
Concord Law School Enrollment Agreement

This entire form must be completed and submitted as part of your Concord Law School record and should be faxed to your Admissions Advisor's e-fax number. Please print legibly.

Personal Information

NAME: _____ SOCIAL SECURITY #: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
DATE OF BIRTH: _____ EMAIL ADDRESS: _____
HOME PHONE: _____ WORK PHONE: _____
CELL PHONE: _____ FAX: _____

I hereby apply for admission to Concord Law School of Kaplan University. This enrollment agreement is conditional upon Concord's review of my application with supporting documents and its admission decision. This agreement is a legally binding instrument when signed by me and accepted by the School. My signature on this agreement acknowledges that I have been given reasonable time to read and understand it and that I have been provided with (a) a copy of this agreement and (b) a catalog including a description of the course(s) on the Concord website (<http://info.concordlawschool.edu/>).

Choose Your Program and Start Date

Juris Doctor Program Executive Juris Doctor Program

I am applying for the term starting in: _____

Tuition and Fees

A nonrefundable application fee of \$100.00 is required to be considered for admission. The current tuition is \$9,600.00 per year. Any units taken above 24 units annually are charged at the rate of \$400.00 per unit. The tuition rate for subsequent years is subject to changes and notice will be given 30 days prior to the effective date of the new rate. The Juris Doctor degree is a four-year program (92 units) and the Executive JD degree is a three-year program (72 units). Enrollment is subject to payment in full of all tuition and fees. The enrollee understands that he/she is solely responsible for accessing the Internet program and for all related fees including appropriate computer equipment, an Internet service provider, a digital certificate, and law textbooks. These costs are estimated to be: textbooks, \$150 per course (representative booklists are posted at www.legalbooksdistributing.com); computer equipment, \$1,000; Internet service provider, \$29.95 per month; digital certificate, \$19.95 per year. Bookkeeping fees of \$25.00 will be charged for returned checks and late fees of \$5.00 will be charged for any tuition paid more than 10 days late.

Terms and Conditions

To maintain the academic integrity of its law programs, Concord Law School has installed protections into its website to prevent students from using the curriculum inappropriately or submitting assignments or examinations fraudulently. Any student who has been found to be involved in the false submission of assignments or material on the website or otherwise in furtherance of their degree will be subject to discipline, including possible expulsion from the School. In addition, for Juris Doctor candidates, any information of unethical or fraudulent use of the site by a student which is confirmed after thorough investigation by Concord Law School will be forwarded to the Committee of Bar Examiners of the State Bar of California and may affect the student's future application for admission to the Bar. If a student fails to make a scheduled tuition payment within 20 calendar days of its due date, Concord reserves the right to cancel this agreement; see the refund policy on pages 2 and 3 of this Enrollment Agreement. A diploma will be issued upon successful completion of the educational program, fulfillment of all financial obligations to Concord, and, if applicable, upon having all official transcripts on file for all transfer units accepted by Concord. A student can be dismissed by the School for insufficient progress, nonpayment of fees, or failure to comply with the terms of the Enrollment Agreement.

Concord Law School will not deny admission because of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status. This agreement, its addenda, and its attachments constitute the complete agreement between Concord Law School and the student, and no verbal statements or promises will be recognized or enforced. Concord Law School does not imply, promise, or guarantee transferability of earned credits to any other institution. Concord Law School has the right, at its discretion, to make reasonable changes in program content, materials, schedules, and sequence of courses in programs, in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. Concord Law School is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance. Concord Law School does not provide health services for students.

CANCELLATION OF ENROLLMENT AGREEMENT: If your application is not accepted by Concord, all monies paid excluding the \$100.00 non-refundable application fee will be promptly refunded. If you are accepted and wish to cancel your enrollment, you may cancel by emailing Concord Law School at administration@concord.kaplan.edu or by mailing written notice of cancellation to Director of Enrollments, Concord Law School, 10866 Wilshire Blvd., Suite 1200, Los Angeles, CA 90024 or by any manner specified in the School Catalog. All refunds will be made within 30 days of cancellation. If you cancel prior to or on the first day of commencing instruction, you will receive a full refund of tuition paid.

WITHDRAWAL AFTER COMMENCEMENT OF INSTRUCTION: The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies Concord of withdrawal or the date of withdrawal, whichever is earlier.
2. The last date of attendance in the case of students who do not complete academically related activities within the first 7 days of the term or start date,
3. The last date of attendance for students who fail to complete academically related activities for 21 consecutive calendar days,
4. The date when Concord terminates the student's enrollment, or
5. The date the student is scheduled to return from a leave of absence and fails to do so.

All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of actual participation (login) is used in calculating any refund amount.

NOTICE TO STUDENTS: The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60% of a payment period or term. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

(1) Determining the percentage of the payment period for which federal financial aid was awarded and completed $\text{Percentage of payment period or term completed} = \frac{\text{the number of days completed up to the withdrawal date}}{\text{the total days in the payment period or term}}$. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

(2) Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60% point in the payment period, you will have earned 100% of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy. As a result of this calculation you may owe additional funds to Concord Law School to cover tuition charges previously paid by federal financial aid prior to your withdrawal.

If a student earned less aid than was disbursed, the institution is required to return a portion of the funds and the student may be required to return a portion of the funds.

If a student earned more aid than was disbursed to him/her, the institution may owe the student a postwithdrawal disbursement, which must be paid within 120 days of the student's withdrawal. The borrower must confirm in writing if postwithdrawal loan disbursements should be made.

You may withdraw from Concord by emailing the Administrative Office of Concord Law School through Email Concord or at administration@concord.kaplan.edu or by mailing written notice of cancellation to Director of Enrollments, Concord Law School, 10866 Wilshire Blvd. Suite 1200, Los Angeles, CA 90024 or by any manner specified in the School Catalog. Once students have officially notified the School of their intent to withdraw they should contact the financial aid or business office to determine the amount of funds, if any, which must be returned on your behalf.

All refunds due will be made within thirty days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any refund amount. Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Other state assistance
4. Private and institutional aid
5. Payments made by the student

