



## ENROLLMENT AGREEMENT

Period covered by enrollment agreement: \_\_\_\_\_ to \_\_\_\_\_  
Admin Office: 1525 McCarthy Blvd, Milpitas, CA 95035 | Phone: (858) 832-3000 | Website: www.rossbi.org

<b>PLEASE PRINT OR TYPE</b>			<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry
Student Applicant Legal Name _____				
_____ (First)	_____ (Middle)	_____ (Last)		
Social Security # _____		Date of Birth _____		
Driver's License / Other ID No. _____				
Phone: _____				
Address _____		City _____	State _____	
Zip _____				
E-Mail _____				
[Optional] Fax No. _____				

### A. EDUCATIONAL SERVICE

Program:  Master of Business Administration (MBA) Degree

Master of Science in Computer Science (MSCS) Degree

Part Time \_\_\_\_\_ Full time \_\_\_\_\_

Total Number of Units Required to be Completed 36 MBA 36 MSCS

Approximate No. of Semesters 6 MBA \_\_\_\_\_ MSCS

Program Start Date: \_\_\_\_\_ Estimated Program Scheduled Completion Date: \_\_\_\_\_

### B. ITEMIZATION & TOTAL TUITION FEES

Payment Plan	Pay by Semester*	One-time Payment in total	Scholarship
Tuition Pay by Unit	\$270/unit	\$220/unit	Waived
Assessment Fee by Course (Non-Refundable)	N/A	N/A	\$200/course

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.



# Ross Business Institute

<b>Registration Fee (Non-Refundable)</b>	\$50	\$50	\$50
<b>Technology Fee (Non-Refundable) **</b>	\$100/semester	\$100/semester	Waived
<b>Books and Supplies</b>	\$100/semester	\$100/semester	Waived
<b>Student Tuition Recovery Fund Fee</b>	\$0 Non-Refundable, per semester (\$0 for every \$1,000 rounded to the nearest \$1,000)		
<b>Total Cost for Online MBA Program</b>	\$10,470	\$8,670	\$2,450

\*Each student must register in at least 1 course (3 units/course) per semester.

\*\*Technology Fee for 6 semesters estimated(3 semesters/ year), including online library fee

\*\*\*Students are responsible to complete the coursework within the required period of time depends on the program

### Additional Fees (Non-Refundable):

Bounced Check Penalty fee (per check)	\$ <u>50</u>
Late Payment Fee	\$ <u>100</u>
Official Transcript Fee (per copy)	\$ <u>15</u>
Graduation Fee	\$ <u>200</u>

### STUDENT AGREES TO PAY ABOVE SPECIFIED FEES AS FOLLOWING:

- Cash \$ \_\_\_\_\_
- Bank Transfer \$ \_\_\_\_\_

Bank: Chase  
 Name: Ross Business Institute  
 Account: 839587370  
 Routing No: 322271627  
 Address: 1143 Munich Ter, Sunnyvale, CA 94089

- Sponsor \$ \_\_\_\_\_ Sponsor Name: \_\_\_\_\_
- Check \$ \_\_\_\_\_ Check Number: \_\_\_\_\_
- Corporate \$ \_\_\_\_\_ Corporate Name: \_\_\_\_\_
- Loan \$ \_\_\_\_\_
- BALANCE DUE \$ \_\_\_\_\_ Payment Agreement: \_\_\_\_\_

### C. REFUND POLICY

The refund policy at Ross Business Institute is designed to provide clear guidelines regarding refund calculations, timelines, and procedures. The school is committed to ensuring a fair and transparent process for students in cases of withdrawal, termination, or other circumstances that may warrant a refund.

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**



# Ross Business Institute

---

## Refund Calculation

Refunds will be calculated using a pro-rata method based on the length of time the student attended the program. The formula for calculating refunds is as follows: Total Program Cost ÷ Total Program Duration = Cost Per Day. Refund Amount = Cost Per Day × Number of Days Remaining in the Program.

## Refund Calculation Date

Refunds will be calculated from the date of official withdrawal or termination as determined by the school's records. This is the date on which the student notifies the school of their intention to withdraw or the date on which the school officially terminates the student's enrollment.

## Refund Time Frame

Refunds will be processed and issued within 30 days from the official withdrawal or termination date.

## No Written Notification Requirement

Students are not required to provide written notification of withdrawal in order to receive a refund. The school will initiate the refund process based on its own records and official documentation.

## Maximum Refund Period

Refunds will not be issued more than 90 days from the student's withdrawal or termination date. The school is committed to promptly processing and disbursing refunds to eligible students.

## STUDENT'S RIGHT TO CANCEL

This policy explains the refund policy for applicants who choose to cancel their enrollment within specific timeframes.

### Enrollment Cancellation Prior to Visiting School

- An applicant who has not visited the school prior to enrollment has the right to cancel their enrollment without penalty. This applies to applicants who have not participated in any of the school's orientation procedures or visited the school facilities and equipment where training and services are provided.
- To request cancellation, the applicant must notify the school in writing within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.
- Upon valid cancellation within the stipulated time frame, the applicant will be entitled to a full refund of any monies paid to the school.

### Enrollment Cancellation Within Three Days

- An applicant who signs an enrollment agreement and makes an initial payment to the school is entitled to a period of three business days during which they can request cancellation without incurring any penalty.
- The applicant must submit a written request for cancellation within three business days after signing the enrollment agreement and making the initial payment.

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**



# Ross Business Institute

- In case of valid cancellation within this three-day period, the applicant will receive a full refund of all monies paid to the school.

### **Enrollment Cancellation After Three Days but Prior to Entering School**

- An applicant who requests cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to the start of classes, is entitled to certain refund conditions.
- The school will retain a registration fee equal to 15% of the contract price of the program.
- However, the school will not retain more than \$150 of the total monies paid by the applicant.
- Any remaining amount will be refunded to the applicant.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The student shall provide a written notice of program withdrawal to the email: [info@rossbi.org](mailto:info@rossbi.org), or mailed to the following address: 1525 McCarthy Boulevard, Milpitas, CA 95035. After approval, the refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students' scheduled days are based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Any collection procedure conducted by RBI or an authorized representative of RBI will reflect ethical business practices.

### **UNDERSTANDINGS**

**INITIAL**

1. **Catalog:** Information about Ross Business Institute is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Ross Business Institute reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Ross Business Institute, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. **Location:** Ross Business Institute will provide a distance education at a location determined by the student.

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**







# Ross Business Institute

complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to Section VI, Rules of Process and Procedure, Standards of Accreditation.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

2. Permission is not necessary for advertising complaints since advertising is considered public information.

3. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.

i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.

ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.

iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.

11. The university extending credit or lending money to an individual for institutional and noninstitutional charges for an education program shall comply with following notice:

**"NOTICE"**

**"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE**

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**





# Ross Business Institute

## AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

12. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
13. **Books/Equipment:** All supplies for the program selected will be provided by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the student.

14. **Distance Education Equipment Requirements:** The university recommends the following technical specifications to ensure that students can successfully take proctored examinations and complete online coursework. Students with questions should contact info@rossbi.org.

Students will need a:

- Desktop or laptop computer that runs at least Windows 7 or Mac OS X, with at least 2GB RAM
- Webcam (built in or external with a resolution at least 640 x 480, with 1280x720 recommended)
- Computer microphone (many webcams have built in microphones)
- Computer speakers or headphones
- Microsoft Office (e.g., Word, Excel, PowerPoint)
- Web browser (most current version) with Adobe Flash Player installed. (Adobe Flash Player is a free download at [www.adobe.com](http://www.adobe.com).)
- Reliable high-speed internet connection of at least 3 Mbps download and upload speed (test internet speed at [www.speedtest.net](http://www.speedtest.net))

15. **Loan:** 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 person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### 16. Late Fees and Financial Holds for Students with Outstanding Balances

RBI students with an outstanding balance who are currently registered and enrolled in the MBA program may be subject to a late fee and a financial hold. A late fee may be assessed to the student account if he/she has an outstanding balance, is registered for classes, and fails to submit adequate payment or has obtained approved financial aid by the scheduled due date.

In addition, a hold may be applied to the student's account if sufficient payment has not been made.

Having a financial hold on the student's account will prevent the following:

- Registering for a subsequent semester
- Receiving official transcripts
- Receiving a diploma

Failure to attend class does not constitute a withdrawal and does not excuse a student from his/her financial obligation.

Students receiving company reimbursement must prepay their own tuition. The Institute does not honor company reimbursement contingent upon grades.

17. **Student Tuition Recovery Fund:**

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**



# Ross Business Institute

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 residents, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

**Initial**

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**





# Ross Business Institute

Prior to signing this enrollment 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, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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.

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM**

\_\_\_\_\_ (Initial)

MBA Non-scholarship: \$ 8,570 \*      MBA Scholarship: \$ 2,450

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

\_\_\_\_\_ (Initial)

MBA Non-scholarship: \$ 1,770      MBA Scholarship: \$ 250

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT**

\_\_\_\_\_ (Initial)

MBA Non-scholarship: \$ 1,770      MBA Scholarship: \$ 250

**\*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**



## Disclaimer of Employment Guarantee for Ross Business Institute

This Disclaimer serves to inform all current and prospective students of Ross Business Institute that the institute does not provide a guarantee of employment upon completion of any of its educational programs or courses.

### 1. No Employment Guarantee

1.1 Ross Business Institute does not make any explicit or implicit guarantees or promises regarding employment outcomes for its students.

1.2 The job market is dynamic and can be influenced by a variety of factors beyond the control of the Institute. Employment opportunities are dependent on an individual's qualifications, market conditions, and other external variables.

### 2. Career Services and Support

Ross Business Institute is dedicated to supporting its students' career development. We provide career counseling, job search assistance, and resources to help students achieve their professional goals. However, the availability of job opportunities and ultimate employment decisions are solely the responsibility of the individual student and prospective employers.

### 3. Alumni Success Stories

3.1 The success stories and testimonials of our alumni, while inspirational, should not be interpreted as a guarantee of future employment.

3.2 Alumni achievements may not represent the experiences of all students, as each individual's success is influenced by their unique circumstances and efforts.

### 4. Student Responsibility

Students at Ross Business Institute are encouraged to actively engage in career planning, networking, and job search activities. It is important for students to understand that their commitment and efforts play a significant role in their professional success.

### 5. No Financial Guarantees

Ross Business Institute does not guarantee that students will achieve a specific level of income or financial success after completing our programs.

### 6. Legal Compliance

This Disclaimer is provided in accordance with all applicable laws and regulations governing educational institutions and their obligations to inform students about employment prospects.

### 7. Conclusion

Ross Business Institute remains committed to providing students with quality education and support throughout their educational journey. We believe in the potential of our students to excel in their chosen fields and will continue to provide resources and assistance to help them reach their professional goals. However, it is imperative for all students to understand that Ross Business Institute does not guarantee employment upon completion of its programs.

By enrolling in any program at Ross Business Institute, students acknowledge and accept the terms of this Disclaimer regarding employment guarantees.

**Initial**

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**



# Ross Business Institute

---

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT. I HAS READ AND RECEIVED A COPY OF THE SCHOOL CATALOG AND UNDERSTANDS AND AGREE TO THE SCHOOL'S POLICIES PUBLISHED IN THE CATALOG. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THJS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT ACCEPTED BY THE SCHOOL.

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

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature and Title of School Official Accepting Enrollment Date

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**