

**Enrollment Agreement for Tennessee Students**  
**Arkansas State University**  
 State University, PO 2520 State University, AR 72467  
 1-866-881-3168

**Master of Engineering Management**

Name of Student: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

ASU Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_

ASU Email Address: \_\_\_\_\_

Academic Program: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

Expected Completion: \_\_\_\_\_

Status: **Full-time** **Part-time**

Notes: \_\_\_\_\_

Year	Tuition	Fees	Books/Supplies	Total
1	6432.00	918.00	1200.00	\$8550.00
2	1608.00	229.50	300.00	\$2137.50
3				
4				

Costs estimated as: Tuition - \$804.00/course, Fees - \$114.75/course, Books/Supplies - \$150/course. Yearly costs dependent upon the number of courses taken per year. Tuition/Fees may be subject to change.

I understand that tuition payment and refund dates are posted prior to each semester on the A-State Online – Academic Partnership website: <http://degree.astate.edu/tuition.aspx>. It is my responsibility to review these dates and be familiar with the policies concerning payment, withdrawal and late fees and to be familiar with the policies found in the Bulletin and Student Handbook, which are available on the ASU website. **Refund Policy Refund Policy:** 7-week and 5- week courses: 100% refund 1<sup>st</sup> and 2<sup>nd</sup> days of course, 75% refund 3<sup>rd</sup> and 4<sup>th</sup> days of course. Full term course (if applicable): 100% refund 1<sup>st</sup> - 5<sup>th</sup> day of course, 75% refund 6<sup>th</sup> – 10<sup>th</sup> day of course.

I realize that any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.

**\*\* The MEM program ranges from 18-24 months for completion. This information does not reflect the completion of the entire program within a 12 month period but that of students who completed the program within the last 12 month reporting cycle. Students enrolled in the current semester who fail to clear their accounts may not register for subsequent semesters until all charges have been paid. The University reserves the right to deny the release of the student’s record and related information until outstanding charges have been resolved. \*By signing and dating this form I acknowledge that I have read and understand the Enrollment Agreement and have received an exact signed copy of the agreement.**

Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

## **Disclosure on Transferability of Credits per Tennessee Higher Education Commission**

**SECTION 1. Tennessee Code Annotated, Title 49, Chapter 7, Part 1, is amended by adding the following language as new, appropriately designated section: § 49-7-1\_.**

Credits earned at Arkansas State University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Arkansas State University. You should obtain confirmation that Arkansas State University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Arkansas State University to determine if such institutions will accept credits earned at Arkansas State University prior to executing an enrollment contract or agreement. The ability to transfer credits from Arkansas State University to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Arkansas State University if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Arkansas State University and of any other educational institutions you may in the future want to transfer the credits earned at Arkansas State University before you execute an enrollment contract or agreement.

***By initialing and dating this form I acknowledge that I have read and understand the Transferability of Credits Disclosures and I was given a copy prior to executing an enrollment contract or agreement.***

Student Initials \_\_\_\_\_

Date \_\_\_\_\_

**Original – Registrar**

**Second Copy – Student File**

**Third Copy – Student**