



WOODFIELD
CHRISTIAN UNIVERSITY

STUDENT ENROLLMENT CONTRACT

Student Enrollee _____ Date _____
 Address _____ City _____ State _____ Zip _____
 Social Security No/Passport/Identification. _____ Date of Birth _____
 Email address _____ Phone (____) _____
 Emergency Contact _____ Phone (____) _____
 Education: High School or College? _____

This agreement is entered into between Woodfield Christian University and Applicant, that for and in consideration of the tuition cost as stated below, the institution agrees to instruct said student in the following course of study:

Select your course of Study: _____
 Start Date: _____ Contract Completion Date _____
 Transfer Hours (Only if applying for Master’s Degree) _____

*	PROGRAM	ENROLLMENT	TUITION
	Certificate in Christian Counseling	\$30	\$400
	Certificate in World Religions	\$30	\$400
	Certificate in Ethical Leadership and Spiritual Formation	\$30	\$400
	Certificate in Religion in a Globalized World	\$30	\$400
	Certificate Risk Management for Churches and NGOs	\$30	\$400
	Certificate in International Relations	\$30	\$400
	Certificate in Introduction to Literary Analysis	\$30	\$400
	Certificate in Diplomacy and Religion	\$30	\$400
	Certificate in Organizational Development	\$30	\$400
	Certificate in Transformational Leadership	\$30	\$400
	Certificate in Self Leadership	\$30	\$400
	Certificate in Sports as Vehicle for Social Inclusion	\$30	\$400
	Master in Christianity, New Perspectives	\$350	\$18,000

*Please select with an “X” the course of your preference.



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- Rates in USD dollars.
- These charges do not include costs for books or required teaching materials.

The student agrees to report to the virtual class on or before the above date and to maintain regular attendance during the duration of the course and abide by the school's rules as contained in the Woodfield Christian University Catalog. (The student will be given a reasonable extension of time to report in case of illness or any act of God that would cause delay.)

The student agrees to pay the above-stated tuition. It is the student's responsibility to let the school know if he/she qualifies for scholarships based on geographic location. Enrollment tuition fee is due upon enrollment date.

Refund and Cancellation Policy

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Any applicant rejected by the institute shall be entitled to a refund of all monies paid.
2. If a student, or parent/guardian of a minor student, cancels enrollment in writing and demands a refund within three business days of the signing of the enrollment agreement, he/she shall be entitled to a refund of all monies paid. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her contract in writing after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the university.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. The University expels a student.
7. In types 2, 3, 4 or 5, official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to a University administrator through email.
8. The University through monitoring attendance and active participation determines unofficial withdrawals for all students. A student who is absent for (6) consecutive sessions will be withdrawn.
9. The required date of the refund is determined by counting from the date the withdrawal was determined. The refund is calculated based on the student's last date of attendance.

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✉ info@woodfieldchristianuniversity.org

☎ 1-800-730-6048



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10. Any monies due to the applicant or student shall be refunded within forty-five days (45) of formal cancellation by the student or formal termination by the institute.
11. When situations of mitigating circumstances are in evidence, the institute may provide a refund that exceeds this refund policy.

For students who enroll and begin classes, the following schedule of tuition adjustment based on the number of sessions of his/her course of enrollment will be considered to meet minimum standard for refunds:

Percentage Enrollment Institution Time to Total Time of course	Amount of Total Tuition Shall Receive or Retain
.01% to 4.9%	20% to be retained or received
5% to 9.9%	30% to be retained or received
10% to 14.9%	40% to be retained or received
15% to 24.9%	45% to be retained or received
25% to 49.9%	70% to be retained or received
50% and over	100% to be retained or received

Course and/or Program Cancellation Policy

1. If a course and/or program are canceled subsequent to a student's enrollment and before instruction in the course and/or program has begun, the school shall at its option:
 - a) Provide a full refund of all monies paid
 - b) Provide completion of the course and/or program.
 - c)
2. If the University cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the institution shall at its option: provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the course and/or program; or provide a full refund of all monies paid.
3. If a school closes permanently, the student is entitled to a pro-rata refund of tuition.

The student agrees that if for any reason he/she cannot continue his/her course of study, he/she will discuss the matter with an official of the University, at which time the institution agrees to issue the student a written release, provided the student has complied with the school's refund and cancellation policies as stated.

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Graduation Requirements:

Certificate Level: Students must complete the requirements of their program with a minimum attendance requirement of 6 out of the 8 sessions or better and pay all tuition and costs to receive a Certificate from the University. The certificate signifies that you have successfully completed the training program for which you contracted.

Master's Level: Students must complete the requirements of their program with a cumulative grade point average of 2.75 or better and pay all tuition and costs to receive a diploma from the University. The certificate signifies that you have successfully completed the training program for which you contracted.

Employment Assistance

I understand that Woodfield Christian University has not made and will not make any guarantees of employment or salary upon my graduation. The institution will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Grounds for Termination

Woodfield Christian University reserves the right to modify the Rules & Regulations at anytime and inform the students of the modifications. The University reserves the right to terminate a student after missing thirty (30) consecutive days; not returning from a Leave of Absence or breach of school standards.

Christian University is a subsidiary of Woodfield Christian Ministries, Inc. a non-profit, non- stock corporation registered in the State of New York. Woodfield is authorized to award religious degrees or diplomas in the State of New York and does not award degrees that must be authorized and approved by the New York State Board of Regents (see 8 NYCRR 3.50); Woodfield agrees that it is subject to the New York State Department of Education's process to review and act on complaints filed with the New York State Department of Education, including enforcement of applicable state laws (see 34 CFR §600.9) .

Accreditation

Woodfield Christian University is currently working towards meeting accreditation standards set forth by the Distance Education Accrediting Commission (DEAC) but is not yet accredited. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.

Acknowledgement

This contract contains the entire agreement between the Woodfield Christian University and me. I acknowledge that I have read this contract in its entirety and all blank spaces have been filled into my satisfaction. I understand most courses are taught in English; I accept that it is my

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responsibility to be aware of the language of instruction before complete my enrollment.

Student

By signing this agreement, I (The student/ Parent or Guardian) understand that I have the right to receive the exact signed copy of this agreement.

Woodfield Christian University Official

By signing this agreement the institute understands its obligation to immediately provide the student an exact signed copy of this agreement.

Applicant name and sign _____ **Date** _____

Parent or Guardian (If Minor) _____ **Date** _____

University Official _____ **Date** _____

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Payment information

For deposits or bank transfers:

CHASE 

Bank: Chase
Woodfield Christian
University Account Number:
459276288
ABA: 021000021
SWIFT:
CHASUS33

zelle[®]

For transfer by Zelle:
administration@woodfieldchristianuniversity.org

 **PayPal**

For transfers by Paypal:
accounting@woodfielchristianduniversity.org

**The student Enrollment Contract and the payment receipt should be sent by email to: administration@woodfieldchristianuniversity.org*

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