



Student Name Printed

Student SSN

Re-entry Letter of Intent

As part of your re-entry process, the Re-entry Letter of Intent will be reviewed along with your completed re-entry application in the Acceptance Meeting. Please focus and put all of your thoughts into the answers to the following questions:

- a.) Explain the circumstances that led to your withdrawal from the University, and how those circumstances have changed?
- b.) Explain your plan to ensure future academic success?

To be drafted by the applicant:

Student Signature

Date

For Official Use Only

Re-Entry Advisor's Recommendation

Based on review of the above named applicant:

- () This student is recommended for re-admittance into AIU.
- () This student is not recommended for re-admittance into AIU.

Re-Entry Advisor's Signature

Date

APPLICATION FOR ADMISSION

APPLICATION FOR:

Online Class Start Date: _____ 20_____

Campus Location: _____

Admissions Advisor: _____

Are you interested in applying for Financial Aid? Yes No

PERSONAL DATA

First (Given) Name Middle Name Last (Family) Name

Applicant's Full Name _____ Social Security # _____ - _____ - _____

Home Address _____

City _____ State _____ Country _____ Zip/Postal Code _____

Work Address _____

City _____ State _____ Country _____ Zip/Postal Code _____

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____ Fax (_____) _____ - _____

What is the best time of day to reach you? _____

Primary E-mail _____ Secondary E-mail _____

U.S. Citizen? Yes No Legal Permanent Resident? Yes No Is English your first language? Yes No

Do you have any family members or friends who are alumni of American InterContinental University? If so, please name.

Optional

Date of Birth: _____ Gender: Male Female Ethnicity: _____

Demographic questions are used for institutional research purposes only and not in the application process.

EDUCATIONAL RECORD

Name of High School/ Secondary School _____

City/ State _____ Date of Graduation _____

Please list all colleges/ universities previously attended:

Name	City/State	Degree Obtained	Dates of Enrollment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT RECORD

Please Attach Resume (optional)

Dates	Employer	City/ State	Position/ Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HOW DID YOU LEARN ABOUT AIU?

Radio _____ Newspaper _____ Magazine _____ Friend/Family
Station Name Name Name

Direct Mail _____ AIU graduate _____
Name Name

Website _____ Other (*explain*) _____

I declare that to the best of my knowledge all information on this application is correct. If I am admitted to American InterContinental University, I agree to abide by its policies and regulations.

Applicant Signature _____ Date _____ *Month Day Year*

Please contact the individuals below and provide information about the degree programs offered at AIU:

Name	City/State	Home Phone	Work Phone	E-mail Address
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____

COMMENTS

**American InterContinental University subscribes to a policy of nondiscrimination.
 We do not discriminate on the basis of age, color, creed, ethnic origin, nationality, handicap, or sex.
 Release of student information will comply with federal regulations.**

ENROLLMENT AGREEMENT

This agreement must be signed by the student and returned to the admissions office. If this Enrollment Agreement is cancelled in writing within three days after signing, the student is entitled to a refund of all monies paid.

Name of Student _____ *Social Security Number* _____

High School _____ *Year Graduated* _____ *GED Certificate Date* _____

Are you at least 18 years of age? ____ Yes ____ No

ENROLLMENT AGREEMENT

In consideration of the acceptance of this Enrollment Agreement by American InterContinental University*, the undersigned agrees to pay the required fees and accept the terms and conditions specified in the attached Schedule of Tuition, Fees and Expenses.

I understand that in signing this Enrollment Agreement I am acknowledging that I will attend American InterContinental University Online; have read, understand and agree to accept the terms set forth in this Agreement (*including the reverse side of this Agreement and the attached Tuition and Fees Schedule*); and am agreeing to accept the rules and regulations of American InterContinental University Online. **The attached Tuition and Fees Schedule is an integral part of this Enrollment Agreement, is incorporated herein by specific reference, and should be reviewed very carefully by student and parent guardian.**

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

Date: _____ Signature of Student _____

Date: _____ Signature of Parent or Guardian
who is financially responsible
for Student (*if applicable*) _____

Address: _____

ACCEPTED:
American InterContinental University*

Date: _____ By: _____

Cancellation A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. A Student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Enrollment Agreement is not accepted by AIU Online or if AIU Online cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or emailed to the Student Affairs Department.

Refund Policy After the last day of the drop/add period for each session, no refunds or adjustments will be made to students dropping individual courses but otherwise enrolled at AIU Online. Refunds are made for students who withdraw or are withdrawn from AIU Online prior to the completion of their degree program and are based on the tuition billed for the quarter in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charges incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. When a student withdraws from the institution, he/she must notify the Student Affairs Department. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Non-Title IV credit balances less than \$5 will not be refunded to the student/lender unless requested by the student.

Week of the Quarter	First Session of the Student's Quarter	Second Session of the Student's Quarter	Part-Time 10 Week Course Degree Program
Student's Last Date of Attendance	Tuition Refund	Tuition Refund	Tuition Refund
During the first week of instruction of the program*	100%	100%	100%
During the first academic week	80%	100%	90%
During the second academic week	60%	100%	75%
During the third academic week	40%	100%	50%
During the fourth academic week	0%	100%	50%
During the fifth academic week	0%	100%	50%
During the sixth academic week	0%	0%	0%
During the seventh academic week	0%	0%	0%
During the eighth academic week	0%	0%	0%
During the ninth academic week	0%	0%	0%
During the tenth academic week	0%	0%	0%
* This applies to a new student's right to cancel in the first week of their first quarter of attendance only.			

There will be no refund of tuition charges after a student has completed more than 50% of the quarter (or entering a class during the second session of a quarter).

The \$50 application fee is non-refundable, unless the prospective student requests for it to be refunded within three business days of signing the enrollment agreement. Prior to beginning classes, if no enrollment agreement has been signed, the applicant receives a full refund of all monies if he/she requests it within (3) business days after making a payment to the institution. In order to support students in the first week of instruction of each session, courses are open to students beginning on Friday in advance of the first day of the session. Students who participate in an academically-related activity on Friday or Saturday in advance of the first week of instruction will have their course participation recorded as participation for the first day of the session.

Return of Title IV Funds Policy AIU Online follows the federal Return of Title IV Funds Policy to determine the amount of Title IV aid a Student has received and the amount, if any, which needs to be returned at the time of withdrawal. For details regarding this policy, please see the AIU Online catalog.

Policies and Disclosures

- Catalog:** Information about AIU Online is published in a catalog that contains a description of certain policies, rules, procedures, and other important disclosures and information about the University and the educational programs offered. AIU Online reserves the right to change any provision of the catalog at any time as provided in the following paragraph.. Students are expected to read and be

familiar with the information contained in the University catalog, in any revisions, supplements and addenda to the catalog, and with all University policies. By enrolling in AIU Online, the Student agrees to abide by the terms stated in the catalog and all University policies.

2. **Changes:** AIU Online reserves the right to make changes at any time to any provision of the catalog, including academic programs and courses, University policies and procedures, faculty and administrative staff, the University calendar and other dates, and other provisions. AIU Online also reserves the right to make changes at any time to the amount of tuition and fees. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. AIU Online also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and when size and curriculum permit, to combine classes.
3. **Elimination of Classes:** AIU Online reserves the right to cancel or postpone a scheduled class start when the number of students scheduled to start the program is not sufficient as determined by AIU Online. If the Student does not choose to change to a different start date, the Student will be eligible for a full refund.
4. **Transfer of Credits:** The awarding of credit for coursework completed at any other institution is at the sole discretion of AIU Online. Additionally, AIU Online does not imply, promise, or guarantee that any credits earned at AIU Online will be transferable or accepted by any other institution. It is the Student's obligation to ascertain in advance of enrollment whether a possible recipient institution will recognize a course of study or accept credits earned at AIU Online.
5. **Success of Student:** The Student's individual success or satisfaction is not guaranteed, and is dependent upon the Student's individual efforts, abilities and application of himself/herself to the requirements of the University. The undersigned acknowledges receipt of the University's Hardware/Software Requirements and Student Software Agreement. The student has regular access to a computer that meets these specifications as required for the degree program of study and agrees to adhere to the requirements of the Student Software Agreement.
6. **Student's Failure to Meet Obligations:** AIU Online reserves the right to terminate the Student's enrollment for failure to maintain satisfactory academic progress, failure to pay tuition or fees by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the AIU Online community, conviction of a crime, failure to abide by AIU Online policies and procedures or any false statements in connection with this enrollment. AIU Online can discontinue the student's enrollment status, not issue grades, and deny requests for transcripts should a student not meet all of his/her financial and institutional obligations or for any false statements in connection with this enrollment.
7. **Employment:** AIU Online does not guarantee internship/externship placement or employment following graduation but does offer career planning assistance to students and graduates as described in the catalog. Some job or internship opportunities may require substantial travel, background checks, and/or drug testing. Applicants with factors such as a prior criminal background or personal bankruptcy or failed drug test may not be considered for internship/externship or employment in some positions. Employment and internship/externship decisions are outside the control of the University. Graduates of some programs may require additional education, licensure, drug testing and/or certification for employment in some positions.
8. **Virtual and Ground Graduation:** The undersigned understands that graduation from the online degree program carries with it the opportunity to participate in an online graduation ceremony at no additional cost to the graduate. Graduates from the online degree programs also have the option of participating in a ground graduation ceremony at times, dates and locations designated by the University. Such times, dates and locations are subject to change. Any and all costs incurred for travel to and from the ground graduation ceremony will be the sole responsibility of the graduate.
9. **Use of Images and Works:** The undersigned agrees that AIU Online may use his/her name, voice, image, likeness, and biographical facts, and any materials produced by the Student while enrolled at AIU Online, without any further approval or payment, unless prohibited by law. The undersigned acknowledges that the foregoing permission includes the right to tape and photograph him or her and to record his or her voice, conversation and sounds for use in any manner or medium in connection with any advertising, publicity, or other information relating to AIU Online.
10. **Discrimination:** AIU Online does not discriminate on the basis of race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law in the recruitment and admission of students, the operation of any of its educational programs and activities, and the recruitment and employment of faculty and staff. The Dean of Student Affairs at AIU Online serves as the compliance coordinator for Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of sex or handicap.
11. **Agreement to submit to AIU Online's Grievance Procedure:** The Student agrees to submit any claim, dispute, or controversy that the Student may have arising out of or relating to his or her recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance by the University to AIU Online's Grievance Procedure set forth in the University catalog. The parties agree to participate in good faith in AIU Online's Grievance Procedure. Compliance with AIU Online's Grievance Procedure is mandatory.

BE SURE TO READ ALL PAGES OF THIS AGREEMENT

and is a condition precedent to the Student commencing arbitration or otherwise pursuing his or her claim. Notwithstanding the preceding sentence, if a statute or other legal authority specifically bars AIU Online from requiring the Student to utilize AIU Online's Grievance Procedure, or if a court of competent jurisdiction determines that such a requirement is unenforceable with regard to the Student, then the preceding sentence shall be severed and shall have no force and effect, and the Student may, but will not be required to, submit his or her claim to AIU Online's Grievance Procedure. AIU Online may waive any or all limitations and requirements set forth in this provision. Such waiver shall not waive or effect any other portion of the Enrollment Agreement, this paragraph, or the Arbitration Agreement. Other grievance procedures - This provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule. Agreement to Arbitrate - Any disputes, claims, or controversies between the parties to this Enrollment Agreement arising out of or relating to (i) this Enrollment Agreement; (ii) the Student's recruitment, enrollment, attendance, or education; (iii) financial aid or career service assistance by AIU Online; (iv) any claim, no matter how described, pleaded or styled, relating, in any manner, to any act or omission regarding the Student's relationship with AIU Online, its employees, or with externship sites or their employees; or (v) any objection to arbitrability or the existence, scope, validity, construction, or enforceability of this Arbitration Agreement shall be resolved pursuant to this paragraph (the "Arbitration Agreement"). Choice of Arbitration Provider and Arbitration Rules - Unless the parties agree to an alternative, the arbitration shall be administered by the American Arbitration Association ("AAA") or the National Arbitration Forum ("NAF"). The arbitration shall be before a single arbitrator. If brought before the AAA, the AAA's Commercial Arbitration Rules, and applicable supplementary rules and procedures of the AAA, in effect at the time the arbitration is brought, shall be applied. If brought before the NAF, the NAF's Code of Procedure in effect at the time the arbitration is brought shall be applied. Copies of the AAA's Rules or the NAF's Code may be obtained from AIU Online's Campus President. Location of arbitration - All in-person hearings and conferences in the arbitration shall take place in a locale near Student, so long as that location is in the continental United States or unless the Student and University agree otherwise. In the event the Student is not located in the continental United States, such in-person hearings and conferences requested by the Student in the arbitration shall take place in a locale near the University's Illinois offices, unless the Student and University agree otherwise, or the arbitrator directs a different locale based upon the location and convenience of the necessary witnesses. Language - The language of the arbitration shall be in English. Any party desiring or requiring a different language shall bear the expense of an interpreter. Choice of Law - The arbitrator shall apply federal law to the fullest extent possible, and the substantive and procedural provisions of the Federal Arbitration Act (9 U.S.C. §§1-16) shall govern this Arbitration Agreement and any and all issues relating to the enforcement of the Arbitration Agreement and the arbitrability of claims between the parties. Costs, fees, and expenses of arbitration - Each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs. All fees and expenses of the arbitrator and administrative fees and expenses of the arbitration shall be borne equally by the parties unless otherwise provided by the rules of the AAA or the NAF governing the proceeding, or by specific ruling by the arbitrator, or by agreement of the parties. Information about the arbitration process also can be obtained from: AAA at www.adr.org, or 1-800-778-7879; NAF at www.arb-forum.com or 1-952-516-6400 or toll-free at 1-800-474-2371. Relief and remedies - The arbitrator shall have the authority to award monetary damages and may grant any non-monetary remedy or relief available by applicable law and rules of the arbitration forum governing the proceeding and within the scope of this Enrollment Agreement. The arbitrator will have no authority to alter any grade given to the Student or to require AIU Online to change any of its policies or procedures. The arbitrator will have no authority to award consequential damages, indirect damages, treble damages or punitive damages, or any monetary damages not measured by the prevailing party's economic damages. The arbitrator will have no authority to award attorney's fees except as expressly provided by this Enrollment Agreement or authorized by law or the rules of the arbitration forum. Class and consolidated actions - There shall be no right or authority for any claims within the scope of this Arbitration Agreement to be arbitrated or litigated on a class basis or for the claims of more than one Student to be arbitrated or litigated jointly or consolidated with any other Student's claims. Arbitrator's Award - At the request of either party, the arbitrator shall render a written award briefly setting forth his or her essential findings and conclusions. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. Severability and right to waive - If any part or parts of this Arbitration Agreement are found to be invalid or unenforceable by a decision of a tribunal of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of this Arbitration Agreement shall continue in full force and effect. Any or all of the limitations set forth in this Arbitration Agreement may be specifically waived by the party against whom the claim is asserted. Such waiver shall not waive or effect any other portion of this Arbitration Agreement. Survival of provisions of this agreement - This Arbitration Agreement will survive the termination of the Student's relationship with the University.

12. **NOTICE:** 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 the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.
13. **Assignment:** None of the rights of the Student or the Student's parent under this Enrollment Agreement are assignable to any other person or entity.
14. **Entire Agreement:** This Enrollment Agreement constitutes the entire agreement between Student and AIU Online concerning all aspects of the education and training the Student will be provided by the University. By signing this agreement, the Student agrees that no binding promises, representations or statements have been made to the Student by AIU Online or any employee of AIU Online

BE SURE TO READ ALL PAGES OF THIS AGREEMENT

regarding any aspect of the education and training the Student will receive from the University or prospects of employment or salary upon graduation that are not set forth in writing in this Enrollment Agreement. AIU Online will not be responsible for any representation, statement of policy, career planning activities, curriculum or facility that does not appear in this Enrollment Agreement or the University catalog.

- 15. Electronic Correspondence:** The undersigned provides consent to receive and/or sign electronic records, and to confirm the undersigned's ability to access all of the disclosures, records, and other information provided in electronic form. If the student withdraws consent, the terms of the previously delivered Electronic Records will continue to apply to his/her related transactions with the University. Use of the Services includes agreement to the terms of the previously delivered Electronic Records. Withdrawal of consent to receive Electronic Records will not change the fact that terms were agreed to when the Service was first used.
- 16. Additional Tuition and Fees:** The undersigned understands that any additional course work that results from the option to complete lower level or prerequisite requirements, failed courses, or program changes may result in additional tuition and fee charges.
- 17. Graduation Rate Disclosure:** As required by State Regulation, following are degree program graduation rates for the cohort reporting period:

GRADUATION RATES

The graduation rates listed below are based on the following date range:

7/1/02 to 10/31/02

<i>Program</i>	Total Number of Starts	Total Number of Graduates	<i>Percent of Students Graduating</i>
Associate of Arts in Business Administration	191	31	16.23%
Total	191	31	16.23%

FREQUENTLY ASKED QUESTIONS

1. How are the graduation rates calculated for the disclosure form?

Graduation statistics track all **first-time, full-time* certificate or degree-seeking students who began in the stated cohort year and have graduated within 150% of the program length. (For example, for a two-year program, the graduation rate would include students who had graduated within three years of beginning the program.) This may be represented as follows:

$$\frac{\text{Number of first-time, full-time students who graduated within 1.5 times the program's length}}{\text{Number of first-time, full-time students who started the program}} \times 100$$

**First-time students are those students who have never previously attended another college.*

2. How do I obtain more information?

To obtain further details as to policies relating to graduation rates, please present this document to the Vice President of Student Affairs.

Information pertaining to the graduation rates of all post-secondary institutions recognized by the U.S. Department of Education may be found on the College Navigator website. <http://nces.ed.gov/collegenavigator/>



Education Partner Attestation – Company

American InterContinental University has established a grant in the name of its Education Partners in order to assist eligible students and their immediate family members* with the opportunity to attend a degree program of study at AIU. To be eligible for the Grant and waived application fee, a candidate must be accepted for admission to the University and allow verification of employment (or relationship to employee) with the Education Partner** and complete the Education Partner Attestation form. University grants or scholarships are based on established criteria as published in the University's catalog and are awarded after verification that the conditions of eligibility have been met.

I, _____, understand the requirements for the Education Partner Grant and waived application fee.

Education Partner:

I hereby certify that I, or my immediate family member (as defined below), am employed at:

Name of Company

Company Address

Required: Street, City, State, Zip

General Company/HR Phone Number

Employee's Name/Relationship

I give permission to allow AIU to verify my (or my family member's) employment with the above stated Education Partner.

If, for any reason, this employment information is found to be false or untrue, before or after my enrollment at AIU, I understand that I will not receive the Education Partner grant benefit at AIU and will forfeit any Education Partner benefit applied to my account**.

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

Student's Signature

Print Name

Date

Admissions Advisor Signature

Print Name

Date

*Immediate family members: spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

** You will be required to provide documentation verifying your eligibility to the Financial Aid department in order to receive this grant. Documentation verifying your eligibility may include, in each case, your (or your immediate family member's): business card, a letter from the HR department on company letterhead, a recent pay stub, an earnings statement, or other appropriate documentation evidencing the relationship with the Education Partner.

American InterContinental University



AIU Freedom/Veterans Grant Attestation

American InterContinental University has established the AIU Freedom/Veterans Grant in order to assist eligible students and their immediate family members* with the opportunity to attend a degree program of study at AIU. To be eligible for the AIU Freedom/Veterans Grant and waived application fee, a candidate must be accepted for admission to the University, meet the AIU Freedom/Veterans Grant eligibility requirements as outlined in the AIU Catalog, and allow verification of eligibility. University grants or scholarships are based on established criteria as published in the University's catalog and are awarded after verification that the conditions of eligibility have been met.

I, _____, understand the requirements, as outlined in the AIU catalog, for the AIU Freedom/Veterans Grant and waived application fee.

I hereby certify that I or my immediate family member (as defined below), is a member of:

Name of Military Base/Command

Family Member's Name/Relationship

If Veteran – write Veteran in the space above

I give permission to allow AIU to verify my eligibility for the AIU Freedom/Veterans Grant.

If, for any reason, this eligibility information is found to be false or untrue, before or after my enrollment at AIU, I understand that I will not receive the AIU Freedom/Veterans Grant at AIU and will forfeit any AIU Freedom/Veterans Grant benefit applied to my account**.

By my signature below, I attest that the information provided is true and correct to the best of my knowledge.

Student's Signature

Print Name

Date

Admissions Advisor Signature

Print Name

Date

*Immediate family members: spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

** You will be required to provide documentation verifying your eligibility to the Financial Aid department in order to receive this grant. Documentation verifying your eligibility may include, in each case, your (or your immediate family member's): military enlistment paperwork, DD Form 214, DD Form 219, copy of your military ID, a letter from your Education Service Officer on official letterhead, a recent Leave and Earnings statement or other appropriate documentation evidencing the eligibility for the grant.

Effective January 5, 2009

American InterContinental University



Student Handbook Verification

I, the undersigned student, have:

1. Completed the Online Student Orientation
2. Read and understood all policies found in the AIU Online Student Handbook and how they apply to me during my enrollment at AIU Online
3. Visited the AIU Online Virtual Campus using my student login
4. Read the Handbook policy on refunds and understand that refunds of tuition charges for withdrawn students are based upon last date of attendance (LDA). I understand that if I desire to withdraw from the university, I should contact my academic advisor and immediately stop logging into the Virtual Campus and classes, as continuing to log in may reduce the amount of tuition, if any, that can be refunded

Student Name _____ SSN _____ - _____ - _____

Student Signature: _____ Date _____

Please sign and date this form and fax the form to:

Attn: Document Specialist, Registrar's Office
Toll-Free e-Fax: 866-566-9524

Or mail to:

ATTN: Document Specialist
Registrar's Office
AIU Online
5550 Prairie Stone Parkway, Suite 400
Hoffman Estates, IL 60192