



Enrollment/registration agreement

Start date:

Fall

Spring

Year of
start

Projected
graduation date

Student name

Address

City

State

ZIP code

Email address

Phone #

Emergency
contact name

Phone #

Bachelor of Arts

See catalog for course descriptions

Advertising and Marketing

Degree requirements: 120 total credits

Animation

Degree requirements: 120 total credits

Graphic Design

Degree requirements: 120 total credits

Illustration

Degree requirements: 120 total credits

Interior Design

Degree requirements: 120 total credits

Landscape Architecture

Degree requirements: 120 total credits

Bachelor of Fine Arts

See catalog for course descriptions

Photography

Degree requirements: 120 total credits

Studio Art

Degree requirements: 120 total credits

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1. Student's class placement is determined after consideration of his/her former studies or training, classes availability and/or other factors unique to student as determined by an authorized representative of the school.
2. If student is a continuing student registering for class(es), the student is considered officially registered. Tuition is billed on a semester basis, regardless of payment option. Terms of your payment are contingent upon your selected payment option/s as outlined in your Tuition Payment Option form.
3. This is a legally binding Agreement when signed by the student and accepted by the school and is applicable for the duration of your enrollment. Your signature acknowledges that you have had reasonable time to read and understand it and that you have been given a written statement of Southwest University of Visual Arts refund policy, access to the current catalog including course descriptions and educational services including all material facts concerning the school and the programs offered.
4. The SUVA Tuition Refund Policy applies to students who drop or are administratively dropped from a course or the institution. SUVA is required to use a statutory schedule to determine the amount of Title IV aid you have earned at the time of withdrawal. If financial aid funds have been released to you because of a credit balance, you may be required to repay some or all of the amount released to you. This policy is subject to federal regulations. **Please see page 4 for Title IV refund policy.**

| Semester length | Within 1st week or up to 10% | From 10% to 25% | From 25% to 50% | From 50% to 100% |
|-----------------|------------------------------|-----------------|-----------------|------------------|
| 15 weeks | 90% | 75% | 50% | 0% |

5. A typical student with no previous college can complete their Bachelor of Arts degree in eight semesters, paid per semester, for a total tuition of \$91,776.

Tuition

Southwest University of Visual Arts provides students the opportunity to maximize the number of credits they take each term for one full time tuition price. This enables students to graduate in the shortest time possible and receive the best tuition cost per hour.

Total program tuition is determined by the number of credits attempted each term. Tuition is charged at \$11,472 per term for 12-20 credits (full-time). If taking over 20 credits, an additional \$956 per credit hour will be assessed. Part time tuition is charged \$956 per credit.

Each year Southwest University of Visual Arts Board of Trustees reviews tuition costs and the Board reserves the right to increase tuition as deemed appropriate.

For more information, please contact an Enrollment Management Representative.

Payment of tuition

1. Tuition payments are due at the beginning of each semester or in accordance with tuition payment method agreement.
2. School will assist the student as necessary to obtain financial aid, but the school makes no representations, promises or guarantees regarding student's ability to obtain financial aid. The Student remains liable for tuition and non-tuition charges, whether or not student obtains financial aid.
3. If any payment is not received on or before the due date, it will affect the Student's eligibility to attend classes.
4. If payment is not received within ten (10) days of the date of written notice to student of default, student shall be in breach of the tuition payment method agreement.
5. Payment for tuition and supplies is due in full prior to Student's completion of course work. If payment in full is not received, the student will not receive his/her final transcripts or degree qualification.
6. If payment of all tuition is not received as per the terms of the tuition payment method agreement, the balance due will accrue interest at the rate of up to fifteen percent (15%) per annum until paid in full.

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Books and supplies

Students are required to furnish his/her own books and supplies for completion of each course. The following are estimated costs for books and supplies for each program. They are based on an average of what students will need to complete their program. Books and supply costs may vary depending on individual student need.

Application and registration fees

Applicants must submit a completed Application for Admission and a \$25.00 application fee. International applicants must submit a \$50.00 application fee. The application fee is refundable if the applicant is denied admission. Once all the prerequisites have been met and the application has been accepted, there is a \$100 registration fee.

ACT test fee

Applicants who elected to take the ACT Residual Test offered at Southwest University of Visual Arts will be required to submit a \$50.50 test fee on or before the date of the exam.

| Program | Total estimated cost: books and supplies |
|-----------------------------------------------|------------------------------------------|
| Bachelor of Arts in Graphic Design | \$4,150 |
| Bachelor of Arts in Illustration | \$4,150 |
| Bachelor of Arts in Animation | \$4,275 |
| Bachelor of Arts in Interior Design | \$4,400 |
| Bachelor of Arts in Landscape Architecture | \$4,500 |
| Bachelor of Arts in Advertising and Marketing | \$4,900 |
| Bachelor of Arts in Studio Art | \$4,750 |
| Bachelor of Arts in Photography | \$4,750 |

Cancellations

1. Three Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and Federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
2. All courses are periodically reviewed and updated. The school reserves the right to, among other things, revise and change course content, course titles, class sequencing and course length, course instructors, and/or course equipment, as the college in its discretion deems appropriate.
3. The school reserves the right to, among other things, change or cancel classes or class sessions from time to time, according to classroom and lab availability and academic and student distribution requirements.
4. The signature of the undersigned student on this Enrollment Agreement certifies that I have read, understood and agree to the rights and responsibilities as set forth in this Agreement. I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.
5. Refer to SUVA catalog for the student grievance procedure.

*Page 3 of this agreement is an overview of credit hour 'work time' (instructional time plus time spent outside of class) for classes offering 1-8 credits.

I acknowledge I have received a copy of the Southwest University of Visual Arts catalog dated 2020-21 available at suva.edu, describing my chosen degree program, admission and completion requirements, degree objectives and length, schedule of tuition and fees; and all Southwest University of Visual Arts policies including job placement, cancellation of enrollment and refund policies. SUVA does not guarantee credits will transfer to another institution. That decision is solely determined by the receiving institution. The institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

| | |
|-----------------------------|--|
| Signature of Student | |
|-----------------------------|--|

| | |
|-------------|--|
| Date | |
|-------------|--|

| | |
|-------------------------------------|--|
| Signature of Parent/Guardian | |
|-------------------------------------|--|

| | |
|-------------|--|
| Date | |
|-------------|--|

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| Signature of Authorized Agent | |
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|------------------------|--|
| Acceptance date | |
|------------------------|--|

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Refund Policy

Southwest University of Visual Arts adheres to the Federal Department of Education guidelines and return policy for any refunds.

1. After matriculation, if a student completely withdraws from all courses, the termination date will be considered to be the date notice of cancellation is received. If Southwest University of Visual Arts does not receive notification of cancellation, the student's withdrawal date will be considered to be the last day of the current semester.
2. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or the institution terminating enrollment of the student, whichever is earlier.
3. Applicants who have not visited the campus prior to enrollment may cancel the agreement within three (3) business days following a tour of the campus and receive a full refund of all amounts paid.
4. Three-day cancellation: An applicant who provides written notice of cancellation within three (3) days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than thirty (30) days of receiving the notices of cancellation, the school shall provide the 100% refund.
5. If a student withdraws within the first week of up to 10% of the registration period, the tuition charge will be 10% of the total price for the term.
6. From 10% up to 25% of the registration period, the tuition charge will be 25% of the total tuition price for the term.
7. From 25% up to 50% of the registration period, the tuition charge will be 50% of the total tuition price for the term.
8. From 50% up to 100% of the registration period, the tuition charge will be 100% of the total tuition price for the term.
9. All extra costs (such as for fees, supplies, equipment, etc.) that are not included in the tuition costs must be paid for upon completion of the course, program termination or withdrawal of the student from Southwest University of Visual Arts.
10. Federal Financial Aid funds will be returned based on a percentage of aid earned by calculating the percentage of the term the student completed.
11. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded based on the Return of Title IV (R2T4) Calculation. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any Federal funds.
12. The withdrawal date used in the R2T4 calculation of a student's federal financial aid is the actual date indicated on the transcript record. If a student stops attending classes without notifying Southwest University of Visual Arts, the withdrawal date will be the considered the last day of the current semester.
13. The following formula us used to determine the percentage of unearned aid that has to be returned to the federal government:
 - The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long.)
 - The payment period for students is the entire semester.
 - The percent unearned is equal to 100 percent minus the percent earned.
14. Southwest University of Visual Arts will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and subsequently will bill the student's account within 45 days of the date of determination. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayment's resulting from a Return of Title IV Calculation.
15. If a disbursed aid exceeds earned aid, a refund will be sent to the Federal Financial Aid programs. Refunds are distributed in the following order: Direct Unsubsidized Loans, Direct Subsidized loans, Direct PLUS loans, Federal Pell Grants and Federal Supplemental Education Opportunity Grants (FSEOG).
16. Any loan amounts that are owed to the Department of Education after the return of funds by the school must be repaid to the loan holders according to the terms of the borrower's promissory note.
17. Any grant overpayment identified in Step 10 of the R2T4 calculation must be repaid by the student within 45 days of receiving notification from the Office of Institutional Effectiveness. If the grant overpayment cannot be paid in full, a repayment plan may be arranged with the Office of Institutional Effectiveness. If a student does not replay the grant funds or make a satisfactory payment agreement within 45 days, the account will be turned over to the U.S. Department of Education (ED) as an overpayment of federal funds. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from federal financial aid programs at any institution until the overpayment is paid in full.

18. In compliance with federal regulations, an evaluation will be done to determine if all eligible aid has been disbursed as of the withdrawal date. If not, and the student meets the Federal criteria for a Post Withdrawal Disbursement, the student will be notified of their eligibility within 30 days of determining the student's date of withdrawal. After being notified of post withdrawal eligibility, students must reply if they wish to accept the post withdrawal disbursement. A Post Withdrawal Disbursement would first be used toward any outstanding charges before any funds are returned to you. If no response is received within approximately one month of notification, the award will be canceled.

19. If earned tuition exceeds earned aid, the student is liable for the balance owed to Southwest University of Visual Arts and must make arrangements to settle this debt.

Credit hour policy

Southwest University of Visual Arts' credit hour policy and the additional guidance we provide is flexible enough to accommodate the full range of instructional formats we offer as a single discipline University of Art and Design. Formats include traditional face-to-face instruction, web-based instruction, flipped formats, workshop and Independent/Directed learning instruction.

Formats and modes of instruction are evolving and this credit hour policy is intended to provide enough flexibility to serve the University as circumstances change and new formats emerge, while also providing sufficient structure to establish academic standards and communicate to all stakeholders how the credit hour standards are met.

A credit hour is an amount of work verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates 45 hours of a combination of faculty instruction and student work.

The following chart applies to typical course formats. The amounts of faculty instruction time and independent student work may vary depending upon the course.

| Semester credits | Minimum instructional time/week | Minimum student outside of class time/week | Total hours/15 weeks |
|------------------|---------------------------------|--------------------------------------------|----------------------|
| 1 credit | 1 hour | 2 hours | 45 hours |
| 2 credits | 2 hours | 4 hours | 90 hours |
| 3 credits | 3 hours | 6 hours | 135 hours |
| 4 credits | 4 hours | 8 hours | 180 hours |
| 5 credits | 5 hours | 10 hours | 225 hours |
| 6 credits | 6 hours | 12 hours | 270 hours |
| 7 credits | 7 hours | 14 hours | 315 hours |
| 8 credits | 8 hours | 16 hours | 360 hours |

Complete credit hours policy can be viewed online at www.suva.edu/about-suva/policies-and-information/