



Richmindale College

185 N. Apache Trail, Suite 1, Apache Junction, Arizona 85120, USA
www.richmindale.com | info@richmindale.com

Document Number	ADM-5020-MEM
Revision Number	2502
Revision Date	01-Feb-2025
Next Review Date	01-Aug-2025

MEM Student Enrollment Agreement

For official use only			
Admission Reference ID		Student ID	
Admission Date			
Admissions Representative		Academic Adviser	
General Notes			

IMPORTANT NOTICE!

Before signing this enrollment agreement, review our catalog and make sure that you agree to the policies, terms, and conditions in the catalog. If you have questions, do not hesitate to contact us on the following:

Website: www.richmindale.com/contact ; Email: info@richmindale.com ; Phone: +1 (928) 499-3936; +1 (602) 881-4176

Ensure that all pages of this agreement are signed. The student and/or student parent or guardian can use ink or digital signature to sign all pages of this document. Once signed, submit this agreement to Richmindale College through email at admissions@richmindale.com using the student’s email address that is registered in this agreement.

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I. STUDENT INFORMATION

1. Student Last Name*	2. Student Given Name*	3. Student Middle Name*
4. Address Details*	5. Address City*	6. Address State, ZIP Code*
	7. Address Country*	8. Country of Nationality*
9. Email Address*	10. Phone Number (Primary)*	11. Phone Number (Secondary)
12. Birth Date (Month dd, yyyy)*	13. Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	14. Religion (For demographics only)

II. PROGRAM INFORMATION

15. Program Title* 4.5. Master of Education in Educational Management		16. Program Code* MEM
17. Program Track and Specialization (if applicable)		18. Estimated Total Cost* \$ 5,500
19. Discount Description (if applicable)	20. Student Admission/Program Notes (if applicable)	
21. Program Clock Hours N/A	22. Program Credit Hours* 36	23. Commencement Date*

III. COURSES

The following courses with a total of 36 credit hours are required for the awarding of the Master of Education in Educational Management (MEM) degree. The courses below are arranged based on a logical sequence of learning contents. Students may change the sequence of courses as long as the course requisites are followed.

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Course Code	Course Title	Pre-requisite	Credit
Semester 1			
EDU-601	Research Designs and Methods		3.0
EDU-602	Philosophical Foundations of Education		3.0
EDU-603	Educational Statistics and Analysis		3.0
Semester 2			
EDU-604	Technology in Education		3.0
EDU-605	Educational Legislation and Fiscal Management		3.0
EDU-606	Management and Organization of Educational Institutions	EDU-601	3.0
Semester 3			
EDU-607	Educational Planning and Development	EDU-604, EDU-605	4.0
EDU-608	Personnel Management in Education	EDU-605	3.0
EDU-609	Decision Analysis in Education	EDU-603	3.0
Semester 4			
EDU-610	Curriculum and Instructional Management	EDU-601	3.0
EDU-700	Capstone - Educational Management Project	Final requirement	5.0
Total Credits for Program Completion			36

IV. TUITION AND FEES

Estimated Costs to Complete the Program	Original Amount	Adjusted Amount	Unit
Total Tuition, for all credit units	\$ 5,040	\$ 5,040	36 credit units at \$140 per unit
Total Miscellaneous Fee, for all credit units	360	360	36 credit units at \$10 per unit
Admission Fee, one-time fee per application	100	100	1 application at \$100
Estimated Total Program Cost	\$ 5,500	\$ 5,500	

(a) Tuition Period Covered by this Agreement


The tuition period covered by this agreement is 3 years from the Commencement Date in this agreement.

(b) Basis of Calculation

The estimated cost to complete the program is based on the Tuition and Fees in the following table. The Registration Fee is a one-time fee for each program and is charged to the student during admission.

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Fee Description	Original Amount	Adjusted Amount	Unit
Admission Fee	\$ 100	\$ 100	Each application per program
Course Tuition	\$ 140	\$ 140	Each credit unit
Course Miscellaneous Fee	\$ 10	\$ 10	Each credit unit

(c) Tuition and Fees NOT Included in the Estimated Total Program Cost

Books and other study materials for course completion, library services, computer hardware, and software licenses and subscription (if applicable) are not provided within the tuition and fees and are not included in the calculation of the estimated total program cost. Students are required to purchase them separately.

Furthermore, the following fees are not included in the estimated total program cost.

Additional Fees	Amount	Unit
Application for credit transfer evaluation fee	\$ 75	Each application
Software Licenses and Subscriptions	\$ 100	Subscription per year
Transcript/diploma copy request fee ¹	\$ 10	Each set; one original copy is free ¹
Expedited transcript/certificate service fee	\$ 10	Each request
Late payment/insufficient funds fee	\$ 20	Each transaction

¹ The first transcript and diploma copies are provided to each student for free and must be requested from the Richmindale College Registrar Office via its website on RIMS > Dashboard > Services > Request Transcript, or copy and paste the link www.richmindale.com/rims/services/transcript in a web browser. Do NOT use the Parchment option to avoid being charged an additional fee.

(d) Tuition and Fee Changes

Richmindale College guarantees the same tuition and fees for the enrolled student within the tuition period specified in item (a) of this section. After the tuition period, tuition and fees are subject to change at the discretion of Richmindale College. Any changes to the tuition and fees shall be communicated and agreed with the student. A new Enrollment Agreement with the agreed changes shall be carried out by both parties.

(e) Discounts and Waived Fees

Student discounts and waived fees are deducted from the original fees as they apply.

V. PAYMENT AND FINANCING OPTIONS

Richmindale College accepts any of the following methods of payment:

- Cash
- Bank transfers
- Credit cards

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(a) Terms of Payment

Richmindale College offers an installment plan to schedule fees in monthly payments. The number of days used in the terms of payment is based on the Gregorian calendar.

Students should pay the one-time admission fee of \$100 upon admission application. If students apply for transfer of credits, they should also pay the credit transfer evaluation fee of \$75, in addition to the admission fee, upon admission application.

The total tuition and fees based on the number of credits enrolled in each semester are divided into 3 payments. The first payment is due upon enrollment. The remaining 2 payments are scheduled monthly for 2 months, starting from the month when the semester classes start. The due date of each remaining payment is set on the last working day of each month.

For example, on July 1, Richmond applied for admission and got accepted on the same day. On August 1, he enrolled in three 3-credit classes, a total of 9 credits for the Fall semester. The classes for the Fall semester are scheduled to start on September 8. The total amount of tuition and miscellaneous fees for the 9 credit units enrolled for the semester is \$1,350. The total cost including the admission fee is \$1,450 as shown in the table below.

Description	Qty	Units	Total Units	Unit Fee	Line Total
Admission Fee, one-time	1	-	1	\$ 100	\$ 100
Tuition	3	3	9	140	1,260
Miscellaneous Fee	3	3	9	10	90
Total Fee for the Semester					\$ 1,450


The payment schedule for the above semester fee example is as follows:

Payment Term per Semester	Amount	Due Date per Semester
Admission Fee, one-time	\$ 100	Jul 1 : Admission application.
Payment 1 of 3	\$ 450	Aug 1 : Course enrollment.
Payment 2 of 3	\$ 450	Sep 30 : End of the month when classes start.
Payment 3 of 3	\$ 450	Oct 31 : End of the month after Payment 2.
Total Fee for the Semester	\$ 1,450	

Students must settle all their outstanding balance to be able to enroll in courses for the next semester. Students must also pay for the first installment of each semester before the semester classes start. Richmindale reserves the right not to enroll students or not to allow students to attend classes due to missed payments based on the terms of payment specified in this agreement.

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(b) Federal Student Aid

Richmindale does not offer financial assistance. The school is not eligible for participation in the Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan.

VI. NOTICE: HOLDER IN DUE COURSE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED [PURSUANT HERETO OR] WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

(A.R.S. §47-3302; FTC Trade Regulation Rule, 16 C.F.R. §433)

VII. CANCELLATION, WITHDRAWAL AND REFUND POLICY

If for any reason a student is denied admission or chooses to withdraw from a program or a course, Richmindale College has established this cancellation, withdrawal, and refund policy for the student’s protection. A student may terminate enrollment at any time by notifying the school in writing indicating the expected last date of attendance as the cancellation or withdrawal date. The written notification of cancellation should be addressed to the Chief Academic Officer of Richmindale College, and must be signed, dated, and sent via postal mail or student’s official email using the mailing information below.

Mail To Address: Richmindale College
185 N. Apache Trail, Suite 1
Apache Junction, AZ 85120
United States of America

Email To: cancel@richmindale.com

Notification letters sent through postal mail must be mailed on or before the effective cancellation or withdrawal date mentioned in the letter. Richmindale College will use the actual mailing date as the cancellation or withdrawal date if the letter is mailed after the specified effective cancellation or withdrawal date.

Any money due to a student must be refunded within 30 days of a cancellation request, regardless of whether materials have been returned.

(a) Non-Acceptance

An applicant denied by the school is entitled to a refund of all monies paid.

(b) Five-Day Cancellation

A student has five (5) calendar days (excluding holidays) after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to Richmindale College. The refund does not include items purchased from third-party entities, such as textbooks and software licenses and subscriptions. Richmindale College provides the refund amount to the student or to the person who paid the student’s tuition and fees no later

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than 30 calendar days after receiving the written notice of cancellation, regardless of whether materials have been returned.

(c) Cancellation More Than Five Days, But Prior to the Commencement of Classes

A student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid minus: an application/transfer credit evaluation fee of up to \$75; a one-time admission fee per program of no more than 20 percent of the tuition and not to exceed more than \$200; and other fees purchased from third-party entities, such as textbooks, software, and library service fees, if provided by a third-party service (e.g., LIRN, Westlaw, ProQuest, EBSCO). Richmindale College provides the refund amount no later than 30 calendar days from the cancellation or withdrawal date.

(d) Cancellation and Refund After the Commencement of Classes

Richmindale College uses a refund policy based on time period of semester credit hours. A student requesting cancellation after the commencement of classes is entitled to a refund based on the Table of Charges and Refunds. Richmindale College retains the fees described in the Non-Refundable Fees After Commencement of Classes. Richmindale College provides the refund no later than 30 calendar days from the cancellation or withdrawal date.

1. Cancellation For Not Returning from Authorized Leave

A student who is on authorized Leave of Absence and failed to return on the scheduled date without notice or without valid reason is withdrawn, and the cancellation or withdrawal date is the date the student was scheduled to return from the leave and failed to do so.

Students who are withdrawn for not returning from authorized leave may be entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**. Richmindale College provides the refund amount no later than 30 calendar days from the cancellation or withdrawal date.

2. Cancellation Due to Excessive Absences

A student is withdrawn from Richmindale College if the student has not attended any class for 30 consecutive scheduled class days. The cancellation or withdrawal date is the last day of the 30 consecutive days.

Students who are withdrawn due to Excessive Absences may be entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**. Richmindale College provides the refund amount no later than 30 calendar days from the cancellation or withdrawal date.

3. Cancellation For Not Submitting Official Transcripts

Richmindale College may approve and accept admission applicants to a degree program using their unofficial transcripts in evaluating their eligibility. Once accepted, the newly admitted students are allowed to enroll in courses in one enrollment period not to exceed 12 semester credit hours. Richmindale College

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must receive their official transcripts within this one enrollment period, or they are withdrawn from the program.

Students who are withdrawn from the program for not submitting official transcripts cannot earn credits for the courses that they successfully completed for the semester. They may re-apply for admission when their official transcripts are ready, however, they must go through the same admission application process, including the payment of fees.

Students who are withdrawn for not submitting their official transcripts within one enrollment period may be entitled to a refund based on the **Table of Charges and Refunds**. Richmindale College retains the fees described in the **Non-Refundable Fees After Commencement of Classes**. Richmindale College provides the refund amount no later than 30 calendar days from the cancellation or withdrawal date.

4. Cancellation For Failure to Complete a Program Within the Tuition Period Covered

The tuition period covered by this Enrollment Agreement between Richmindale College and the student is 3 years. Students are withdrawn if they fail, or are about to fail, to complete the required courses of a program within the specified tuition period covered by the enrollment agreement. The cancellation or withdrawal date is the first day of the semester classes when they are identified that they will fail or have failed to complete their program within the tuition period coverage. Students are not allowed to enroll in any semester when they have been identified to fail in completing their program tuition period coverage. There is no applicable refund for this cancellation or withdrawal. Students may re-apply for admission by going through the same admission application process, including the payment fees.

5. Non-Refundable Fees After Commencement of Classes

When a student cancels or withdraws enrollment after the commencement of classes, Richmindale College retains the application fee and a one-time registration fee of no more than 20 percent of the tuition (not to exceed \$200), and an application/transfer credit evaluation fee of up to \$75, if applicable.

Richmindale College does not provide refunds for items that are purchased by students from third-party vendors, such as textbooks, software licenses and subscriptions, and library service fees.

Note that all cancellation or withdrawal refunds after the commencement of classes apply only to the current semester. Any payments made for the attempted courses in the previous semesters are not refundable.

6. Table of Charges and Refunds

When a student cancels after completing at least one lesson assignment but less than 50 percent of the graded assignments, Richmindale College may retain the credit transfer evaluation fee (if applicable) and/or admission fee of no more than 20 percent of the tuition (not to exceed \$200) and library service fees, plus a percentage of tuition paid by the student in accordance with the following schedule:

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Percent (%) of the credit hours attempted* <i>(Credit hours counting starts from the date when the classes started and includes holidays)</i>	Percentage of tuition and miscellaneous fee returned to the student minus the admission fee and/or credit transfer evaluation fee <i>(based on the total cost of enrolled credits for the current semester)</i>	Percentage of tuition and miscellaneous fee retained by Richmindale College
Less than or equal to 10%	90%	10%
More than 10% and less than or equal to 20%	80%	20%
More than 20% and less than or equal to 30%	70%	30%
More than 30% and less than or equal to 40%	60%	40%
More than 40% and less than or equal to 50%	50%	50%
More than 50%	0% <i>(no refund is required)</i>	100%

* The percentage of the credit hours attempted is determined by dividing the total number of credit hours elapsed from the semester class start date to the student's last day of attendance, by the total number of semester credit hours for the course, and multiply by 100.

For students enrolled in two or more courses that award semester credit hours, Richmindale College treats each course separately for the purposes of calculating the appropriate amount of tuition refund owed to the student.

(e) Student Entitlement to Receive All Materials Paid

Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials, including kits and equipment.

(f) Refunds of Books, Supplies and Other Third-Party Items

Books, materials, software licenses and subscriptions, and other supplies required for course completion that are not provided by Richmindale College are not under its responsibility. Students are responsible for buying these items separately from third-party vendors. Richmindale College may help students acquire these items, but it is not responsible for and does not provide refunds related to these items. Refunds and related fees of these items are subject to the outside third-party vendor policies and terms with the student.

(g) Refund Examples

Richmond applied for admission and transfer of credits to a degree program at Richmindale College, and paid \$100 for the admission/registration fee and another \$75 for the transfer of credit evaluation fee.

On July 1, Richmond and Richmindale College signed an enrollment agreement. On the same day, Richmond enrolled in three 3-credit classes, a total of 9 credits, for a semester with classes that start on September 1. The semester tuition is \$1260, calculated as \$140 multiplied by 9 credits. The semester miscellaneous fee is \$90, calculated as \$10 multiplied by 9 credits. The total cost for the semester is \$1350, excluding the admission/registration fee and the transfer of credit evaluation fee. Based on the terms of payment, the total cost

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for the semester is divided into 3 payments. Each monthly payment is equal to \$450, calculated as \$1350 divided by 3. Richmond paid the first monthly installment (payment 1 of 3) of \$450. One of the courses requires a software license. Richmond purchased the software license worth \$100^[1] from a third-party vendor. Richmond paid a total of \$625 as initial payment to Richmindale College for his admission application (\$100), transfer of credit evaluation (\$75), and first installment of his enrolled courses (\$450). Richmond also spent \$100, separately, on the required software license subscription for one year from a third-party vendor.

Refund Example 1: Five-Day Cancellation

Richmond decided to cancel/withdraw and wrote a cancellation notification letter with effective withdrawal date of July 5, signed and dated the letter, and mailed it to a Richmindale College office on July 5. The mail took 7 calendar days to reach Richmindale's office. Richmindale College received the mail on July 12. Since Richmond's withdrawal date is July 5, which is within five calendar days after signing the enrollment agreement, and he sent the mail on or before the withdrawal date, Richmindale College must refund Richmond all monies paid amounting to \$625^[1] within 30 calendar days (by August 4). The refund amount includes the admission/registration fee, transfer of credit evaluation fee, and first monthly installment; but does not include the one-year software license of \$100 which Richmond bought from a third-party vendor.

If Richmond mailed the notification letter after the effective withdrawal date of July 5, let's say July 7, Richmindale College would have used the mailing date of July 7 as the effective withdrawal date, which does not fall under the Five-Day Cancellation policy anymore. In this case, the Cancellation More Than Five Days, But Prior to the Commencement of Classes refund policy applies.

Refund Example 2: Cancellation More than Five Days, But Prior to the Commencement of Classes

Richmond decided to cancel/withdraw and sent a notification letter to cancel@richmindale.com via his official email. The effective cancellation or withdrawal date in the notification letter is July 7, which falls under cancellation of more than five days from signing of enrollment agreement, but prior to the commencement of classes scheduled on September 1, assuming there are no official holidays from July 1.

Based on this refund policy, Richmond is entitled to a refund of all monies paid minus the transfer credit evaluation fee of \$75 and the one-time admission fee of \$100. Richmindale College does not refund the software license that was bought by Richmond from a third-party vendor. Richmindale College must refund Richmond the amount based on the following calculation:

Description	Amount	Notes
Total initial payment	\$ 625	Excluding \$100 ^[1] for software license.
LESS: Admission fee	— 100	
LESS: Credit transfer fee	— 75	
NET REFUND AMOUNT <i>Payable within 30 calendar days.</i>	\$ 450	Amount to be returned to the student.

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Refund Example 3: Refund After the Commencement of Classes

Richmond enrolled in classes for the semester that started on September 1. After few days of classes, Richmond decided to cancel/withdraw and sent a notification letter to cancel@richmindale.com via his official email. The effective cancellation or withdrawal date in the notification letter is September 14, which is week 2 of classes from September 1. Richmond is entitled to a refund based on the following calculation:

Description	Amount	Notes
Total Tuition and Miscellaneous Fee for the 9 credits enrolled in the current semester of 15 weeks.	\$ 1,350	Tuition = \$140 x 9 credits = \$1260. Miscellaneous Fee = \$10 x 9 credits = \$90.
Percentage of Tuition and Miscellaneous Fee to be Returned to the Student on Week 2. See <i>Table of Charges and Refunds</i> for reference.	80%	Total credits = 9 credits x 15 semester weeks = 135 % credit hours attempted: 9 credit hours x 2 semester weeks ÷ 135 total credits = 0.1333 x 100 = 13.33% More than 10% and less than or equal to 20% = 80%
Total Refund Amount	\$ 1,080	Refund Amount = \$1350 x 80% = \$1080.

Student Total Paid Amount for the enrolled courses in the current semester.

Initial payment ^[1]	625	Admission, credit transfer, and first monthly payment.
LESS: Admission Fee	— 100	See <i>Non-Refundable Fees After Commencement of Classes</i> for reference.
LESS: Transfer of Credit Fee	— 75	
Total Paid Amount	\$ 450	Excluding the software license purchased by the student from a third-party vendor ^[1] .

Student Total Unpaid Amount for the enrolled courses in the current semester.

Total Tuition and Miscellaneous Fee for the 9 credits enrolled in the current semester of 15 weeks	1,350	Tuition = \$140 x 9 credits = \$1260. Miscellaneous Fee = \$10 x 9 credits = \$90.
Total Paid Amount	— 450	
Total Unpaid Amount	\$ 900	Amount not paid yet based on the total tuition and miscellaneous fee for the current semester.

Get Net Refund Amount

Total Refund Amount	1,080	
LESS: Total Unpaid Amount	— 900	
NET REFUND AMOUNT <i>Payable within 30 calendar days.</i>	\$ 180	Amount to be returned to the student based on 80% refund on week 2.

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^[1]In all cases, the software license or subscription purchased by Richmond from a third-party vendor was not included in the refund. Richmindale College is not responsible for third-party purchases.

VIII. GOVERNING LAW; FORUM

The courts of Arizona, United States of America shall have exclusive jurisdiction to hear all disputes arising out of this agreement.

IX. DISCLAIMER

- (a) The school does not guarantee job placement to graduates upon completion of the training or upon graduation.
- (b) Richmindale College does not accept any responsibility for any statement of policy or procedure that does not appear in the attached school catalog.
- (c) Richmindale College does not accept any responsibility and liability for any items purchased by applicants or students from outside supplier/vendor, including any referral provided by Richmindale College employees and affiliates to applicants or students, except if the items purchased are sold by Richmindale College as evident by an invoice and/or receipt provided by Richmindale College to the buyer.
- (d) Richmindale College admits students regardless of race, color, national origin, disability, sex, creed, religion, or age.

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X. STUDENT ACKNOWLEDGEMENT

I, the student signing this agreement, acknowledge that:

- (a) I have read and understood all aspects of this enrollment agreement.
- (b) The school catalog dated “25/02” is incorporated as a part of this enrollment agreement.
- (c) I have received a copy of the school catalog.
- (d) The school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements, or if I disrupt the normal activities of the school. While enrolled in the school, I understand that I must maintain Satisfactory Academic Progress as described in the attached school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
- (e) The information concerning other institutions that may accept the school’s credits toward their programs can be obtained from such institutions. It should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits, and whether they should be accepted is the decision of the receiving institution.
- (f) The school reserves the right to reschedule the program start date when the number of students enrolled is less than five.
- (g) I consent to the reasonable use of my information and training and educational achievements, including images or recordings howsoever made.
- (h) This document does not constitute a binding agreement until accepted in writing by all parties.

Signature of Student

Date

Signature of Parent or Guardian (for underage/dependent student)

Date

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Next Review Date	01-Aug-2025

MEM Student Enrollment Agreement

XI. ACCEPTANCE

I, the undersigned, have read and understood this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Richmindale College.

My signature below signifies that I have read and understood all aspects of this agreement and do recognize my legal responsibilities to this agreement.

Important Note!

This document contains multiple pages and a catalog dated 25/02 as an attachment. Do NOT sign this document unless you have read, understood and agreed to the terms and conditions detailed in all pages of this document, and the policies, rules and regulations of the school that are detailed in the attached catalog.

Signature of Student

Date

Signature of Parent or Guardian (for underage/dependent student)

Date

Name and Signature of Richmindale College Representative

Date

(End of Document)