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Please submit this form after filling it to the following email address : [admissions@aulm.education](mailto:admissions@aulm.education)

### DBA ENROLLMEN AGREEMENT

First Name		Last Name	
<b>Address</b>			
	City:	State:	Zipcode: Country:
<b>Phone</b>			
<b>ID or Passport#</b>		<b>SSN#</b>	
<b>Date of Birth</b>		<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female
<b>Email</b>			
<b>Program Information</b>  <i>Administration only- Do not fill out</i>	Program Title: Doctorate of Business Administration  Length: <span style="float: right;">Credit Hours:</span>  Excepted total program cost: €		

American University of Leadership Marbella 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 rules and regulations as set forth in the University catalog.

### TUITION AND FEES

Programs	Tuition/Credit	Program Cost
Doctorate Program		
In State Students	€250	€15,000
Out of state/ International Students	€300	€18,000

- **Textbooks:** Textbook(s) must be purchased by students separately and are not included in course tuition, a reasonable estimate is close to \$2000
- Tuition is due at least one week prior to the start of each course or 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 program 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 initial administrative fee of €25 is added.

Number of payments	Amount of each payment	Due Date	Total of Payment <i>The amount you will have paid after you have made all payments as scheduled</i>
	€	Beginning o And on the same day every month thereafter.	€

### FEES\*

Fees	Cost
Application fee	€25
Program Registration	€125
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.

In the case of unresolved conflict, contact the Commission for Independent Education, Florida Department of Education, at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll free number (888)224-6684.

**REFUND POLICY**

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

A student may request cancellation in any manner: fax, email, mail or in person methods are preferred.

**Enrollment Cancellation:**

- All monies will be refunded if the school does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the fifth (5th) business day, but before the first class, results in a refund of all monies paid, except for the registration fee. 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.

**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.
- Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

- Cancellation after completing more than 40% of the program will result in no refund.
- The refund is calculated based on the postmarked date that a student's cancellation is received by the University.
- Refund payments will be made within 30 days of termination of students' enrollment or receipt of the refund request.

Sample Refund Calculation:

John Doe registers for 1 course at the Doctorate program, equivalent to 3 Credit Hours to last 8 weeks at 3 credit hours per week. He pays a registration fee of €150 and a tuition fee of €900. John changes his mind and withdraws from school during week 2, he is entitled to a prorated refund except for the registration fee.

Each week is equivalent to  $€900/8 = €112.50$ , John consumed 2 weeks meaning  $2 * €112.50 = €225$ . Joe will get a refund of  $€900 - €225 = €675$  within the next 30 days.

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.
  - Provide for completion of the course.
- Applicants denied admissions by the University are entitled to a refund of all money paid except for non-refundable registration fees, after the allowable five business days.
- 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 and the university catalog.**

*This agreement is active once signed by student and administration.*

**Students Signature**

**Date**

**(Month/Day/Year)**

**University Representative**

**Date**

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