



VALOR CHRISTIAN COLLEGE

Academic Enrollment Agreement

Student must enroll in ALL courses he/she plans to take (on-ground, online) this semester.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

ON-GROUND COURSES

Course Number	Course Title	Units	Credit / Audit

ONLINE COURSES

Session 1			
Session 1			
Session 2			
Session 2			

Total Units Enrolled: _____

My signature affirms that I have read and agree to the policy/promissory terms found on the reverse of this form. I agree to pay when due all charges for tuition and applicable fees. I also agree to comply with and abide by all rules and regulations of Valor Christian College as outlined in the Academic Catalog and Student Handbook. I have thoroughly read the reverse side of this Enrollment Agreement and acknowledge receipt of an Academic Catalog and Student Handbook. I am at least 18 years old and sign this agreement of my own free will.

Student Signature: _____ **Date:** _____

For Office Use	Date Received:	Date Processed:	Financial Aid / VA:
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State Reg. #1408T

PROGRAMS OF STUDY

A.A.S. in Advanced Leadership (4 Semesters, 16 mos., 60 cr. hrs.)
 A.A.S. in Children’s Ministries (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Communication and Media (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Evangelism (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Interdisciplinary Studies (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Missions (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Music Ministry (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Organizational Management (4 Semesters, 16 mos., 65 cr. hrs.)

A.A.S. in Organizational Leadership (4 Semesters, 16 mos., 65 cr. hrs.)
 A.A.S. in Pastoral Leadership (4 Semesters, 16 mos., 63 cr. hrs.)
 A.A.S. in Youth Ministry (4 Semesters, 16 mos., 63 cr. hrs.)
 Diploma in Evangelism Studies (2 Semesters, 8 mos., 30 cr. hrs.)
 Diploma in General Studies (2 Semesters, 8 mos., 30 cr. hrs.)
 Diploma in Music Ministry (2 Semesters, 8 mos., 30 cr. hrs.)
 Diploma in Pastoral Studies (2 Semesters, 8 mos., 30 cr. hrs.)

FINANCIAL INFORMATION - Tuition rate - \$185.00 per credit hour. Tuition package - \$2,010 (12-18 credit hours). Administrative Fee - \$90 (1-11 hours) / \$235 (12+ hours). Late Registration Fee - \$50.00. Application Fee - \$50.00 (domestic) / \$75 (international). Reactivation application - \$35.00. Parking Fee -, \$25.00. Technology Fee \$50. Late Exam Fee - \$25. Independent Study Fee – \$30.00 (per credit hour plus tuition). Graduation Fee - \$100.00. Total projected tuition cost for programs beginning 2016-2017 academic year - \$12,400.00 (See the catalog for complete listing of fees. Dorm fees are separate. Books are sold separately.)

The above tuition and fees are set for the 2016-2017 school year and are subject to adjustment for the 2017-2018 school year.

REFUND INFORMATION - Refunds shall be made within thirty days after the school has determined that a student has withdrawn. If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn within sixty days of the student's last date of attendance or participation in an academic activity. The last day of attendance will be the last day the student attends any class. VCC requests that the student give the school notice of withdrawal in writing. The student will be notified of the determination of refund in writing, within sixty days of the student's last date of attendance, with a full explanation being made to the student.

After the student begins classes the official refund policy for online students is as follows:

ON CAMPUS REFUND SCHEDULE

100% refund – withdrawal prior to the 1st week of the semester
 75% refund – withdrawal during the 1st full calendar week of the semester
 50% refund – withdrawal during the 2nd full calendar week of the semester
 25% refund – withdrawal during the 3rd full calendar week of the semester
 0% refund – no tuition refund on or after the 4th week of the semester

ONLINE REFUND SCHEDULE

100% refund – withdrawal prior to the 1st week of the semester
 75% refund – withdrawal by 4th day of 1st week of the semester
 50% refund – withdrawal by 4th day of 2nd week of the semester
 25% refund – withdrawal by 4th day of 3rd week of the semester
 0% refund – no tuition refund on or after the 4th week of semester

CANCELLATION POLICY – Prior to the scheduled start of classes on January 11, 2017, this agreement can be canceled within five calendar days after the date of signing provided Valor Christian College is notified of the cancellation in writing and the student has not attended class. Valor Christian College will refund tuition paid plus any and all advanced tuition and fees collected. Refunds shall be made no later than thirty days after cancellation.

GRIEVANCE PROCEDURE - When filing a grievance, the subsequent procedure is to be followed. The student should follow the scriptural guidelines and attempt to resolve the grievance with the appropriate person or VCC office. If the issue is not resolved, the student should discuss the matter with the person in charge of the area. If the issue is unresolved, the student may present his/her grievance to the college administration in charge of the area. If no satisfaction is reached by this point, address a letter to the president. He or she will either make a decision or bring the matter to the president’s cabinet. If the issue is still unresolved after following this process, the student may contact the State of Ohio Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414 or call: (614) 466-2752, referring to Valor Christian College Registration No. 1408T. Please prayerfully consider Matthew 18:15-17 before filing any grievance.

GRADUATE PLACEMENT / COMPLETION RATE - The Ohio Board of Career Colleges and Schools requires that each student know the percentage of graduates that find gainful employment after graduation. Students who come to VCC primarily for career training successfully often find ministry related positions. Graduates indicating career placement as their primary reason for attending VCC in the past three years have found ministry related placement in the following areas:

Graduate Placement:	'13	'14	'15	Completion Rate:	'13	'14	'15
Pastoral and Church Leadership	82%	72%	77%	Pastoral and Church Leadership	87%	77%	85 %
Evangelism	70%	68%	67 %	Evangelism	84%	86%	88 %
Music Ministries	80%	90%	89 %	Music Ministries	88%	80%	85 %
Advanced Leadership	72%	83%	85 %	Advanced Leadership	94%	75%	91 %
Missions	70%	66%	65 %	Evangelism Studies	92%	94%	90 %

SCHEDULE OF CLASSES - I acknowledge receiving my official class schedule for the Spring 2017 Semester. I acknowledge that I have been sufficiently advised as to my academic progress and understand that to qualify for graduation with the above indicated degree/diploma, I must fulfill all requirements (17 weeks per semester) as outlined in the Valor Christian College 2016-2017 Catalog and attain a minimum 2.0 GPA. I understand that deviation from the course-planning guide in the catalog may result in my program being extended beyond the normal length notated above. I agree that the information on the form used in the advisement process is correct and to consult with my advisor regularly. I assume responsibility for knowing and completing degree/diploma requirements. I understand that the first day of classes is January 11, 2017 and that my attendance from that date in classes will affect both the withdrawal date for refund purposes and my grade in the class. I understand that in order to audit a course, I must note the course as an 'audit' on the enrollment form. I understand that I have the opportunity to alter this schedule without charge or penalty by using the Add/Drop form during the Add/Drop period. I understand that after January 20, 2017, the following add/drop procedure will take effect.

ADD/DROP PROCEDURE: Students must complete an Add/Drop form (available in the Registrar’s Office) by the Add/Drop deadline January 20, 2017, to ensure course(s) is/are dropped from schedule and not recorded on student’s transcript. Submitting an Add/Drop form after January 20, 2017 will incur a \$10 processing charge and course(s) will be recorded as 'WP' or 'WF' according to the recorded date of the drop(s) in relation to the academic calendar.