

## Enrollment Agreement – Master of Theological Studies - Part II Countries

Full Name:

\_\_\_\_\_  
*Last First M.I.*

Address:

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Country of Residence:

\_\_\_\_\_

Home Phone:

Date of Birth: (MM/DD/YY)

\_\_\_\_\_

Email:

\_\_\_\_\_

Degree Program:

\_\_\_\_\_

Study Track:

(Full or Part time):

\_\_\_\_\_

The enrollment agreement is a bilateral legally binding agreement between the student and the University and remains in effect till the program is completed. It is the responsibility of students to keep the Registrar ([registrar@agora.ac](mailto:registrar@agora.ac)) apprised of their activities and to ensure that the Registrar is aware of their enrollments and progress. Any leave of absence must be approved by the Dean and submitted to the Registrar for proper filing.

## Enrollment Terms

### I. Rights and Obligations

*The student understands and agrees that:*

- 1. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions as well as all cancellation and refund policies in his or her primary language.*
- 2. Agora University agrees to provide current, accredited, distance education content and instruction, as well as reasonable educational and student services including but not limited to course registration, assessment, maintenance of student records, and transcripts. Instruction is provided online through [www.agora.ac](http://www.agora.ac).*
- 3. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by Agora University may be directed to State Council of Higher Education for Virginia (SCHEV), 101 N. 14th Street, 9th floor, James Monroe Building, Richmond, VA 23219, [www.schev.edu](http://www.schev.edu), Phone (804)371-2285, or by Fax (804)225-2604. A student or any member of the public may file a complaint about this institution with the SCHEV by calling (804)371-2285 or by completing a complaint form, which can be obtained on the SCHEV's Internet website [www.schev.edu](http://www.schev.edu).*
- 4. Agora University does not guarantee job placement to graduates upon program/course completion or upon graduation.*
- 5. Agora University reserves the right to reschedule the program start date when the number of students enrolled does not meet the minimum required number.*
- 6. Agora University will not be responsible for any statement of policy or procedure that does not appear in the University catalog*
- 7. Agora University reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition, or failure to abide by University rules.*
- 8. Students who have non-academic grievances may contact Agora University Management by phone at 1.866.GO.AGORA or by email at [ceo@agora.ac](mailto:ceo@agora.ac)*
- 9. Course enrollees agree that all information within Agora University courses, course texts, accompanying workbooks, and websites, etc. are protected by intellectual property rights, including copyrights, trademarks and other proprietary rights, which rights are valid and protected in all media existing now or later developed, and contractually agree not to create derivative works based on the information and not to use the information for the purpose of enhancing competing works. Course enrollees are granted a limited license to use, search, display, or print the Information contained on Agora University websites for their own personal non-commercial use only, provided the information is not modified and a copy of this agreement is attached to any copies that are made. Any other use of the information is strictly prohibited. None of the information may be otherwise reproduced, republished or re-disseminated in any manner or form without the prior written consent of Agora University. All rights, including copyright, in any information which are linked to but not hosted on the website continue to be owned by their respective owners. Note that by using [agora.ac](http://agora.ac), you signify your agreement to this and future Copyright Notices. Your continued use of [agora.ac](http://agora.ac) after changes to this Copyright Notice will mean that you accept the changes.*

10. *Information concerning other universities that may accept the University's credits toward their programs can be obtained by contacting the Office of the Dean. It should not be assumed that any programs described in the University catalog could be transferred to another institution. The University does not guarantee the transferability of credits to a 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.*
11. *This document does not constitute a binding agreement until accepted in writing by all parties.*
12. *Students are free to speak with professors to express concerns about final grades. If a student does not feel his or her professor has resolved the issue satisfactorily, he or she may express in writing a grievance or complaint to the dean. (If the complaint is against his or her dean, the student may appeal directly to the CEO, as described below.)*

### **Submitting an Inquiry/Complaint to the Office of the CEO**

*When the Office of the CEO receives a formal letter of inquiry/complaint, the CEO will convene an Administrative Hearing Committee to consider the inquiry/complaint. The Administrative Hearing Committee will conduct an appropriate investigation and will render a written explanation/decision within 30 days of the filing of the inquiry/complaint to both the student who made the complaint and the Dean. The Office of the Dean will keep a record of all student complaints and documentation of how they were handled. The decision of the CEO is final.*

### **Non-Academic Grievances**

*Agora University takes all complaints very seriously. All complaints are treated in confidence, including those associated with bullying, racial and religious vilification, sexual harassment and unlawful discrimination allegations made by students.*

*NOTE: These complaints may be formal or informal, where formal complaints are communicated in writing and an informal complaint is one considered to be unwritten.*

### **Sexual Harassment**

*Sexual Harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when a person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a university program (quid pro quo), or when such conduct creates a hostile working environment. When complaints address the matter of sexual harassment, the university will allocate 60 days to investigate the matter.*

### **Registering a Complaint**

**Option One:** The complainant may initially raise an informal complaint (unwritten) with the appropriate university official (regularly, the Registrar). Following receipt of the informal complaint, the issue will be reviewed by the Dean within three (3) business days and a response will be provided to the complainant within five (5) business days. Depending on the nature of the complaint, the Dean may choose to meet with the CEO to gain further information and resolution of the complaint raised. The Registrar will raise the complaint directly with the Dean if the complaint is perceived to be of an extreme, threatening, or criminal nature.

**Option Two:** In the event that the complainant is not be satisfied with the outcome, he/she may submit a formal complaint in writing. As an alternative to the Option One informal complaint, the complainant may opt to go directly to the formal second stage. The formal written complaint must be received by the Registrar within 10 business days of the complainant receiving feedback. The formal complaint will be reviewed and addressed within three (3) business days and a response will be provided to the complainant within five (5) business days.

If not satisfied with the decision of the Registrar, the complainant may submit the complaint in writing to the Dean within 10 business days of receipt of the formal complaint decision. The complaint will be addressed within 15 business days of receipt of the complaint, and a response will be given within 30 business days. Complaints should be resolved within 30 days of the initial date of response from the Dean.

### **Filing a Grievance**

If the complaint cannot be resolved after exhausting the university's grievance procedure, the student may file a complaint with the State Council of Higher Education of Virginia (SCHEV). The student may file a written complaint with SCHEV, 101 N. 14th St, James Monroe Building, Richmond, VA 23219 by submitting an online form at the following <https://www.surveymonkey.com/r/StudentComplaintForm>

The university will not retaliate against the student for submitting a complaint with SCHEV.

## **II. Transfer Credit**

Agora University may consider for transfer coursework completed at accredited institutions of post-secondary education whose accrediting agencies are recognized by the European Union or by an agency recognized by CHEA. Only coursework completed at a C average or better may be considered for transfer after a review by, and at the discretion of the Dean. Students will need to provide a transcript for all accredited coursework taken and indicate a desire to transfer coursework before enrolling in the current term. A maximum of 50% of graduate coursework can be transferred. A minimum of 50% of graduate coursework must be undertaken at Agora University.



*Coursework earned at a non-accredited institution may be submitted for review with an official transcript and course descriptions. Coursework earned at non-accredited institutions will be considered on a case by case basis by the Academic Dean. In most cases, refusal to transfer work will be based on content or academic standards incompatible with the courses required for graduation at Agora University.*

*Please note that Agora University courses might not be transferable to other institutions. It is only at the discretion of the receiving institution to make that decision.*

### III. Tuition and Payments

Tuition fees for the full program is \$6000 excluding the administrative fees. Tuition fees include all textbooks, instructional materials, and educational services. Payment of at least one semester’s tuition and administrative fees is due upon a student’s enrollment in the program and before the start of classes. All payments are to be made in USD (or the equivalent amount in EGP). In exceptional cases, tuition could be paid over a maximum of two installments. Students should email [accounting@agora.ac](mailto:accounting@agora.ac) in such cases.

#### Tuition cost for the Master of Theology degree program

Tuition Fees*	2023-2024
Application Fee (one time)	\$50
Library Fee (per year)	\$100
Technology Fee (per year)	\$100
Tuition per Year	\$3,000
Tuition per 3-credit module	\$600
Graduation Fee (one time)	\$300

*\*Students may apply for the Bishop Epiphanius Scholarship. The Bishop Epiphanius Scholarship is a merit-based scholarship and is awarded in recognition of exceptional or outstanding academic achievement.*

#### Discount Groups

Part II countries applying to the Master of Theology program include developing countries of the Middle East, Asia, and Africa. Applicants residing in Part II countries receive an 85% discount on tuition fees. Employees of the Alexandria School Foundation receive a 30% discount of the discounted tuition rate if they reside in Part II countries.

### **Methods of Payment**

Tuition and fees can be paid electronically online via Credit Card in USD. Invoices emailed to the students will have a payment link that provides the fastest, most secure, and convenient way for students to make payments.

For students residing in Egypt, cash payments in EGP can be arranged at a fixed exchange rate. Payments can be made through the University's partner in Egypt, the Alexandria School Foundation. For more information, please contact [admissions@agora.ac](mailto:admissions@agora.ac).

### **Cancellation Policy**

A student requesting cancellation of their enrollment within seven (7) calendar days after signing an enrollment agreement is entitled to a full refund of all amounts paid. A student requesting cancellation more than seven (7) 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 the application fee and the library fee.

Cancellation and withdrawal requests are accepted only by writing an email to the Registrar ([registrar@agora.ac](mailto:registrar@agora.ac)).

Agora University will issue a full refund for courses or programs that have been cancelled by the University.

### **Refund Policy**

Tuition is refunded if a student cancels their enrollment, withdraws from the program, or withdraws from one or more courses. Funds are returned on a weekly basis as per the refund schedule below (please refer to the Cancellation policy above for refunds such as the application fee).

No tuition refunds will be issued if a student does not submit a cancellation/withdrawal request, and tuition fees cannot be carried over to the next semester unless the student files for a leave of absence prior to the start of the semester. Otherwise, no unused tuition funds from past semesters can be applied to future semesters. Refunds will be issued using the same method of payment within 30 days from the date the University receives the student's withdrawal request. After the start of the 9th week of classes, no refunds will be issued.



## AGORA UNIVERSITY

Tuition Refund Schedule (applicable to the program as a whole or to individual courses):

CHAIRMAN  
MR. NAGUIB SAWIRIS

CHANCELLOR  
FR. MICHAEL SORIAL

CHIEF EXECUTIVE OFFICER  
DR. EMMANUEL GERGIS

	Percent of tuition refunded after start of
(Before start of classes)	100%
1 <sup>st</sup> week	100%
2 <sup>nd</sup> week	100%
3 <sup>rd</sup> week	100%
4 <sup>th</sup> week	50%
5 <sup>th</sup> week	40%
6 <sup>th</sup> week	30%
7 <sup>th</sup> week	20%
8 <sup>th</sup> week	10%
9 <sup>th</sup> week	0%

### Sample Refund Calculation

If a student sends a withdrawal request during the fifth week of the semester, the student will receive a refund of 40% of the tuition: For tuition of \$1500 per semester, the refund amount would therefore be \$600 ( $\$1500 \times 40\%$ ).

### IV. Enrollment Modes of Study

The student must complete 36 credit hours to satisfy the program requirements.

Students may enroll in the master's programs as full-time or part-time students. To switch from one modality to the other, the student must submit a written request via email to the Registrar ([registrar@agora.ac](mailto:registrar@agora.ac)) which must also be approved by the Dean.

### Audit Change of Status

Students may petition the instructor to have their work and participation graded. Students who have successfully audited a course and earned a passing grade and provided all application materials may submit a change of status request to the registrar to be regarded as a full- or part-time student.

**V. Disability**

Students must register their disability status at the time of the admission application. If a diagnosis is received after the student has been enrolled, the student must inform the registrar of the disability status. Students diagnosed with and possessing appropriate documentation of a learning disability (or other disability impairing some aspect of distance learning) are given additional time added to the due dates of assignments and examinations without penalty.

1. *I hereby acknowledge receipt of the University's handbook which contains information describing program offerings.*

\_\_\_\_\_ Student initials

2. *I have carefully read and received a copy of this enrollment agreement and affirm my acceptance of the refund and cancellation policies.*

\_\_\_\_\_ Student initials

3. *I understand that the University may terminate my enrollment if I fail to comply with the academic and financial requirements or if I disrupt the normal activities of the University. While enrolled in the University, I understand that I must maintain Satisfactory Academic Progress as described in the Student Handbook and that my financial obligation to the University must be paid in full before a diploma may be awarded.*

\_\_\_\_\_ Student initials

*I, the undersigned, have read and understand 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 University. I also understand that if I default upon this agreement, I will be responsible for payment of any collection or attorney fees incurred by Agora University. My signature below signifies that I have read and understand all aspects of this agreement and that I recognize my legal responsibilities regarding this contract.*

Accepted on this date \_\_\_\_\_

Agreement valid for 4 years from this date.

\_\_\_\_\_  
Signature of Student



## Office of Admissions Acknowledgement

*I hereby certify that there have been no verbal or written agreements or promises other than those appearing on this agreement. Students will receive an executed copy of this enrolment agreement confirming their acceptance at the University once all documents for admission have been received and satisfactorily reviewed.*

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*Director of Admissions*