



KINGDOM UNIVERSITY

ENROLLMENT AGREEMENT (Form 2)

Academic Year: _____

Enrollment Date: _____

Expected Start Date: _____

PART I — STUDENT INFORMATION

Student Name: _____

Student ID: _____

PART II — ACADEMIC PROGRAM

Degree/Program: _____

Kingdom University establishes academic enrollment on an annual basis.

The academic model consists of:

- 10 courses per academic year;
- Four weeks per course;
- 40 instructional weeks per academic year; and
- A scheduled four-week holiday break within the academic calendar.

The four-week holiday break in December is a non-instructional period and is not included in the 40 instructional weeks.

The four-week courses are instructional components of the student's annual academic enrollment and do not constitute separate four-week tuition contracts.

The student's academic program, curriculum, degree requirements, and applicable academic standards are governed by the University Kingdom University Catalog and applicable academic policies.

PART III — TUITION AND FEES

Annual Tuition: \$(*Determined by the College attending. See Tuition Schedule*)

The student understands that annual tuition is established for the applicable academic year and covers the scheduled tuition for the 10-course academic year, unless otherwise stated in writing.



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Applicable additional fees are identified in the current Annual Tuition & Fee Policy and applicable fee schedule.

The student acknowledges that tuition and applicable fees are financial obligations associated with enrollment.

PART IV — PAYMENT ARRANGEMENT

The student will satisfy the annual tuition obligation through the following payment arrangement:

☐ Payment in Full

☐ Approved Monthly Payment Arrangement

Payment Amount: *\$(Determined by the College attending. See Tuition Schedule)*

Payment Schedule: *\$(Determined by the College attending. See Tuition Schedule)*

A monthly payment arrangement is an installment method for satisfying the annual tuition obligation. It does not create separate four-week tuition contracts. The student's payment arrangement does not alter the academic calendar or the application of the refund policy.

PART V — CANCELLATION AND REFUNDS

The student acknowledges receipt of, and agrees to be bound by, the Annual Tuition Refund Policy.

The Annual Tuition Refund Policy governs the financial treatment of cancellation and withdrawal, including applicable refunds and remaining financial obligations.

The student understands that:

- Kingdom University provides an applicable cancellation period following execution of the Enrollment Agreement;
- Refunds are determined according to the Annual Tuition Refund Policy;
- The refund methodology is based upon the instructional period applicable to the annual tuition;
- The annual instructional period consists of 40 instructional weeks;
- The four-week holiday break is non-instructional and is not included in the 40 instructional weeks; and
- A monthly payment arrangement does not change the refund methodology.



PART VI — WITHDRAWAL

A student who wishes to discontinue enrollment must follow the Student Withdrawal Policy.

The Student Withdrawal Policy establishes the procedures for:

- Voluntary withdrawal;
- Administrative withdrawal;
- Establishing the official withdrawal date;
- Withdrawal during a four-week course;
- Withdrawal between courses;
- Withdrawal during the four-week holiday break;
- Academic record treatment; and
- Re-enrollment following withdrawal.

The student understands that withdrawal may have academic and financial consequences.

Any applicable refund or remaining financial obligation will be determined under the Annual Tuition Refund Policy.

PART VII — ACADEMIC READINESS AND PROGRESS

The student acknowledges that admission and continued enrollment are subject to the Academic Progress & Ability-to-Complete Assessment Policy.

A reasonable process is used to assess a prospective student's ability to undertake and complete the selected program.

After enrollment, students are expected to make satisfactory academic progress and meet the academic requirements of their program.

The student understands that admission does not guarantee successful completion of a course, degree, or academic program.

PART VIII — TRANSFER CREDIT

Transfer credit is evaluated in accordance with the Transfer Credit Policy.

The student understands that:

- Transfer credit is not automatically accepted;



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- Kingdom University determines whether prior academic work is applicable to the student's program;
- Appropriate documentation may be required;
- Accepted transfer credit does not necessarily satisfy every specific degree requirement; and
- Acceptance of transfer credit does not guarantee acceptance of that credit by another institution.

The student is responsible for providing required documentation for transfer credit evaluation.

PART IX — STUDENT COMPLAINTS AND APPEALS

Students may submit complaints or request review of decisions in accordance with the Student Complaint & Appeal Policy.

The policy establishes procedures for appropriate academic, administrative, financial, withdrawal, and other applicable complaints and appeals.

The student acknowledges that specific policies may establish procedures or requirements for review of a specific matter.

PART X — POLICIES

The student acknowledges that enrollment is subject to policies, procedures, academic requirements, and institutional standards.

The following seven policies form the principal enrollment and student administrative policy framework:

1. Enrollment Policy
2. Annual Tuition & Fee Policy
3. Annual Tuition Refund Policy
4. Student Withdrawal Policy
5. Student Complaint & Appeal Policy
6. Academic Progress & Ability-to-Complete Assessment Policy
7. Transfer Credit Policy

The student acknowledges receiving or being provided with access to the applicable policies before or at enrollment, as appropriate.



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The policies may be maintained separately from this Enrollment Agreement and are incorporated by reference to the extent applicable to the student's enrollment.

PART XI — KINGDOM UNIVERSITY CATALOG

The student acknowledges that the Kingdom University Catalog contains important institutional, academic program and student information.

The Kingdom University Catalog includes:

- Institutional purpose and mission;
- Academic programs and curricula;
- Program requirements;
- Tuition and fees;
- Graduation requirements;
- Academic standards;
- Transfer information;
- Student policies and procedures;
- Complaint and appeal information; and
- Other institutional disclosures.

The student is responsible for reviewing the Kingdom University Catalog and applicable policies governing the student's program.

PART XII — INSTITUTIONAL IDENTITY

Academic programs are conducted in accordance with our stated mission, educational purpose, and Kingdom-centered institutional identity.

The University's identity is an integral part of its academic environment and educational programs.

The student acknowledges and understands the character and educational purpose.

PART XIII — ACADEMIC RESPONSIBILITIES

The student agrees to:

- Complete assigned coursework;
- Participate appropriately in instruction;



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- Meet academic deadlines;
- Satisfy applicable program requirements;
- Maintain satisfactory academic progress;
- Comply with academic integrity requirements;
- Follow policies; and
- Satisfy all requirements necessary for program completion and graduation.

Enrollment does not guarantee successful completion of any course, program, degree, or credential.

PART XIV — ACADEMIC INTEGRITY AND TECHNOLOGY

Students are expected to maintain academic integrity in all academic work and to comply with requirements concerning technology and the use of artificial intelligence.

Students are responsible for ensuring that submitted academic work complies with applicable requirements and policies.

PART XV — COMMUNICATION

The student agrees to maintain accurate and current contact information.

The student is responsible for regularly reviewing official communications.

The University may use the student's approved contact information for academic, administrative, financial, enrollment, and other official communications.

PART XVI — LICENSURE AND PROFESSIONAL REQUIREMENTS

Where a program or course of study relates to a profession that may have separate educational, licensing, certification, registration, or other professional requirements, the student is responsible for determining the requirements applicable to the student's intended professional activity.

Completion of a program does not by itself guarantee professional licensure, certification, employment, or acceptance by another institution or organization.



PART XVII — GRADUATION

Students must satisfy all applicable academic, financial, administrative, and program requirements before receiving a diploma, certificate, or other credential. Applicable graduation requirements are identified in the University Kingdom University Catalog and relevant academic program information.

PART XVIII — STUDENT RECORDS

Kingdom University will maintain appropriate records relating to the student's enrollment, academic progress, transfer credit, financial obligations, withdrawal, and program completion. The student is responsible for providing accurate information and notifying Kingdom University of changes to information necessary for maintaining the student's records.

PART XIX — STUDENT ACKNOWLEDGEMENT

By signing this Enrollment Agreement, the student acknowledges that the student:

1. Has provided accurate information;
2. Has received or been provided with access to applicable disclosures and policies;
3. Has had an opportunity to review academic program information;
4. Has had an opportunity to review tuition and fee information;
5. Understands the annual tuition obligation;
6. Understands that the annual academic structure consists of 10 four-week courses and 40 instructional weeks;
7. Understands that includes a four-week non-instructional holiday break;
8. Understands that the holiday break is not included in the 40 instructional weeks;
9. Understands the selected payment arrangement;
10. Understands that monthly payments, when available, are an installment method for annual tuition;
11. Understands the Annual Tuition Refund Policy;
12. Understands the Student Withdrawal Policy;
13. Understands that transfer credit is governed by the Transfer Credit Policy;
14. Understands that academic progress is governed by the Academic Progress & Ability-to-Complete Assessment Policy;
15. Understands the Student Complaint & Appeal Policy;
16. Understands the identity and educational purpose of Kingdom; and
17. Agrees to comply with applicable policies and academic requirements.



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PART XX — AGREEMENT

By signing below, the student confirms that the student has read and understood this Enrollment Agreement and has had an opportunity to ask questions concerning the academic program, tuition and fees, policies, and enrollment requirements.

The student voluntarily agrees to enroll under the terms established by this Enrollment Agreement and the applicable policies incorporated or referenced herein.

STUDENT

Printed Name: _____

Signature: _____

Date: _____

KINGDOM REPRESENTATIVE

Printed Name: _____

Title: _____

Signature: _____

Date: _____

ENROLLMENT RECORD

Enrollment Approved By: _____

Program: _____

Academic Year: _____

Annual Tuition: \$ _____

Payment Arrangement: _____

Pre-Enrollment Disclosure & Receipt Form Received: ☐ Yes ☐ No

Student Enrollment Acknowledgement Received: ☐ Yes ☐ No

Enrollment File Complete: ☐ Yes ☐ No