



OFF-CAMPUS PROGRAM AGREEMENT

GENERAL OFF-CAMPUS CLASS INFORMATION

I understand the following:

- The university strictly limits this program to thirty students and accepts reservations on a first-come, first-served basis only. This offering is dependent upon a minimum number of thirteen student registrations and Concordia University may cancel an offering if less than eighteen students register.
- My application and course registration does not constitute my admission into the program.
- If I decide to apply to a different program at a later date, my coursework will be evaluated for transfer to the new program and may not be applicable.
- Concordia University agrees to offer this program in a one night per week format at the given off-campus location. The MA Admin program includes three half-day Saturdays for symposiums. Concordia University makes every possible attempt to adhere to the published schedule. Changes are rare. However, Concordia University reserves the right to alter a schedule or change a location due to any unforeseen circumstance such as a professor illness, leasing conflict, school closings, etc.
- I understand practicum components of a program may not meet one night per week as the normal courses do.

COMMUNICATION

I understand the following:

- The university provides me an academic advisor who will be my source of official communication. It is my responsibility to verify program information gathered from other sources, with my assigned advisor.
- It is my responsibility to resolve academic coursework issues with my instructor. If I am unable to do so, I will contact my advisor for further appeal process information.

TUITION

I understand the following:

- By enrolling in at least one course every semester (fall, spring, and summer), the university guarantees the reduced tuition rate throughout the program for which I am applying.
- Different university programs, both on-campus and off-campus programs, have different tuition rates. If I elect to enter a program other than the current program for which I now apply, I am subject to the tuition rate charged in the new program. The university reserves the right to price future programs or other programs at different tuition rates without notification.

FINANCIAL PLANNING

The university has a Financial Aid Office to provide me with financing information and loan application assistance. I understand the following:

- The Graduate Admissions Office is not my source of official financial information.
- The Federal Teacher Title One Loan Forgiveness Program is a government program. I assume the responsibility to verify my own eligibility in this or any government program. I understand that the Federal Government makes the final eligibility decision.
- The Student and Government loan (Stafford Loans) applications are my responsibility.

NON-DEGREE STATUS (*one course only*):

I understand the following:

- Students who are unable to complete admission process prior to the meeting date of the first class may enroll as a non-degree student for the first course of the program and complete the admission process during this course. Non-degree students are not eligible for financial aid and must be admitted to the program in order to register for future courses.

I have read these items and fully understand and agree to the above.

► Signature: _____ Date: _____

► Student Name (Please Print) _____