

**American University of Leadership
Marbella**

72 Avenida Ricardo Soriano Edificio
golden Portal B primera planta,
Marbella Málaga, Spain 29602

Tel: +34 638 857 601

**ENROLLMENT AGREEMENT
Bachelor/Master**

STUDENT INFORMATION

First Name		Last Name	
Address			
	City:	State:	Zipcode: Country:
Phone			
ID or Passport#		SSN#	
Date of Birth		Gender	<input type="radio"/> Male <input type="radio"/> Female
Email			
Program Information	<input type="radio"/> Bachelor of Business Administration <input type="radio"/> Master of Business Administration		
<i>Administration only</i>	Length:	Credit Hours:	
	Excepted total program cost: €	Notes:	

AULM and the student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the University's policies as set forth in the University catalog.

TUITION AND FEES

Programs	Tuition/Credit	Cost per Semester
Undergraduate Programs		
Spanish resident Students	€200	€3000
Non Spanish resident students	€300	€4500
Graduate Program		
Spanish resident Students	€250	€3000
Non Spanish resident students	€350	€4200

***Special International Students:** Students transferring from an Institution holding an articulation agreement with AULM, will pay their tuition according to the instate fees. For a list of the institutions please visit our website at: <https://www.auml.education/about-aiuml/articulation-agreements/>

- Textbook(s) must be purchased by students separately and are not included in course tuition; a reasonable estimate is €2500-€3700 for the undergraduate programs and €1900 to €2200 for the Master's programs.

- Tuition is due at least one week prior to the start of each course or program.
- Tuition can be paid in full by Visa, MasterCard, Bank Wire, Check or PayPal.
- Allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Student continues payment at the above tuition rate until end of program.
- Students must be continuously enrolled in a course or pay the inactive fee every semester to avoid the reinstatement fee.
- No student will receive diploma, official transcript or any official documentation until all financial obligations to the University are satisfied.
- Transfer credits will be placed on your transcript after a successful review
- All scholarships are valid for up to one program at a time.
- Accounts that are past due will be restricted from taking additional courses. Accounts that are past due will be sent to an outside collections' agency. In this event, the student is responsible for any collection fees over and above their past balance on their account.

Methods of Payment

Full payment at time of signing enrollment agreement.

Registration fee at the time of signing enrollment agreement with course balance paid prior to starting date

Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

Students opting for a payment plan agree to pay their tuition according to the schedule below.

AULM does not charge an interest rate on its payment plan, however an administrative fee of \$25 is added.

Number of payments	Amount of each payment	Due Date	Total Payment <i>The amount you will have paid after you have made all payments as scheduled</i>
	€	–	€

FEES

Fees		Cost
Application fee		€300
Registration		€350
Administrative fee for monthly payments		€25
Inactive student Fee/semester		€30
Change-of-Program Fee		€50
Returned Check Fee		€ 50
Transcript Fee (First Transcript is free)		€ 10
Graduation Processing Fee		€ 80
Commencement Fee		€ 175
Replacement Diploma Fee		€ 100
Reinstatement fee		€ 100
Postal charges:	National	€20
	International	€200

**All fees above are non-refundable to a maximum of €150 when combined.*

GROUNDS FOR TERMINATION

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

GRADUATION REQUIREMENTS

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. The University approves graduations in December and May.

EMPLOYMENT ASSISTANCE

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School 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.

GRIEVANCES

Students may submit any grievance in writing directly to student services unless the grievance concerns this department, then they can submit to the academic coordinator. Students should expect a response in a timely manner. In the event the response is not satisfactory they can submit in writing to the President.

REFUND POLICY

If a student has terminated or cancels enrollment for any reason, the following refund policy will apply:

A student may request cancellation via fax, email, mail.

Enrollment Cancellation:

- All monies will be refunded if the school does not accept the applicant except application and registration fees.
- No refund of the first semester tuition is made after the student has received the admission letter via email.
- The refund of tuition other than the first semester will be provided in a 60 days' time frame after receiving all the documents needed to proceed to the refund.
- Cancellation after receiving the admission letter, results in no refund, as the student will be receiving acceptance letter and documents that will be submitted to obtain the VISA. AULM provides additional consideration for students that have had extenuating circumstances, such as a student illness or accident, death in family, or other circumstances beyond the student's control.
- No refund will be considered if the student is denied the VISA, due to reasons such as: not having presented all the required documents, presenting false documents, not complying with the immigration prerequisites and any other reason the consulate sees fit.
- Student cannot get a refund after they cancel the agreement and ask for a refund if they change their mind, if they are not able to accommodate to the school system or cannot accommodate to foreign environment, or if they wish to change the program.
- Students cannot get a refund if they decide to cancel the contract because they do not

think that the degree is valid or accredited.

- The administration reserves its right to change the program or switch to online if the total of enrolled students does not equal 10 students. Students will be notified before the starts of classes. Students cannot ask for a refund if they wish to terminate the contract and do not wish to continue online.
- In extreme cases, refunds are accepted, but the decision of refund will be at the discretion of the administration, generally, a refund of 70 percent of the monies paid, not counting the registration and application.
- AUL Marbella is not an immigration agency; the administration does not guarantee the VISA granting and does not get involved in the VISA application of the students.
- AUL Marbella does not offer housing or accommodation and the administration is not responsible of finding accommodation to students, or helping in opening bank accounts.
- AUL Marbella is a subsidiary of the International University of Leadership; the facility is located in a building in the city center of Marbella, no refund is accepted if the site of AUL Marbella is not at the taste of the students.

Withdrawal:

- A student may withdraw from one or more courses during a term and not be withdrawn from the University if the student is attending at least one course within the term or has registered for a course in a subsequent term within 30 days from the last scheduled date of the term. A student who withdraws from all of his or her courses in a term will be responsible for any charges that may accrue on their account due to the withdrawal.

Other Circumstances:

- If for unseen reasons the University is permanently closed or no longer shall offers instruction, the school, at its option:
 - Provide a full refund of all monies paid. Except registration fees.
- Applicants denied admissions by the University are entitled to a refund of all money paid except for non-refundable registration fees.
- If the student or the University cancels this agreement the rules for cancellation and refund above will apply.
- Students who wish to continue their education at other schools must not assume that credits earned at the University will be accepted by the receiving institution. Transfer of Credits from AULM is at the discretion of the receiving institution.
- Students can use the university placement assistance services as described, but AULM does not guarantee employment upon completion of programs.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement.

This agreement is active once signed by student and administration.

Students Signature _____ **Date** _ _ (Month/Day/Year)

Parent/Guardian Signature _____ **Date** _ _ (Month/Day/Year)

(For students less than 18 years)

University Representative _____ **Date** _____