in the course syllabus and the reasonable directions of instructors;
- (g) participate actively in class, course and discussion forums;
- (h) submit assignments and coursework on time and as required;
- (i) fulfill peer assessor responsibilities fairly, non-competitively and professionally;



- (j) maintain Satisfactory Academic Progress as described in the University Catalog; and
- (k) meet all financial obligations to the University.

9. Student Tuition Recovery Fund.

**THE FOLLOWING INFORMATION REGARDING THE STUDENT TUITION RECOVERY FUND IS DISCLOSED TO STUDENTS IN ACCORDANCE WITH THE CALIFORNIA PRIVATE POSTSECONDARY EDUCATION ACT (THE "ACT")**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.



Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, W. Sacramento, CA 95798-0818, www.bppe.ca.gov, Phone: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

#### 10. Complaints.

For internal grievances, grade appeals and complaints about academic issues, students should refer to procedures, including the grievance procedure outlined in the University Catalog. Nothing in the grievance procedure should be taken as precluding any right that the student may have to seek any contractual or other legal remedies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll free: (888) 370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (<http://www.bppe.ca.gov>).

Complaints may also be made with the University's accrediting body, the Distance Education Accrediting Commission (DEAC), concerning non-compliance with DEAC standards and policies. Where issues or educational services, student services, or tuition are concerned, the DEAC requires that a student complainant demonstrate that he or she has taken the appropriate procedures to resolve the complaint with the institution (which may include claim numbers, grievance files and emails) prior to filing a claim with the DEAC. Further information regarding accreditation-related complaints with the DEAC can be obtained on the DEAC website (<http://www.deac.org>) or by calling the DEAC at (202) 234-5100.

Where issues of educational quality or compliance with DEAC standards or policies are not central to the complaint, DEAC will refer the complainant to the appropriate federal or state agency or private entity with jurisdiction over the subject matter of the complaint. A list of these agencies appears on the University's website (<http://www.uopeople.edu/tuition-free/grievance-procedures/>).