

# Enrollment Agreement - Woodmont College - Student Name

## INSTITUTION INFORMATION:

**Woodmont College**  
**16375 NE 18th Ave. Suite 304**  
**North Miami Beach, FL 33162**  
**Tel: (305)944-0035**  
**Licensed by CIE of the Florida Dept of Education | NECHE Accredited**

## STUDENT INFORMATION:

**Name:** Student Name  
**Email:** [student@woodmontcollege.edu](mailto:student@woodmontcollege.edu)  
**Home Phone:** 000000000  
**Cell Phone:** 000000000  
**SSN:** 000000000  
**Address:** Street Address  
City  
000000

## PROGRAM INFORMATION:

<b>Program title</b>	Bachelor of Arts in Judaic Studies
<b>Credential awarded upon completion</b>	BS
<b>Program length (credits)</b>	60
<b>Credit hours</b>	60
<b>Start date</b>	2021-06-14
<b>Anticipated end date</b>	2025-06-14
<b>Termination date</b>	2027-06-14
<b>Class schedule</b>	Online

Full time students are required to complete the course of study by no more than 1.5 times the required time to complete the course. Upon termination of this enrollment agreement, the Registrar will contact you regarding extending or renewing enrollment terms.

**Please note:** Student is enrolled as non-matriculating until s/he has earned at least 18 credits.

## ADMISSIONS REQUIREMENTS:

- Applicants must have a minimum GPA of 2.0.
- Application materials meet Woodmont College Admissions Standards.
- Applicants accepted to the Judaic Studies Program must take a placement exam, or submit proof of having satisfactorily completed at least one year of post-high school study of Judaic Studies.
- Applicants who require accommodations for disabilities must follow the Disability Services Procedure stated in the catalog.
- International students must submit a valid high school diploma or college transcripts from their native country. Students may need to use an international evaluation service such as World Education Services ([www.wes.org](http://www.wes.org)) to translate and/or evaluate their previous education.

## Application Review Process

Applicants are notified via email with an acceptance letter or a denial of acceptance letter. A copy of the Enrollment Agreement along with instructions for signing and returning the agreement is sent with the acceptance letter. Students must sign and return the Enrollment Agreement prior to registering for the first class. If an applicant is not accepted, all tuition monies paid are refunded to the applicant, with the exception



of the application fee.

All prices for programs are printed herein. There are no additional carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Tuition rates and scholarship awards may change periodically.

Cost of credit is included in the price costs for the good and services.

**Woodmont College does not guarantee employment.** A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

**Type of Scholarship: None**

**TOTAL PROGRAM COST:**

Application fee (one time, non-refundable)	\$
Registration fee (one time, non-refundable)	\$100
Tuition \$300 x 60 (number of credits)	\$
<b>Total program cost</b>	<b>\$</b>

**OTHER COSTS (paid by student directly to providers):**

Test proctoring fees \$25/test x 10 testing courses -paid to ProctorU	\$250
Approximate Textbook Cost (paid to bookstore): 0 x \$0	\$
<b>Total additional cost to student</b>	<b>\$</b>

**TOTAL EDUCATIONAL COST TO STUDENT: \$**

**OPTIONAL COSTS**

Late Registration Fee (Returning Students, non-refundable): \$50 per semester.	\$50
Optional Live Class Fee (up to 8 courses, refundable): \$150 per course.	\$1200
Course extension fee	\$120
Additional transcript fee	\$15

**PAYMENT SCHEDULE:**

**One-time Registration fee must be paid at time of signing enrollment agreement. Tuition is charged on a per-semester basis, and depends on course enrollments each semester. Payments are made on a per course basis at time of course enrollment. Payment plans can be arranged by contacting [bursar@woodmontcollege.edu](mailto:bursar@woodmontcollege.edu); all tuition fees per semester must be paid in full by semester end. Please select one of the payment terms below.**

**Truth in Lending Disclosure**

Grades will not be issued and a degree will not be granted until all tuition has been paid in full. Payment for each course must be fully completed prior to enrolling in a subsequent course. Every semester, student will be sent a payment agreement which will outline amount owed for the semester and terms of payment (see attached).

**\*Payment plans DO NOT include a finance charge or interest. Woodmont College payment plans are offered at 0% interest.**

**Please select terms of payment:**

- Payment in full at the start of each semester, based on course enrollment for the semester



- Payment plan paid out over the semester, with all tuition fees paid in full by semester end.

The cost of software, textbooks and materials is not included in the tuition cost. Students are responsible for purchasing their own textbooks for each course.

Students will not receive Official Grade Reports, transcripts, or be awarded a degree until all financial obligations to the College have been met. Students who have outstanding financial obligations to the College will not be permitted to register for future courses unless special arrangements have been approved through the Financial Office.

Students may pay by check, money order, wire transfer or credit card (Visa, MasterCard, American Express, Discover). Credit card or Paypal payments may carry an additional 3% processing fee. International students must pay with U.S. Currency. Students whose employers will be invoiced for tuition shall submit a billing authorization form prior to the second week of class in lieu of course payment. Woodmont College does not currently participate in any state, local, or federal financial aid programs. Each course must be paid in full before the student will be permitted to register for any future courses.

Students who wish to make payment arrangements should contact [bursar@woodmontcollege.edu](mailto:bursar@woodmontcollege.edu).

Students may wish to transfer credits earned at Woodmont College to another institution; *the acceptance of earned credits is determined by the receiving institution.*

### STUDENT GRIEVANCE POLICY

- Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or Dean of Students.
- If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response.
- When a satisfactory resolution of the problem is not obtained, the student may contact:

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Telephone: (888) 224-6684

- Students may also contact the New England Commission of Higher Education(NECHE), regarding their complaint:

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514  
(781) 425 7785  
E-Mail: [info@neche.org](mailto:info@neche.org)

### CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

NON-REFUNDABLE ITEMS - Testing/Proctoring Fees, Application and Registration Fees, Lab Supplies, Software/Technology, and Books. Nonrefundable fees regarding admission and registration of students shall not exceed \$150.

If Woodmont College does not offer a class that students have registered and paid for, Woodmont will refund the cost of the course to students. If students choose to withdraw from a course, their tuition refund depends on the date they withdrew from the course. Withdrawal dates and refunds are printed below:



1. Cancellation may be requested by phone, in person, via email, or via postal services.
2. All monies will be refunded if the student cancels within five (5) business days after signing the Enrollment Agreement and making initial payment, with the exception of the application fee.
3. If the school does not accept the applicant, all monies will be refunded with the exception of the application fees.
4. Cancellation after the fifth business day, but before the first class, will result in a refund of all monies paid with the exception of the application and registration fees.
5. 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.
6. Termination date: the termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Actual attendance is measured by date of last communication between student and school representative or instructor.
7. Students who cancel their enrollment before having completed full payment for a course, will have their tuition recalculated and their pro-rata refund deducted from the full tuition price. Student will complete payment of tuition owed after the recalculation, as per the payment schedule.
8. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
9. Students who cancel their enrollment after paying in full, but are not eligible for a refund, are entitled to retain access to the online courses they paid for as well as receive any applicable course materials.
10. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with rules. Students who are dismissed will be refunded as per the college refund schedule.
11. If the school terminates a program for any reason, those who have paid will receive a 100% refund on monies paid to the school.
12. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

### Refund Schedule - Fall and Spring Terms

<b>Amount of Coursework Completed by Student</b>	<b>Percentage of tuition returned to the student:</b>
After one week of a 15-week 3-credit online course	94%
After two weeks of a 15-week 3-credit online course	87%
After three weeks of a 15-week 3-credit online course	81%
After four weeks of a 15-week 3-credit online course	73%
After five weeks of a 15-week 3-credit online course	66.5%
After six weeks of a 15-week 3-credit online course	60%
After seven weeks of a 15-week 3-credit online course	0%

#### REFUND CALCULATION EXAMPLE

\$ Paid in Tuition (a single 3 credit course)

<b>Amount of Coursework Completed by Student</b>	<b>Percentage of tuition returned to the student:</b>	<b>Amount of tuition returned to the student</b>
After one week of a 15-week 3-credit online course	94%	\$
After two weeks of a 15-week 3-credit online course	87%	\$
After three weeks of a 15-week 3-credit online course	81%	\$
After four weeks of a 15-week 3-credit online course	73%	\$
After five weeks of a 15-week 3-credit online course	66.5%	\$
After six weeks of a 15-week 3-credit online course	60%	\$
After seven weeks of a 15-week 3-credit online course	0%	\$0

#### Refund Schedule: Summer Term

<b>Amount of Coursework Completed by Student</b>	<b>Percentage of tuition returned to the student:</b>
After one week of an 8-week 3-credit online course	87.5%
After two weeks of an 8-week 3-credit online course	75%
After three weeks of an 8-week 3-credit online course	62.5%



## Refund Calculation Example - Summer

\$ Paid in Tuition

Amount of Coursework Completed by Student	Percentage of tuition returned to the student:	Amount of tuition returned to the student
After one week of an 8 week 3-credit online course	87.5%	\$
After two weeks of an 8 week 3-credit online course	75%	\$
After three weeks of an 8 week 3-credit online course	62.5%	\$

## Refund Schedule - CBE Courses

Amount of Coursework Completed by Student	Percentage of tuition returned to the student:
After one week of a 12 week semester	92%
After two weeks of a 12 week semester	84%
After three weeks of a 12 week semester	76%
After four weeks of a 12 week semester	68%
After five weeks of a 12 week semester	60%
After six weeks of a 12 week semester	0%

### REFUND CALCULATION EXAMPLE

\$ Paid in Tuition (a single 3 credit course)

Amount of Coursework Completed by Student	Percentage of tuition returned to the student:	Amount of tuition returned to the student
After one week of a 12 week semester	92%	\$
After one week of a 12 week semester	84%	\$
After one week of a 12 week semester	76%	\$
After one week of a 12 week semester	68%	\$
After one week of a 12 week semester	60%	\$
After one week of a 12 week semester	0%	\$0

I affirm and accept the tuition refund policy and understand the rights, responsibilities, and obligations of both the student and the institution regarding tuition and refunds.

### FEDERAL TRADE COMMISSION CANCELLATION NOTICE

The student may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in any manner (preferably in writing) to the Registrar within five (5) calendar days after the date of signature.

### TRANSFER OF CREDITS

The transferability of Woodmont College credits is solely at the discretion of the receiving institution. It is each student's responsibility to confirm whether credits will be accepted by another institution.



**JOB PLACEMENT DISCLAIMER**

Woodmont College does not guarantee job placement, advancement, or continued employment to graduates upon course completion or graduation. The college does not provide occupational assistance.

**HOLDER IN DUE COURSE STATEMENT**

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 proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76)

Student initials:

**\*Payment plans DO NOT include a finance charge or interest. Woodmont College payment plans are offered at 0% interest.**

<b>Total Program Cost</b>	\$
<b>Approximate Textbook Costs - Paid Directly to Vendor</b>	\$
<b>Approximate Testing Fees - Paid Directly to Proctoring Service</b>	\$250
<b>Application + Registration</b>	\$
<b>Total Educational Cost to Student</b>	\$

**NOTICE TO BUYER: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU WILL RECEIVE A COPY OF THE CONTRACT WITH YOUR SIGNATURE AND THE SIGNATURE OF THE SCHOOL OFFICIAL.**

**BY SIGNING OR TYPING MY NAME BELOW, I AM ACKNOWLEDGING THAT I HAVE REVIEWED THIS CONTRACT, AGREE WITH THE CONTRACT, AND HAVE RECEIVED AND READ THE WOODMONT COLLEGE CATALOG. I AFFIRM THAT I WILL ABIDE BY THE RULES AND REGULATIONS OF WOODMONT COLLEGE AS SET FORTH IN THE CURRENT [COLLEGE CATALOG](#).**

**I COMMIT TO SATISFACTORILY COMPLETING MY COURSEWORK WITHIN THE REQUIRED TIMEFRAMES. THIS INCLUDES ACTIVELY PURSUING MY STUDIES AND REGULARLY SUBMITTING COURSEWORK.**

Hi Student Name ,

The State of Florida requires that we disclose the full cost of the four-year program.

You will be billed only for the number of courses and credit hours you select. Once you have registered for specific courses, a detailed bill will be sent.

Please note that the test/proctoring fee on page 1 is \$25 per test. For many courses, there is one test which is proctored online per semester. If you are taking two courses in one term, the testing fees would be \$50 (2 x \$25). The fee will be determined by the number of courses you take which include a proctored exam, and is paid directly to the proctoring service.

Regarding textbook fees, we have estimated costs based on the highest list price for the textbooks used in our courses. However you may choose to rent books from Amazon or buy them second-hand, reducing the textbook costs you incur, so the amount should be considered only an estimate.

In addition to your tuition payments, continuing students may incur a fee for late registration and/or you may choose to pay a live class fee of \$150 per course in order to access live classes.



If you have any additional questions, please call our office at 786-605-0614.

Sincerely,

Joelle Nadjari

Director of Admissions

Woodmont College

x *Student Name*

Signed By Student Name  
Signed On: May 30, 2023

x *Joelle Nadjari*

Signed By Joelle Nadjari  
Signed On: May 30, 2023

# Signature Certificate

Document name: Enrollment Agreement - Woodmont College -

Student Name

🔒 Unique Document ID: 8BC358A5E628F7241CFE32BE292EA2E2F054BAFB

LEGALLY SIGNED USING  
**WP** *Esignature*  
Build. Track. Sign Contracts.



Student Name  
Party ID: b4503327-3fd8-4681-aae2-a8b57a991a25  
IP Address: 185.182.71.19  
Security Level: E-mail

**Digital Signature:**

*Student Name*

Multi-Factor

**Digital Fingerprint  
Checksum**

**dd0ee8c0bad28e0f1919c5d5acb50a2e**



Joelle Nadjari  
Party ID: 34fce4ff-4908-4bcd-abcc-bf29b166199b  
IP Address: 147.235.204.162  
Security Level: E-mail

**Digital Signature:**

*Joelle Nadjari*

Multi-Factor

**Digital Fingerprint  
Checksum**

**47b77a0416a0c9ccbf152c980dcecd5c**



## Timestamp

## Audit

May 30, 2023 12:41 pm IDT

Enrollment Agreement - Woodmont College - Student Name Uploaded by Rivka Levine - documents@woodmontcollege.edu IP 141.226.10.129

May 30, 2023 12:41 pm IDT

Document sent for signature to Student Name - student@woodmontcollege.edu

May 30, 2023 12:42 pm IDT

Signer name Student Name was changed to Student Name by student@woodmontcollege.edu IP: 185.182.71.19

May 30, 2023 12:42 pm IDT

Document signed by Student Name - student@woodmontcollege.edu IP 185.182.71.19

May 30, 2023 12:42 pm IDT

Devora Weisberger - bursar@woodmontcollege.edu added by Rivka Levine - documents@woodmontcollege.edu as a CC'd Recipient Ip: 141.226.10.129

May 30, 2023 12:42 pm IDT

Document sent for signature to Joelle Nadjari - admissions@woodmontcollege.edu

May 30, 2023 1:09 pm IDT

Document signed by Joelle Nadjari - admissions@woodmontcollege.edu IP 147.235.204.162

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Devora Weisberger - bursar@woodmontcollege.edu added by Rivka Levine - documents@woodmontcollege.edu as a CC'd Recipient Ip: 141.226.10.129



May 30, 2023 1:09 pm IDT

The document has been signed by all parties and is now closed.



This audit trail report provides a detailed record of the online activity and events recorded for this contract.

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